

Agenda

Council Meeting

Monday, 27th June 2022

Commencing at 7.00pm

Council Chamber
1230 Nepean Highway, Cheltenham

kingston.vic.gov.au

Peter Bean
Chief Executive Officer
Kingston City Council

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, 27 June 2022.

1. Apologies

2. Confirmation of Minutes of Previous Meetings

Minutes of Council Meeting 23 May 2022

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

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

4. Petitions

Nil

5. Presentation of Awards

Junior Mayor and Junior Council

6. Reports from Delegates Appointed by Council to Various Organisations

7. Question Time

8. Planning and Place Reports

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9. Community Strengthening Reports

Nil

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10.4	CON 21/028 Leisure Centres Supply, Delivery and Storage of Co2 (Carbon Dioxide)	
Appendix 1	CON-21/028 - Supply and Delivery of CO2 Tender Evaluation Report	

8. Planning and Place Reports

27 June 2022

Agenda Item No: 8.1

YOURGROUND PROJECT - KINGSTON RESULTS AND RESPONSE

Contact Officer: Georgia Wyrdeman, City Place and Design Officer

Purpose of Report

This report provides a summary of the YourGround project findings relating to the City of Kingston and details the approach officers are taking to address the issues revealed.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Note the findings of the YourGround Project and the actions undertaken by officers to address the safety issues identified through community feedback.
2. Note the Gender-Sensitive Design Pilot Project to be undertaken as part of the Jean Street Reserve masterplan.

1. Executive Summary

YourGround Victoria was a social research project conducted by Monash University's XYX Lab undertaken in 2021 which surveyed women and gender-diverse people to map their perceptions of safety in public and open spaces.

Kingston was a partner on the state-wide project alongside 24 other councils and supported the research through outreach to Council's rich community networks. The XYX Lab supplied all partners with all data collected throughout the consultation period as well as a Kingston-specific report which provides a deep dive into the trends and hotspots observed within Kingston (Appendix 1).

Participants in Kingston contributed a total of 178 pins to the research pool making up 5.6% of the total submissions across the state. 94% of pins were placed by women, 1% by gender diverse people and almost half the pins were placed by respondents aged between 30-44.

The YourGround results have been distributed to all relevant department stakeholders including Social Development, Open Space, Youth Services, Community Wellbeing, Sport and recreation, Traffic and Transport, Community Buildings and City Strategy. Cross-divisional preliminary responses to the findings have been collected and several measures are currently underway or being planned in response to the YourGround findings (Appendix 2).

The Jean Street Reserve Redesign is an amenity upgrade project borne from community feedback (independent of YourGround) indicating that the area felt unsafe. The reserve was also identified as a YourGround hotspot as it attracted negative comments from a significant number of participants. Noting this community feedback, the project is now proposed to be a gender-sensitive design pilot project. The project presents an opportunity to meaningfully address the issues raised by the community and to demonstrate Kingston's commitment to gender inclusive design, showcasing a best practice design response.

A gender-sensitive design pilot project will equip Kingston with a case study that would serve to inform future public realm projects by Council or others, putting Council in a good position, leading by example in the design of places in which everyone in the community can feel safe.

2. Background

The YourGround project was a crowdsourced social research project undertaken by the University of Melbourne's XYX Lab in 2021. Participants were encouraged to place a pin on an online interactive in-browser map to identify locations where they felt particularly safe or particularly unsafe. The project was supported by local and state government authorities to expand the reach to participants across the state. Kingston was one of 25 Councils partnering on the project alongside Respect Victoria and the Department of Environment, Land, Water and Planning. Partners of the project were entitled to receipt of the full data set compiled throughout the course of the research as well as a targeted report outlining the key issues and themes that emerged within the City of Kingston.

The following is an introduction and context to the project itself from the YourGround Kingston Report (Appendix 1):

"In Australia, 87% of women have experienced at least one form of verbal or physical street harassment. While there is less research into the experiences of gender-diverse people, there is strong evidence that their experiences are similar.

Gender-based harassment reinforces the socialised position of women and gender-diverse people as not equal to men. For most, these experiences strongly affect where they go and how they are able (and feel able) to occupy public spaces. Consequently gender has an outsized impact on women and gender-diverse people's health and wellbeing. In particular, for many, exercising in public space is stressful and the anxiety that comes from it acts against the multiple physical and mental health benefits of exercise. For example, the vicious assault of a woman runner in north Melbourne in 2019 led to many local women being fearful of using the area for their exercise and recreation; some have not returned.

YourGround aims to provide data and insights into access and inclusivity to public spaces for women and gender-diverse people and to drive urban design initiatives in line with Victoria's Equality Act 2020."

The communications team assisted in a broad range of community engagement tools to ensure a usable data set was collected including footpath decals, corflute signage and bin wraps in open spaces as well as frequent social media content. The project was also extended to Kingston's sporting clubs through a newsletter. The XYX Lab designed the project to reduce the barriers to engagement for women and gender diverse people through interactive means. The method of community consultation using QR codes and digital mapping presented an opportunity to potentially engage portions of the population we might not have heard from such as younger and more marginalised demographics.

Participants in Kingston contributed a total of 178 pins to the research pool making up 5.6% of the total submissions across the state. 94% of pins were placed by women, 1% by gender diverse people and almost half the pins were placed by respondents aged between 30-44. Participants also had the option to 'support' or comment on pins already placed on the map. The interactive map which was open to participants across Victoria, while now closed to new submissions, is available to view at <https://yourgroundarchive.org/>.

A group of cross-divisional internal stakeholders from across Council were brought together to assess the benefits of partnering on the project and it was agreed that the data offered valuable insights into community perception of safety broadly across the whole municipality. This group was later consulted following receipt of the project findings and has collectively informed and agreed to the actions proposed.

3. Results Discussion

Summary of YourGround Findings

Participants in Kingston placed a total of 178 pins on the YourGround map which were spread geographically across the whole municipality. While there were many pins placed in isolated locations, a number of hotspots emerged where clusters of pins occurred and where there was a high level of 'support' and comments from other participants.

In the Kingston report (Appendix 1) the findings were broken up into four key hotspots where there were multiple pins in close proximity to each other and where a high number of 'supports' or 'comments' on a pin were observed.

3.1 Pompeii's Landing, Underpass and Mordialloc Station

A significant number of pins were placed at the Western end of Mordialloc Creek Trail where the trail runs under the Frankston train line through an underpass. YourGround participants reference narrowness, an inability to see ahead, poor maintenance and a sense of entrapment attributing to a poor sense of safety.

3.2 Longbeach Trail

Unsafe pins were spread across the length of the Longbeach trail from Mordialloc Creek to Patterson River. Poor lighting was a concern for all the thirteen unsafe pins placed along the trail.

3.3 Foreshore Paths

The Bay Trail itself did not attract unsafe pins however participants felt most unsafe on the Beach Promenade path and connector paths to the Bay trail path. Multiple incidents of sexual harassment were referenced, and a lack of lighting was attributed to feeling unsafe.

3.4 Jean Street Reserve and Garfield Lane

As a main thoroughfare for pedestrians walking to and from Southland Station and Southland Shopping Centre, this location attracted pins articulating poor perception of safety quoting poor lighting, difficulty seeing ahead, hiding spots and isolation as key reasons this area was identified as a hotspot.

4. Response and Actions

4.1 Council Plan Alignment

Strategic Direction: Safe - Our community will feel safe, and be safe, in all aspects of their lives.

Strategy: design an environment and infrastructure that promotes better safety and accessibility

4.2 Actions

An initial review of each individual pin has been undertaken by internal stakeholders to pick up major concerns, identify quick wins and note community feedback across the board. The hotspot locations and associated pins have also been considered in detail.

The following describes the actions identified by officers to be undertaken following this review and categorised in terms of timeframe and ability to be progressed immediately, ongoing or through future work. A map showing where the pins are clustered compared to where actions are being taken can be found in Appendix 2.

Immediate/Underway

- *Gertrude McKenzie Reserve*: solar lights are being installed this financial year by the Public Space Team
- *Mordialloc Underpass/Pompeii's Landing*:
 - o The Bushland Team has undertaken landscaping work to reduce the visual obstruction caused by overgrown shrubs to the east of the underpass which should contribute to better visibility and deter antisocial behavior.
 - o The Social Development team is currently progressing the installation of CCTV in and around Mordialloc Station and Foreshore as well as working closely with the police.
 - o Further interventions are currently being explored by the teams involved in the maintenance of the site (Open Space teams, Infrastructure and Active Kingston) to improve the pedestrian experience.
- *CCTV project funding for upgrades from State Government (Community Strengthening)*
 - o Mordialloc Station forecourt, underpass, retail strip, Peter Scullin Reserve – being delivered by Community Buildings
 - o The Avenue, Chelsea

Ongoing

- *Bonbeach Sports Reserve Lighting Upgrades*: Lighting upgrades have been added to the scope of stage 1 and 2 of the masterplan as a result of feedback through YourGround
- *Jean Street Reserve and Garfield Lane*: The reserve is currently being redesigned by the Public Space team for delivery next financial year with a strong focus on gender sensitive design in response to community consultation feedback from last year as well as a high concentration of YourGround comments.
- *Melaleuca Drive Shops*: DELWP funded program for small shopping centre reinvigoration being delivered by Kingston Business and Public Space, with a key aim to improve the perception of safety
- *Peter Scullin Plan*: includes lighting along the Promenade, being progressed by Active Kingston and the Foreshore team
- *The Open Space Strategy*: the Public Space team will specifically consider lighting in dog parks across the municipality with consideration to the YourGround feedback
- *Coastal Marine Management Plan*: the Foreshore Team will review foreshore paths with consideration to the YourGround feedback
- *Heights Park, Chelsea Heights*: the Public Space Team have commenced amenity improvement planning to improve perception of safety

Further Work

- **Pompeii's landing and rail underpass:** This is a known problematic location to Council officers with a complex land ownership situation which makes wholesale changes difficult. This area is a potential State Government candidate for level crossing removal in future and consideration through a future Mordialloc Creek Masterplan, presenting significant opportunity for improvements to safety and amenity at a precinct scale. Some short-term interventions are being investigated by the Open Space teams, Infrastructure and Active Kingston.
- **Mentone to Cheltenham Shared User Path:** a summary of the YourGround comments relating to this location has been forwarded to LXRP who have also been informed of safety concerns brought to Council's attention through other channels. As a result of feedback from Council the LXRP have undertaken a lighting trial and consultation process with a view to addressing this issue as part of the project.
- **Longbeach Trail:** An opportunity exists to expand the scope of lighting improvements being undertaken through the Bonbeach Sports Reserve masterplan to consider lighting along the Longbeach trail broadly.

Gender-Sensitive Design Pilot Project – Jean Street Reserve/Garfield Lane

The Jean Street Reserve and Garfield Lane redesign project was initiated following community concerns raised regarding perception of safety in the area. Community consultation undertaken in early 2021 found that improved lighting and pedestrian infrastructure were key priorities for users of the reserve to improve perception of safety. The YourGround project found that lighting, poor visibility, hiding places and isolation were contributing to participants' poor perception of safety.

The redesign of Jean Street Reserve and Garfield Lane presents a unique opportunity to meaningfully address the issues raised by the community and to demonstrate Kingston's commitment to gender inclusive design, showcasing a best practice design response. A gender-sensitive design pilot project will equip Kingston with a case study that would serve to inform future public realm projects by Council or others, putting Council in a good position to lead by example in the design of places in which everyone in the community can feel safe.

The Public Space team are undertaking the design and will seek expert recommendations on elements of gender sensitive design such as lighting, visibility, passive surveillance among other design considerations to produce a best practice design response.

5. Conclusion

The YourGround project has provided valuable insight into the experiences of women and gender diverse people in our public spaces. The data offers a detailed gender-lens which can be applied to the design and management of the public realm in Kingston and highlights any opportunities for intervention.

It is the recommendation that Council note the findings from the report as well as the responses to the findings so far.

While a significant number of projects and works have been identified to begin addressing the key issues revealed through the YourGround project, many have not been completed. A further report is proposed to be brought to council in 12 months' time to report back on the actions taken and assess the success and value of this kind of data in the future. That report will:

- Outline the actions taken to date which have aimed to address safety concerns raised through YourGround
- Discuss the success of these actions and the value of the YourGround data in those projects
- Discuss the value and viability of undertaking a further follow up study or implementing a trial of a similar platform to gauge community perceptions of safety in real time moving forward.

Appendices

Appendix 1 - YourGround_Kingston City Council Report (Ref 22/50246)  [↓](#)

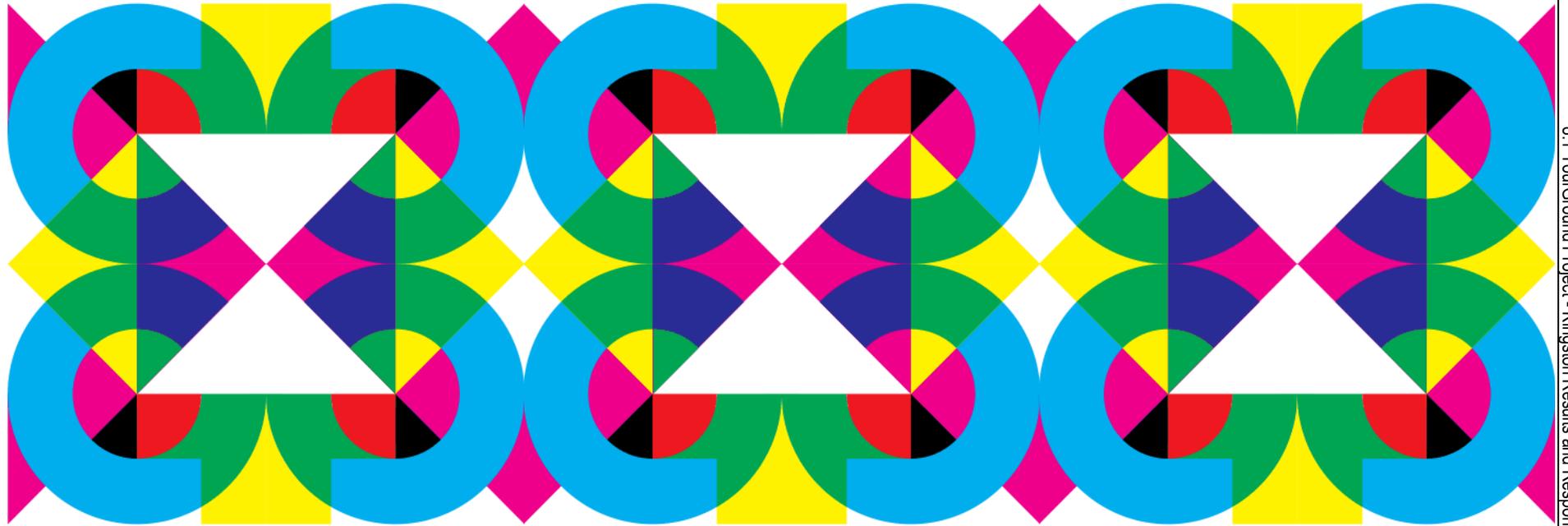
Appendix 2 - YourGround Pins and Actions Map (Ref 22/143226)  [↓](#)

Author/s: Georgia Wyrdean, City Place and Design Officer
Reviewed and Approved By: Paul Marsden, Manager City Strategy
Jonathan Guttman, General Manager Planning and Place

8.1

YOURGROUND PROJECT - KINGSTON RESULTS AND RESPONSE

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yourground

YOUR SPORT • YOUR LEISURE • YOUR PLAY • YOUR PLACE • YOUR KINGSTON



yourground

KINGSTON REPORT | OCTOBER 2021

This research took place on the lands of First Nations people across Victoria and we acknowledge them as Traditional Owners and Custodians of the lands and waters upon which we depend.

We recognise their continuing connection to land, waters and culture and we pay our respects to Elders past, present and emerging. In particular, the YourGround team would like to acknowledge the peoples of the Kulin Nation on whose land we work.

YourGround is a collaboration between the Monash University XYX Lab and CrowdSpot.

If you have any queries in relation to the YourGround project, please contact Nicole Kalms:

Associate Professor Nicole Kalms
nicole.kalms@monash.edu

CrowdSpot is an award-winning, Melbourne-based digital consultancy specialising in map-based community engagement and data collection. Their mission is to help create quality spaces in a social, inclusive and engaging process. They do this by connecting decision makers with targeted community groups through the use of online map-based social survey tools.

XYX Lab – Gender and Place research lab, Monash University, Melbourne. The XYX Lab is the first research group in the world of its kind to address the complex intersections of space, gender and identity through design practice. Situated in the Faculty of Art, Design and Architecture at Monash University, it draws on an interdisciplinary team of researchers, including experts in architecture, landscape architecture, urban design, communication design, design theory and design thinking methodologies.

How to cite this report:

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Report Team

Report coordinator and main author:

Dr Gill Matthewson

Research Coordinator:

Associate Professor Nicole Kalms

Creative Coordinator:

Associate Professor Gene Bawden

Data Analysis and Visualisations:

Dr Gill Matthewson and Anwyn Hocking

Spatial Visualisations:

Anthony Aisenberg

Research Consultant:

Dr Jess Berry

YourGround Team

Project Co-Directors:

Associate Professor Nicole Kalms and Anthony Aisenberg

Creative Director:

Associate Professor Gene Bawden

Project Coordinator:

Anwyn Hocking

Project Administrator (pre-launch):

Isabella Webb

Project Assistants:

Sylvia Tong and Tegan Larin

State Government Partners



Local Government Partners



Supporters



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Definitions

Gender-diverse people

Gender diverse refers to people who identify with a gender or genders outside of the binary of female and male.

Women

This research recognises that women are not a homogenous group. When we use the word Woman or Women, the XYX Lab and CrowdSpot acknowledge that they are not a homogeneous group. Women represent enormous diversity in their cultural background, socio-economic status, where they live, their sexuality, abilities, and age. The term is therefore inclusive of all women, including ciswomen, trans-women, and intersex women.

Girls

The term girl is for participants that are female identifying and under the age of 18. Any person under the age of 18 was required to check with a parent or guardian before submitting a response.

Executive Summary

The YourGround Victoria project is a social research project that surveys women and gender-diverse people to map their perceptions of safety when exercising and recreating for health and wellbeing in Victoria's open spaces, including those of the City of Kingston. It is a collaboration between the Monash University XYX Lab and CrowdSpot. The project took place within the context of COVID-19 and was conceptualised to understand equity and access to, and use of, public spaces, particularly for exercise and recreation during the periodic lockdowns across Victoria.

This report for the City of Kingston is a supplement to the *YourGround Victoria Report* and, therefore, should be read in conjunction with it.

Women and gender-diverse people in the City of Kingston supplied a total of 178 pins to the YourGround survey over a thirteen-week period from April to July 2021 – 5.6% of the total number of YourGround pins.

18% of the pins in Kingston were safe ones and these were placed in the parks and green or open spaces of the LGA. Like other respondents across Victoria, Kingston respondents appreciated their local open spaces especially for exercise.

Key activity spots for Kingston included:

- **Long Beach Trail:** very dark at night and isolated and secluded in parts. However, the trail's proximity to the Edithvale-Seafood Wetlands means that lighting is a difficult proposition.
- **Foreshore Paths:** while the Bay Trail (which runs at street level) was liked and considered safe, the various paths along and down to the beach level attracted a lot of unsafe activity. Again, darkness and seclusion were the problem. YourGround respondents also reported sexual harassment incidents at the north end of Mentone Beach.
- **Underpass, Mordialloc Creek Path:** like other underpasses in Victoria, this underpass was considered unsafe. It is dark, narrow and the inability to see what or who is ahead makes it entrapping.

Your Ground Victoria respondents overall prioritised the following reasons why they felt unsafe: lack of or poor lighting, concerning behaviour from other people in the area, and limited ability to see what or who is ahead of them. Compared to the full survey, Kingston respondents placed a lesser emphasis on lighting and concern with the behaviour of others was much less of a concern.



Introduction

1.0 Introduction

The YourGround project is a collaboration between the Monash University XYX Lab and CrowdSpot surveying women and gender-diverse people to understand their perceptions of safety when exercising and recreating for health and wellbeing in Victoria's open spaces.

In Australia, 87% of women have experienced at least one form of verbal or physical street harassment.¹ While there is less research into the experiences of gender-diverse people, there is strong evidence that their experiences are similar.² Gender-based harassment reinforces the socialised position of women and gender-diverse people as not equal to men. For most, these experiences strongly affect where they go and how they are able (and feel able) to occupy public spaces. Consequently gender has an outsized impact on women and gender-diverse people's health and wellbeing. In particular, for many, exercising in public space is stressful and the

anxiety that comes from it acts against the multiple physical and mental health benefits of exercise. For example, the vicious assault of a woman runner in north Melbourne in 2019 led to many local women being fearful of using the area for their exercise and recreation; some have not returned.³

YourGround aims to provide data and insights into access and inclusivity to public spaces for women and gender-diverse people and to drive urban design initiatives in line with Victoria's Equality Act 2020. YourGround Victoria was supported by 25 Local and State Government partners, including the City of Kingston, 22 additional LGAs plus Respect Victoria and the Department of Environment, Land, Water and Planning. The data was crowdsourced over a thirteen-week period from April to July 2021.

- ¹ Johnson and Bennett, 2015.
- ² Fileborn, 2012, 4, AIHW, 2020 a
- ³ XYX Lab, 2020.





Methodology

2.0 Methodology

For a full discussion and explanation of the YourGround methodology, please refer to Section 2.0 of the *YourGround Victoria Report*. This section provides a brief summary.

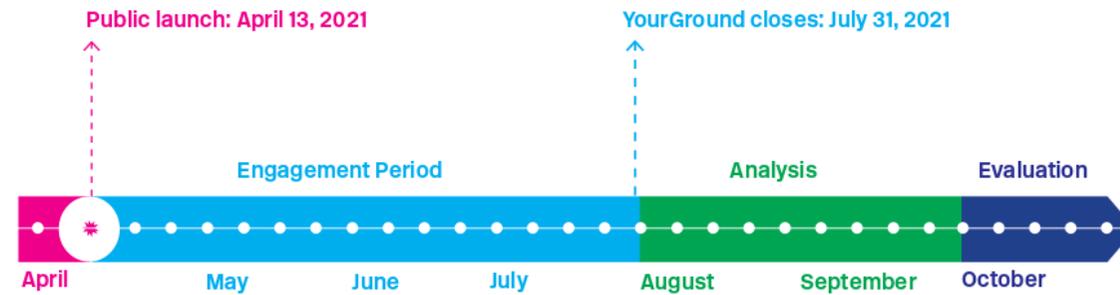
The YourGround project was an online spatial survey to gather, or crowdsource, information about perceptions of safety from women and gender-diverse people. YourGround was designed to reduce the barriers to engagement for women and gender-diverse people through interactive, visual, and intuitive means. It is unique in its applied theme of collecting recreational safety-related experiences and perceptions.

Crowdsourcing

Crowdsourcing personal experiences is a technique that is particularly useful for illuminating stories and issues from people whose voices are not always heard. Previous projects show that sharing experiences via digital platforms is proven to connect, empower and support women and girls, and it has enormous potential to effect positive change.⁴

⁴ Kaime, 2017.

FIGURE 2.1
PROJECT TIMELINE



Survey Design

Community involvement, through the interactive map, was at the heart of the project. The YourGround map was accessed either via the central landing page (yourground.org) or the domain <https://yourground.crowdspot.com.au>. QR codes on posters and other printed collateral, and links via social media connected directly to the site. On the website, participants were able to navigate to precise locations. In addition to English place names on the base map, the traditional owners of the Country were marked.

Once a location was selected, the survey form contained a mix of predetermined responses and a limited number of open-text description fields. The survey therefore contained a combination of specific and open-text questions (type of pin, location category, description of incident, standard answers, etc.) and general information about the respondent (including gender, age, and minority identity).



Contributing to the Map

There were three ways people were able to actively contribute their input to the map:

1. 'Add a Spot' to the map via the survey form.
2. Comment on existing pins already on the map.
3. 'Support' existing pins already on the map by clicking the 'Support' button.

Ethics Approval and Moderation

Because YourGround involves questions that delve into personal and potentially sensitive matters, ethics approval was required by Monash University. Only the research team had, and continues to have, access to any identifying data provided by participants (emails).

All free text entries were monitored and moderated regularly through both moderation filters that were triggered if text included an extensive list of profanities and through daily checking of free text entries by the YourGround team.

Limitations

Crowdmapping is a means for gathering impressions and stories from a wide range of people, especially those whose voices are not always consulted. However, it is not a probability sample. This means that any percentages generated will be indicative, not representative. That said, when many stories and data are gathered, common themes can be discerned and this report considers those themes and their prevalence.

Recruitment

A communications campaign targeting women and gender-diverse people was coordinated by the YourGround team and implemented by the City of Kingston communications team. The campaign consisted of a range of media collateral and outreach, both targeted and general. At the launch of YourGround and part way through the submissions period, the project was covered by television, radio, print and other media (see *YourGround Victoria Report*).

Analysis Process

This data collection process built a valuable user-generated spatial dataset to help form a range of location-based insights for improving recreational experiences in public space. The large dataset enabled investigation of multiple axes of information. In particular, the series of standard answers generated a common number of primary axes along which the data could be organised. All free-text questions provided further information and were coded to gather trends.

The data was also analysed geographically and the Greater Melbourne metropolitan LGAs have been broken into three zones: city, inner suburban ring and outer metro zone. Some of the results recorded in this report for the City of Kingston are analysed alongside the other LGAs in its zone (inner suburban, see green area in Figure 2.2).

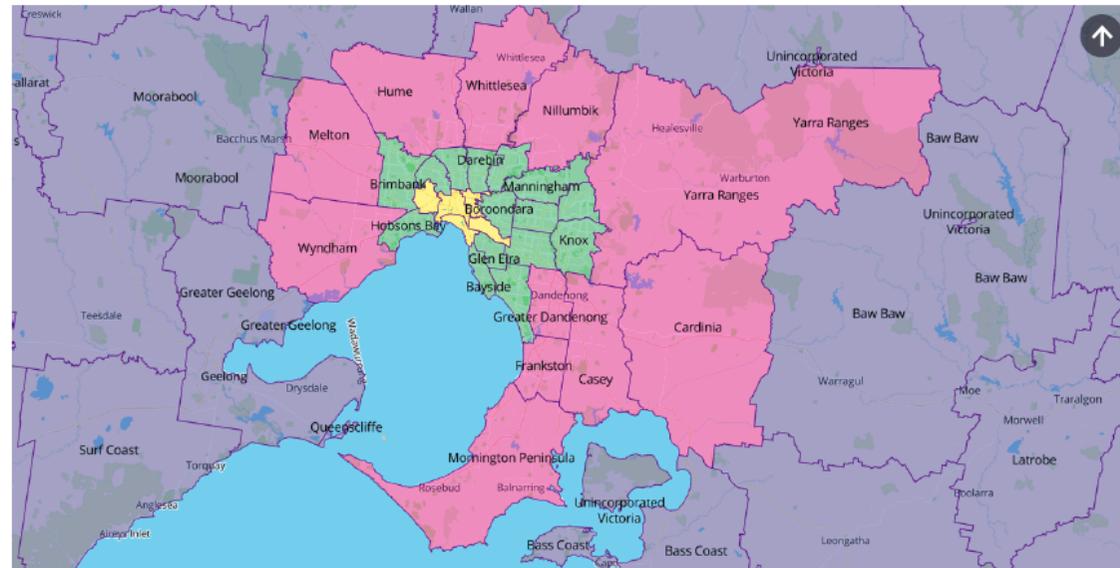


FIGURE 2.2
 MAP OF METRO DIVISIONS
 USED FOR
 YOURGROUND
 VICTORIA

- City LGAs
- Inner Suburban LGAs
- Outer Metro LGAs
- Regional LGAs



Participation

3.0 Submissions

The data analytics collected by YourGround includes a combination of both active and passive participation. Active participation refers to user interactions where people have submitted their input by either adding a pin, comment or 'support'. Passive participation refers to cases where users have explored the map - viewing and reading various contributions - without actively making any kind of submission.

In total, there were 3,629 active participants and 62,960 unique page views, which means that there were 59,331 passive participants. There were spikes in interest, particularly one of 18,965 page views (and passive participants) on 18 June following the publication of interim results in the media and the embedding of the map within online articles in The Age (see Appendix B of YourGround Victoria Report).

Figure 3.1 outlines the total number of submissions per day over the engagement period for the City of Kingston. There are a number of spikes which relate to the roll out of Kingston-specific media as well as media for the whole of Victoria.

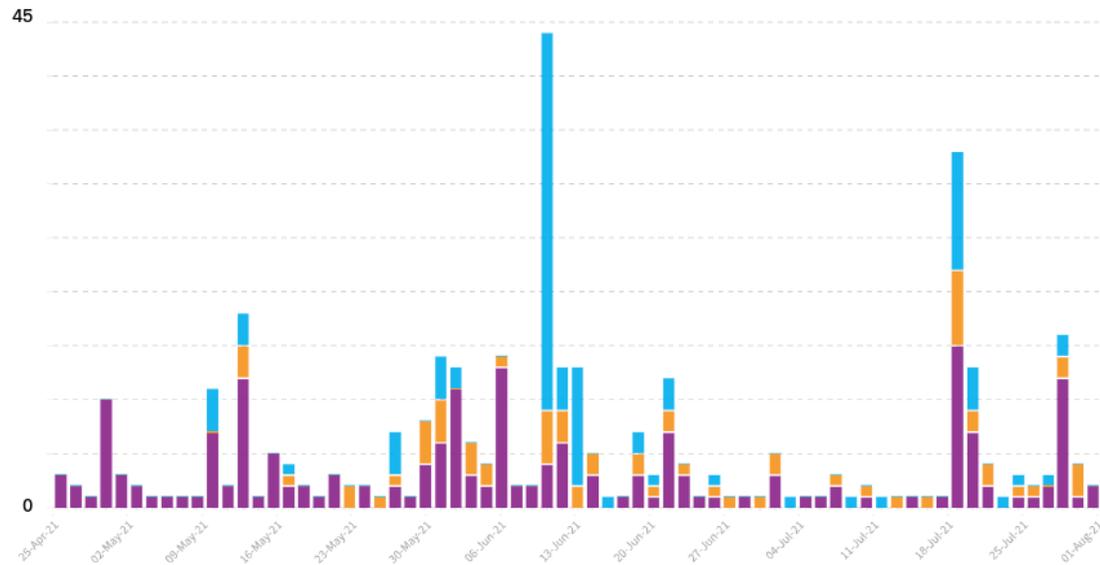


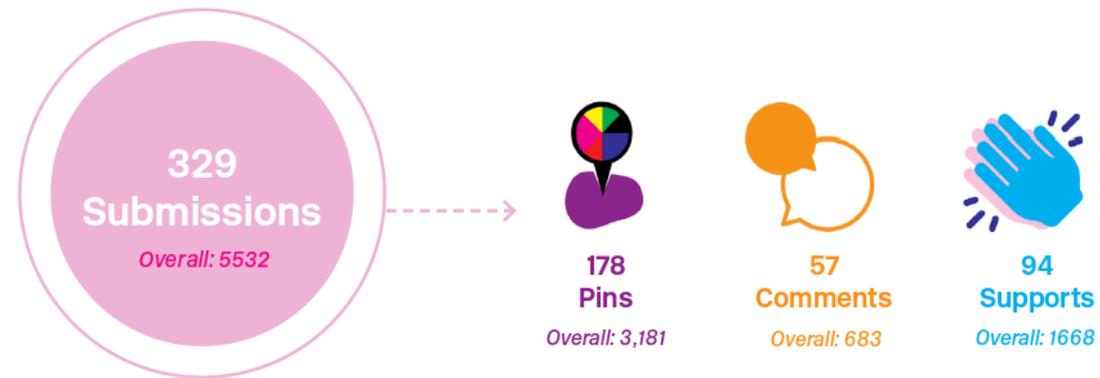
FIGURE 3.1
YOURGROUND SUBMISSIONS FROM APRIL 20–AUGUST 1, 2021, CITY OF KINGSTON

- Pin
- Comment
- Support

Submissions

There were 178 pins placed within the boundaries of the Kingston LGA. This represents 5.6% of the total number of pins submitted to YourGround. There was a total of 329 submissions within the Kingston LGA made up of these 178 pins, plus 57 comments and 94 'supports'.

FIGURE 3.2
CITY OF KINGSTON TOTAL SUBMISSION



3.1 Respondent Data

The following demographic data is based on the number of pins submitted in the City of Kingston. Note that those making comments or supporting pins were not asked any identifying questions and so are not included. Crowdsourced surveys are not representative, but it is useful to compare the response rates to assess whether the survey has reached minoritised groups of women or to understand possible biases in the data.

GENDER IDENTITY

Table 3.1 shows a breakdown of the identity data collected by YourGround.

Like the overall YourGround map, the City of Kingston pins were overwhelmingly placed by respondents who identified as female. Kingston had a lower proportion of non binary / non-conforming and LGBTIQ+ participants compared to the full survey.

Gender	Kingston (n = 178)		Overall (n = 3181)	
	Pins	%	Pins	%
Female	168	94%	3,024	95%
Non binary / Non conforming	1	1%	76	2%
Prefer not to say	8	4%	74	2%
Prefer to describe	1	1%	7	0.2%
Other demographic factors				
LGBTIQ+	17	10%	456	14%
Migrant / Refugee	10	6%	212	7%
Person with a disability	11	6%	185	6%
First Nations	7	4%	59	1.9%

TABLE 3.1
GENDER AND IDENTITY OF RESPONDENTS

AGE

Table 3.2 shows the age range of respondents to YourGround in Kingston and the full Victoria map.

Almost half the pins on the overall YourGround survey were placed by those aged between 30 and 44. City of Kingston respondents had a slightly lower proportion with 44% in this age range and had a higher proportion of older respondents.

Age	Kingston (n = 178)		Overall (n = 3181)	
	Pins	%	Pins	%
<15	4	2%	12	0.4%
15-19	5	3%	94	3%
20-24	5	3%	194	6%
25-29	15	8%	402	13%
30-34	14	8%	512	16%
35-39	27	15%	581	18%
40-44	38	21%	444	14%
45-49	32	18%	376	12%
50-54	21	12%	262	8%
55-59	11	6%	167	5%
60-64	4	2%	69	2.2%
65-69	1	1%	41	1.3%
70-74	1	1%	23	0.7%
74-79	0	0%	2	0.1%
80+	0	0%	2	0.1%
Total	178		3181	

TABLE 3.2
AGE RANGE OF
RESPONDENTS

OCCUPATION STATUS

Participants were asked their occupation or employment status and were able to select more than one category. Three-quarters of City of Kingston participants were employed, very similar to the proportion overall. Table 3.3 shows that Kingston respondents had a higher proportion of parents of

dependent children than the survey overall but lower of all the other occupation categories gathered by YourGround.

Occupation status	Kingston (n = 178)		Overall (n = 3181)	
	Pins	%	Pins	%
Employed	133	133	2,453	77%
Parent of dependent children	35	35	508	16%
Student	11	11	336	11%
Retired	3	3	90	3%
Unemployed	5	5	82	3%

TABLE 3.3
OCCUPATION STATUS OF RESPONDENTS



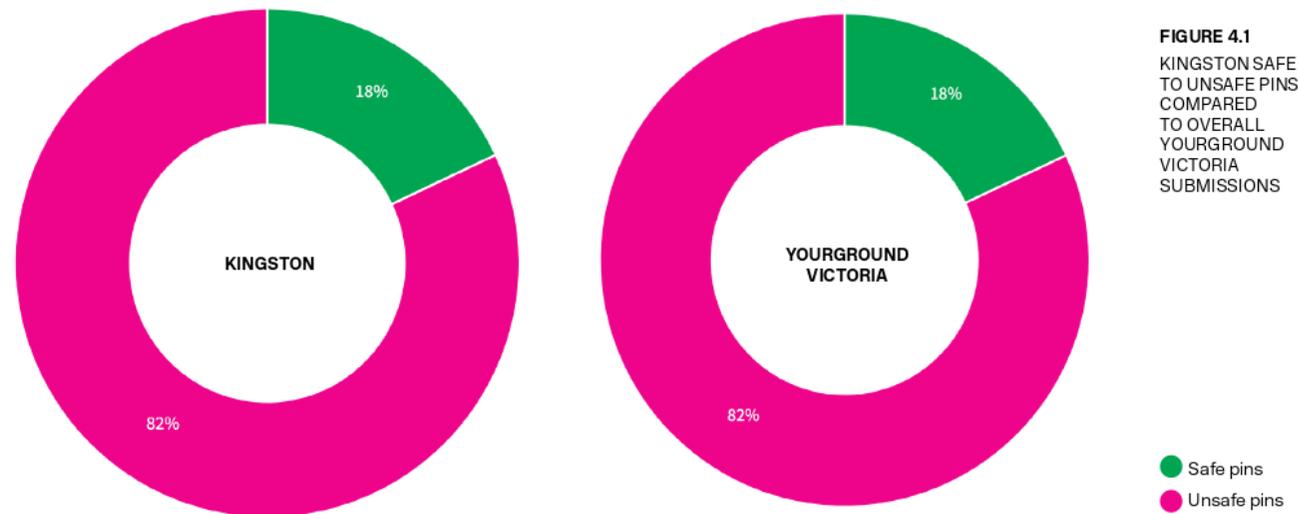
Analysis

4.0 General

The YourGround interactive map allowed participants to place pins in precise locations throughout the City of Kingston and across Victoria. Participants could then select whether that location was 'safe' or 'unsafe'. More unsafe pins were added than safe ones – just 18% of the overall pins were safe pins. This is not unusual for this kind of survey. The City of Kingston respondents placed the same proportion of safe pins as the overall survey (Figure 4.1).

A minimum of 200 pins per LGA would have allowed for a more comprehensive picture of the experiences of women and gender-diverse people. The Kingston dataset does not quite meet this minimum, although some concerns do come through clearly.

⁵ For example, the crowdsourced Free to Be Five Cities project in 2018 had an overall 22 : 78 good to bad pins. Within that, Sydney recorded 25 : 75. Plan International & XYX Lab, 2018.



Figures 4.2 and 4.3 reveal how the safe and unsafe pins are spread across the environment typologies and activities (see also Tables A1 and A2, Appendix A). For the map overall, 35% of all pin placements were on streets, 24% on parks and 18% on trails. Kingston respondents placed a lower proportion of pins on

the streets (29%) but higher for parks and trails (26% and 24% respectively). Like pins in parks across Victoria, Kingston's park pins had a much higher proportion of safe pins than it did for the streets: 4% for its street pins and 26% for parks.

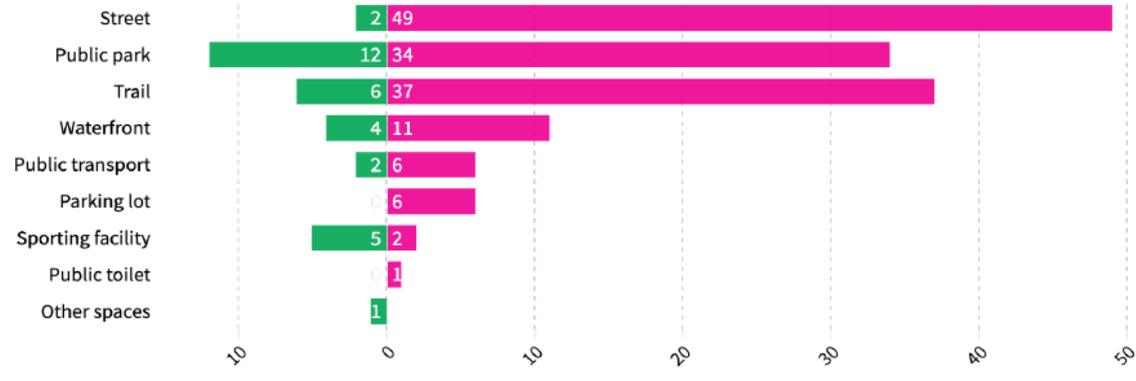


FIGURE 4.2
KINGSTON PINS
BY ENVIRONMENT
TYPOLOGY (SEE ALSO
FIGURE 4.7)

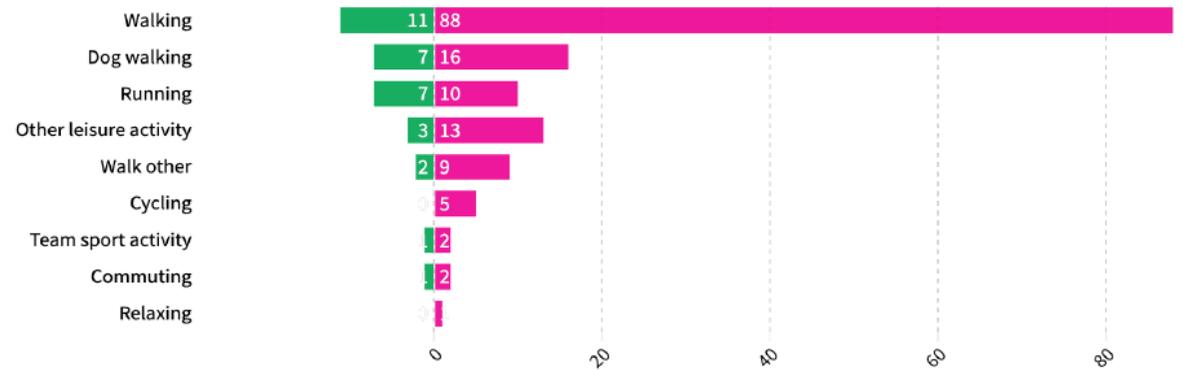


FIGURE 4.3
KINGSTON PINS BY
ACTIVITY (SEE ALSO
FIGURE 4.8)

● Safe pins
● Unsafe pins

The distribution of activity was reasonably similar to the overall map, with walking the major activity recorded. Kingston had a higher proportion of runners than the full map.

Figure 4.4 includes all pins added to the YourGround Victoria map in the City of Kingston. Data points are spread across the LGA with some concentration along the foreshore.

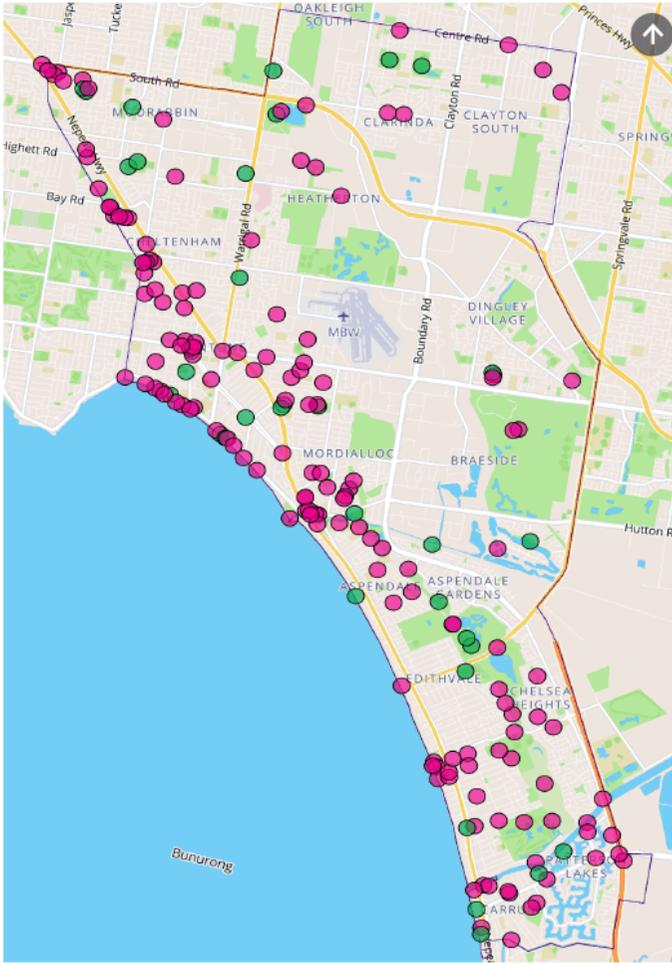


FIGURE 4.4
SPATIAL DISTRIBUTION OF PINS FOR THE CITY OF KINGSTON

- Safe pins
- Unsafe pins

4.1 Safe Pins

With 32 safe pins across Kingston it is not possible to deduce any major conclusions; however, these pins do replicate the same ideas of what constitutes safety found across Victoria. For example, more than half of the safe pins were placed in the public parks of Kingston, as they were across Victoria.

It is an off lead dog park and people seem to respect others' dogs (with very rare exceptions). Also I run there early morning when it is still dark and I feel safe with the lighting that is all around the park.

50-54, FEMALE, DOG WALKING, ANYTIME, NAMATJIRA PARK

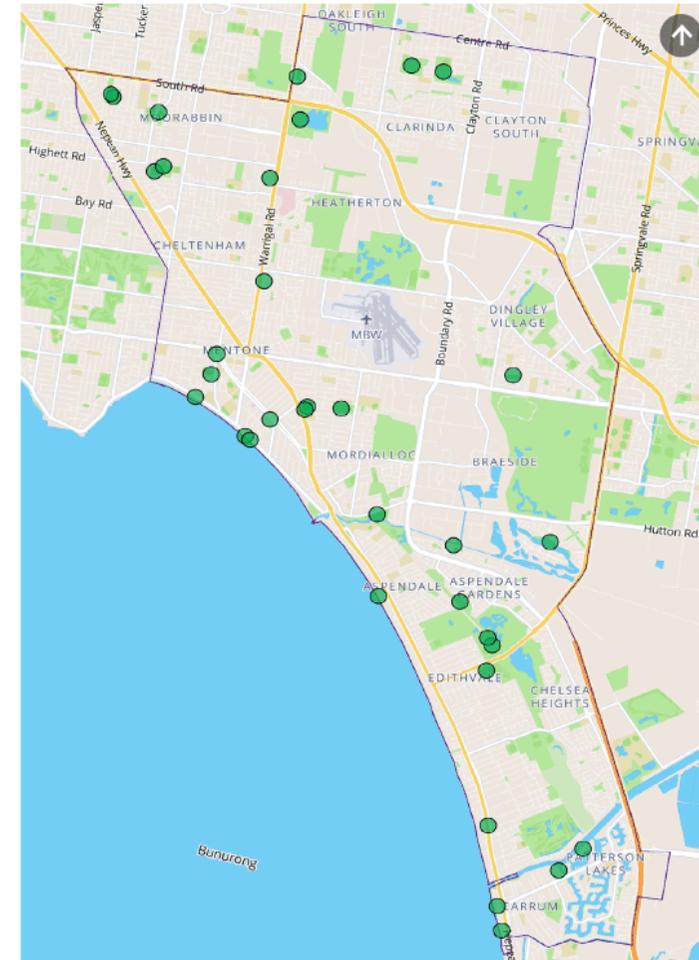
This is our regular go to place. Public toilets usually clean, track around the fields for the kids to ride their bikes. The vallydrome, kids playground and just space to run around. Wide open area with good visibility and wide paths.

55-59, FEMALE, WALKING, DAYLIGHT, EDITHVALE RECREATION RESERVE

Parks populated by families and dog walkers, good maintenance and being able to see ahead are all key reasons why women and gender-diverse respondents across Victoria found places safe. In addition, like other green spaces across Victoria, Kingston parks and trails were well used during the COVID lockdowns when any nearby green spaces became a magnet for participants undertaking their allowable daily exercise.

FIGURE 4.5
LOCATIONS OF SAFE PINS IN KINGSTON

● Safe pins



It is a beautiful track during the day and was a blessing throughout lockdown. It needs lights to be as accessible at night time.

55-59, FEMALE, WALKING, LONG BEACH TRAIL NEAR MORDIALLOC COLLEGE

However, like other safe spots discussed in the YourGround Victoria Report (Section 5.1, Safety Caveats), there were some caveats around the safe designation of some of the Kingston safe pins, particularly around not using the place at night if the lighting was poor:

Lovely friendly park - especially the dog off-leash oval. When there is training on the two ovals the lighting is great and spills into the third (dog) oval plus lots of people around. When there is no training it's very dark and I wouldn't walk there alone. Even with my dog.

45-49, FEMALE, DOG WALKING, ANYTIME, HIGHETT RESERVE

Improvements to Aspendale Gardens, including lighting, had made an impact for one respondent:

The redevelopment of this area has been fantastic with the soccer fields. The increased lighting and development of the car park has seen this area being used more. There is an ongoing issue of graffiti, but I don't see how this will change as it comes from teen behaviour. It would be great to see the lighting continued along the pathway towards Kearney.

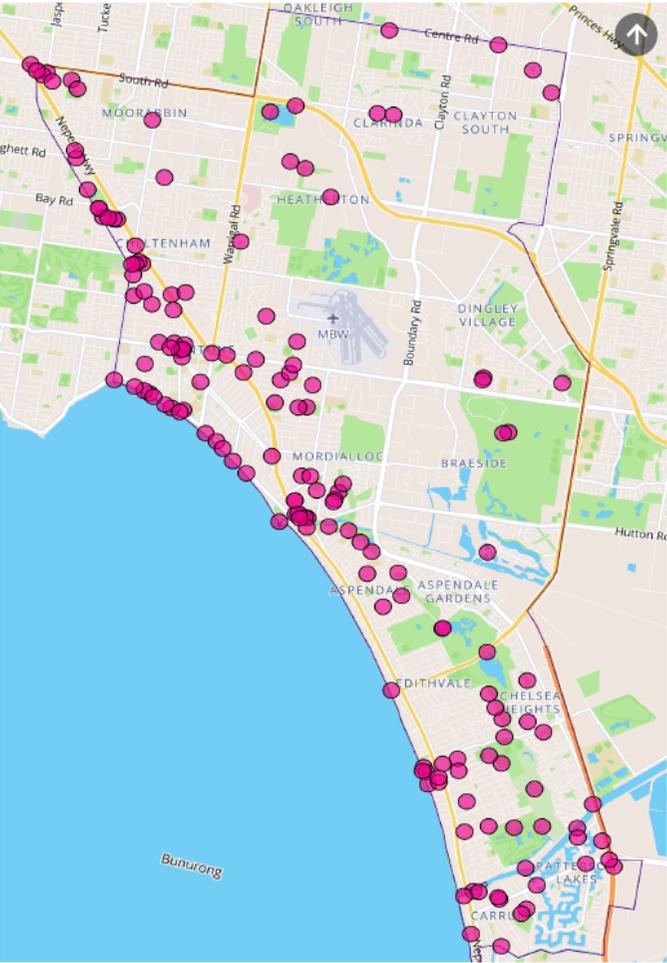
COMMENT, ASPENDALE GARDENS



4.2 Unsafe Pins

There were 146 unsafe pins across Kingston (Figure 4.6).

FIGURE 4.6
LOCATIONS OF UNSAFE PINS IN KINGSTON
● Unsafe pins



Environment Typology

STREETS

The main locale of unsafe pins was the street. Although this was at a level lower than the proportion for the whole survey, it was at the same level as the other LGAs in the inner suburban zone, Figure 4.7 (and Figure 4.2). No one main reason for unsafety dominated the Kingston street pins, although lighting and the behaviour of other people were higher on the list.

There were a number of small clusters of activity around street pins across Kingston. One was around the corner of Station Road and a right of way in Cheltenham where there is a public toilet and outdoor seating. Here YourGround respondents detailed a corner that attracted drug or alcohol affected people. The use and abuse of alcohol and drugs was a concern in a number of places, partly because those under the influence were viewed as (and experienced as) unpredictable and prone to verbal abuse and harassment.

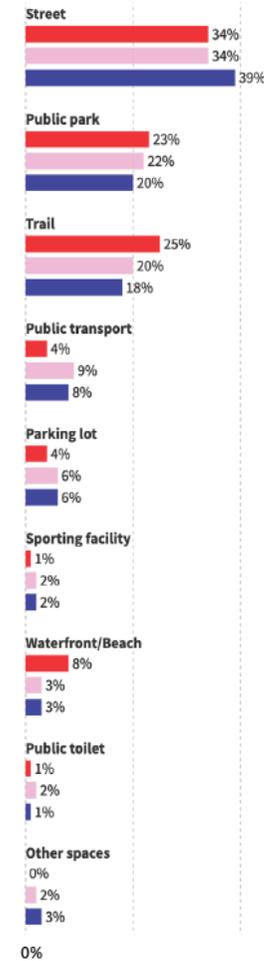


FIGURE 4.7
 PROPORTION OF UNSAFE PINS BY ENVIRONMENT TYPOLOGY, KINGSTON, INNER SUBURBAN LGAs AND FULL YOURGROUND SURVEY

- Kingston
- Inner Suburban LGAs
- All submissions

Lots of people under the influence of something or with mental issues at all times of the day. Seen lots of threatening anti social behaviour.

40-44, FEMALE, ANYTIME

Agree, as a female I am not game to go anywhere near these toilets and would not take my kids in there.

COMMENT

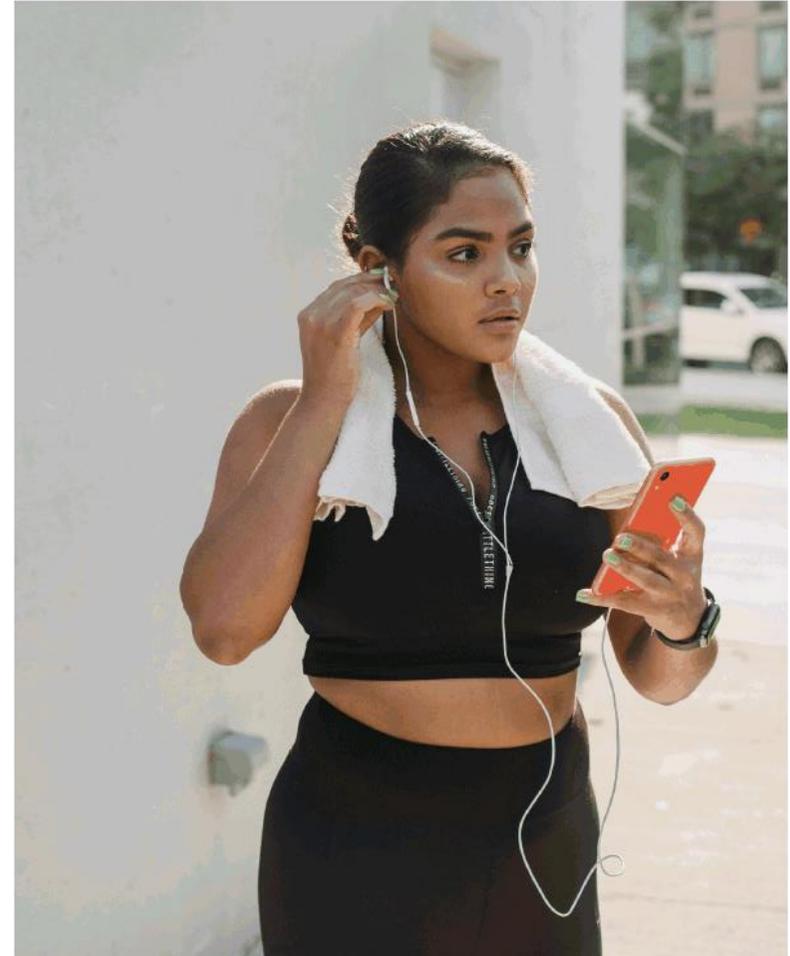
Agree, seen many violent altercations here, people drinking in the open and acting aggressively towards members of the public.

COMMENT

Just over a quarter of the street pins were concerned with traffic problems, with speeding and the layout of roads and crossings which contributed to perceptions of risks from injury from vehicle traffic. Another 10% detailed issues with the footpaths (or lack thereof)

Not enough street lighting - feels very unsafe walking in the dark. The footpath (outside bowls club) floods every time it rains.

40-44, FEMALE, WALKING, AFTER DARK, SWANSTON STREET, MENTONE



TRAILS

Criss crossing Kingston are trails following the coast, waterways, major roads and rail lines. The trails in the LGA attracted one quarter of its unsafe pins. Mainly these were along the Long Beach and Bay Trails, which are discussed in more detail in Section 5. Poor or lack of lighting, difficulty in seeing ahead and isolation were the main concerns for Kingston trails, as they were for trails across Victoria:

Great Bike Path / Trail, but is very isolated even during the daylight, but definitely a “no go zone” at night due to no lighting, and is fairly isolated from main [road] with some dense bush which makes it uncomfortable.

40-44, FEMALE, DOG WALKING, AFTER DARK, PENINSULAR LINK TRAIL NEAR PATTERSONLAKES

This is a brand new shared pedestrian/cycling path connecting Mentone and Cheltenham stations. It is very dark at night and needs lighting to make it safer at night for commuters. This would encourage more people to walk or cycle rather than driving to the station.

45-49, FEMALE, WALKING, AFTER DARK, CAULFIELD TO FRANKSTON RAIL TRAIL

PARKS

The proportion of unsafe pins in parks was higher than the full Victoria survey and slightly higher than for other LGAs. Park pins echoed the issues highlighted in parks across Victoria, particularly around lighting and the inability to see ahead:

In winter especially, this area gets dark very quickly. There's not many places you can take your dog offlead so to not be able to walk through here in winter after work is a pain.

35-39, FEMALE, WALKING, AFTER DARK, KEVIN HAYES RESERVE, SOUTH CLAYTON

Little to no lighting at night. Feels unsafe for women to pass through.

25-29, FEMALE, RUNNING, DAWN/DUSK, AMAROO DRIVE RESERVE

At night there's no lighting. Great reserve for running or walking dog but can't use it once dark. ie after work.

45-49, FEMALE, RUNNING AND DOG WALKING, AFTER DARK, WALTER GALT RESERVE, PARKDALE

As was identified in the YourGround Victoria Report, many people like or need to exercise before or after standard hours of work. During the winter months when these times are dark, a lack of or poor lighting prevents this use, particularly for women and gender-diverse people. This was especially noted by runners and dog walkers.

I avoid walking here alone, if I do walk through here I turn my music off to be able to be more aware and will often run/jog just through this section.

35-39, FEMALE, WALKING, DAYLIGHT, HOLLAND AVENUE PARK, DINGLEY VILLAGE

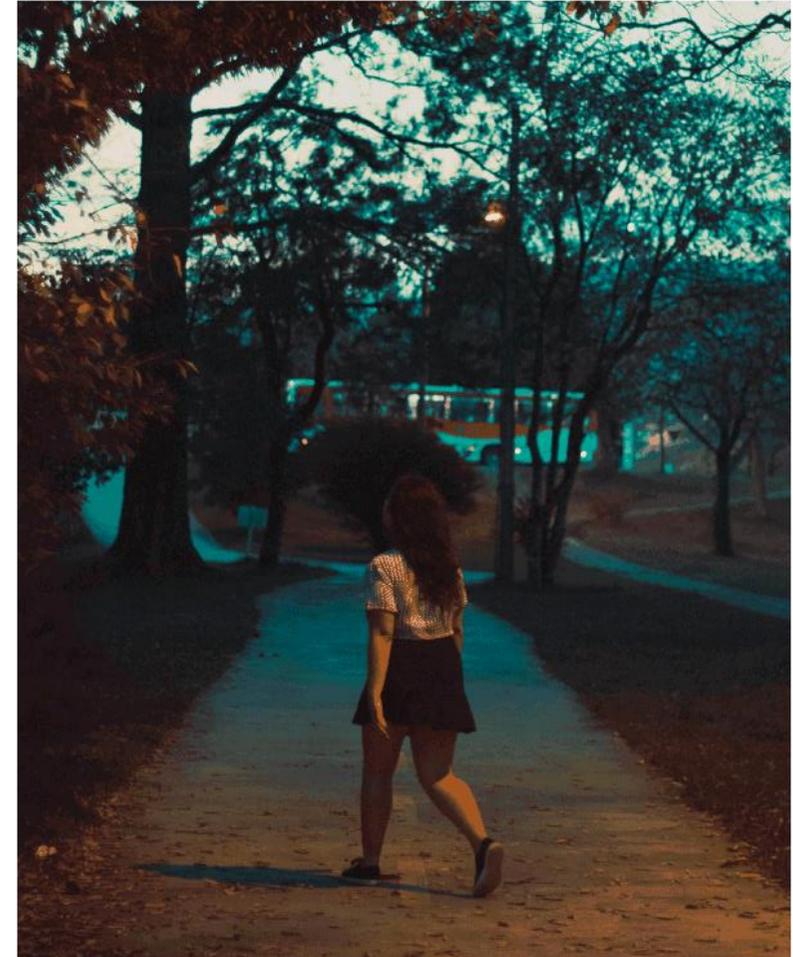
Attenborough Park attracted some attention from younger YourGround participants recording harassment. The location near Mordialloc College is possibly the reason for this concentration

Was forced off the path because of the Mordialloc college boys taking up the entire track, then had a punch thrown at my stomach by one of them whilst the rest of them yelled at me to kill myself.

15-19, FEMALE, LGBTQ+, ATTENBOROUGH PARK

I'm 14 years old and have been hit on by two older men when i was crying.

<15, FEMALE, WALKING, AFTER DARK, ATTENBOROUGH PARK



Activity

Walking was the most dominant activity recorded by City of Kingston respondents for its unsafe pins, Figure 4.8 and Figure 4.3. This activity was at a proportion much higher than the already high level across the whole YourGround Victoria map, but also higher relative to the other inner suburban LGAs. Other kinds of walking, including dog walking as an activity were a lower proportion than the other inner suburban LGAs, but other leisure activities higher.

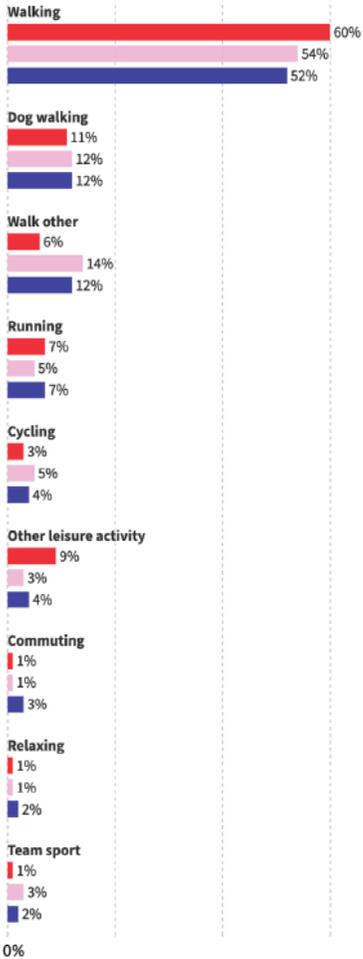


FIGURE 4.8
 PROPORTION OF UNSAFE PINS BY ACTIVITY, BY KINGSTON, INNER SUBURBAN LGAs AND FULL YOURGROUND SURVEY

- Kingston
- Inner Suburban LGAs
- All submissions

Reasons for lack of safety

Participants were offered a choice of standard reasons why a location felt unsafe plus the option to add further text which was then coded by the YourGround team. These reasons are summarised in Figure 4.9 which also shows the answers from the inner suburban LGAs and for all of YourGround Victoria.

Across Victoria, the top concerns for YourGround respondents were poor lighting, the behaviour of other people in that order, with hard to see ahead and no people around in third equal place. Inner suburban LGAs replicated that pattern but with a greater emphasis on lighting and no people around dropping into fourth place. Kingston respondents, however, placed a lesser emphasis on lighting – more in line with respondents across the full survey. Concern with the behaviour of others was much less of a concern overall in Kingston.

How these manifest in different parts of Kingston is discussed in the next section.

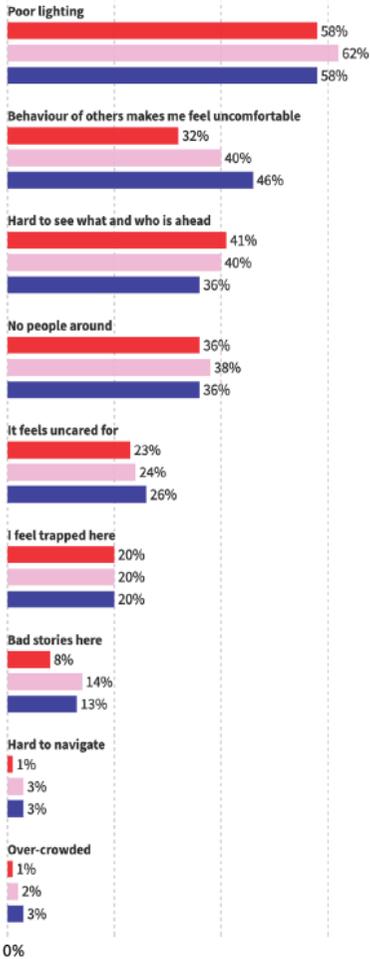


FIGURE 4.9
STANDARD ANSWER REASONS FOR UNSAFE PIN, KINGSTON, INNER SUBURBAN LGAs AND FULL YOURGROUND VICTORIA SURVEY

- Kingston
- Inner Suburban LGAs
- All submissions



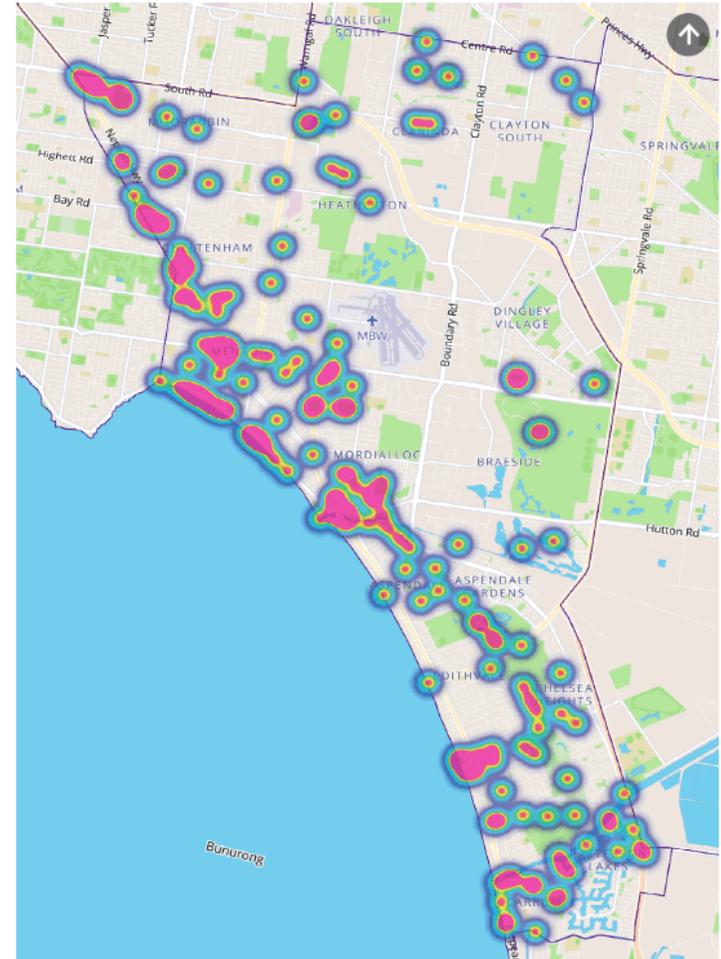
Key Activity Spots

5.0 Key Activity Spots

The intensity of submission activity is visible in Figure 5.1.

The key activity spots are determined by the level of 'activity' (number of comments plus number of 'supports') a pin receives. Pins in close proximity or the same location are combined. Figure 5.2 locates the most active YourGround spots in the City of Kingston.

FIGURE 5.1
HEATMAP OF ACTIVITY FOR ALL CITY OF KINGSTON SUBMISSIONS



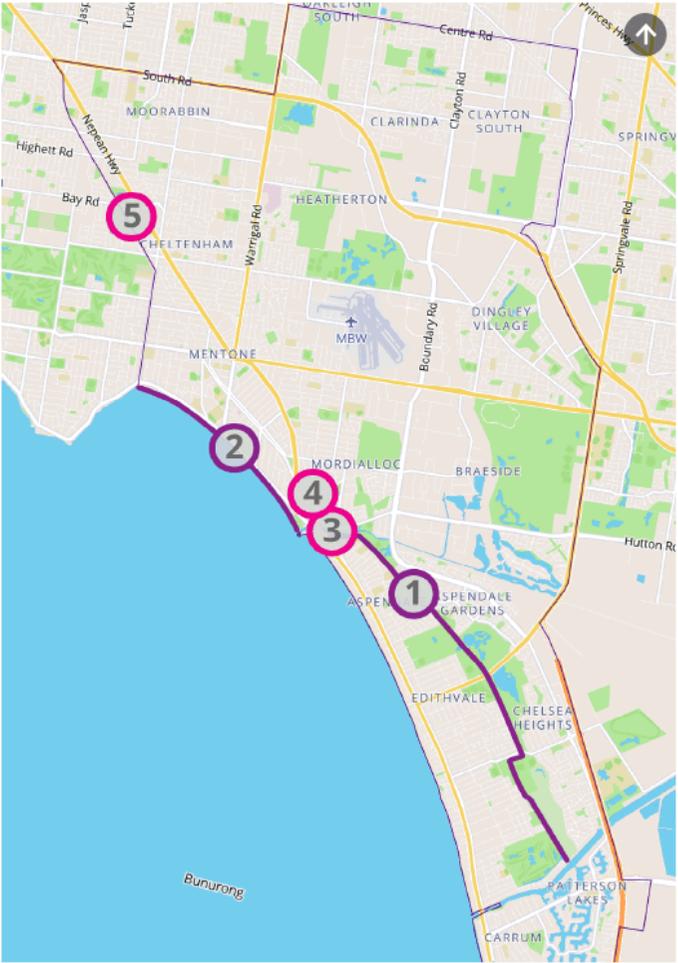


FIGURE 5.2
MOST ACTIVE AREAS IN KINGSTON

- Identified as unsafe
- Identified as both safe and unsafe

- 1 Long Beach Trail
- 2 Foreshore Paths
- 3 Tunnel
- 4 Mordialloc Train Station
- 5 Southland



At night it is dark and there aren't many people around. It is isolated with areas not near any houses or other people so no one would hear if something went wrong. There are few exit points so you feel trapped.

40-44, FEMALE, WALKING, AFTER DARK, NEAR ROSEDALE GOLF CLUB

1 – Long Beach Trail

The Long Beach Trail extends from Mordialloc Creek to Patterson River running alongside the Edithvale-Seaford Wetlands. Like trails across Victoria, it also links a number of parks and reserves including Yammerbook Nature Reserve, Aspendale Gardens, Chelsea Bicentennial Park and Bonbeach Reserve. It also runs beside a number of golf courses.

YourGround unsafe pins, comments and supports were not uniformly spread along the length of the trail. Almost half the activity was at the northern end from Mordialloc Creek to Yammerbook Reserve. Another cluster was by Rosedale Golf Club and Edithvale Common and the final cluster along the stretch of the trail just south of the Edithvale Golf Course in Chelsea Heights.

Poor lighting was a concern for all the pins along the trail:

This is a beautiful trail during the day time and I feel really comfortable. Unfortunately, it's pitch black with no lighting in the evenings, making it unsafe.

30-34, FEMALE, WALKING, AFTER DARK, CHELSEA HEIGHTS

This is a cycling and bike track that is extremely poorly lit at night – spooky with no people around if things get unsafe.

15-19, FEMALE, LGBTQ+, CYCLING, DAWN/DUSK, CHELSEA HEIGHTS

Lighting along a trail like Long Beach is difficult because it can have a highly detrimental effect on wildlife and the natural amenity of the area.

Any lighting in such areas needs to be very carefully designed and considered to enhance the safety of the area without harming the flora and fauna the Edithvale-Seaford Wetlands host and protect.

Isolation was another problem detailed by a majority:

Considering how isolated the spaces can be, I have only felt uneasy when walking past a lone man during early morning runs and tend to keep a good distance 'just in case'.

50-54, FEMALE, RUNNING DAWN/DUSK, NEAR EDITHVALE COMMON RESERVE

I don't come here unless the sun is up. It's a beautiful place by day but feels so unsafe at night. All you can hear are hooning, fireworks and some loud (drunk male) voices all night. Sometimes see large groups of teenagers with alcohol heading into the space at night.

45-49, FEMALE, WALKING, AFTER DARK, NEAR YAMMERBOOK NATURE RESERVE

Like other trails across Victoria, shared path behaviour was also a problem for some respondents along these trails:

Great trail, just be better if people thought of others and dog owners kept control of their dogs.

COMMENT, NEAR ROSEDALE GOLF CLUB



Poor lighting along the beach path makes this an unsafe place early in the morning or late at night. Long distance to 'safety' if approached. I avoid the area when dark.

40-44, FEMALE, LGBTQ+, WALKING, DAWN/DUSK, BEACH PATH, MENTONE

2 – Foreshore Paths

The Bay Trail follows the shoreline from Mentone down to Mordialloc Creek at street level. There is also a beach promenade path just above the sand line plus several paths that wind between the two. There are varying amounts of planting between the two main paths and differing level changes between street and sand. The Bay Trail itself did not attract YourGround unsafe pin activity and was instead considered safe:

Love this, if I'm running early morn or a bit later at night it feels so much safer than running along the beach path.

45-49, FEMALE, RUNNING, DAWN/DUSK, BAY TRAIL AT MENTONE

However, the beach path and the other paths did attract YourGround unsafe activity. There were two main sites of this: the Mentone area and Parkdale Beach. The main concerns were lack of lighting and isolation:

It's pitch black. When I run at night I want to have the choice to run there [on the beach]. Instead I am forced to run on the path on the road which is a different experience.

45-49, FEMALE, RUNNING, AFTER DARK, BEACH PATH, MENTONE

No lighting, cannot see 10m ahead. Very dangerous as cannot see or be heard, hardly any walkers after 9pm even on hot nights on weekends.

35-39, FEMALE, LGBTQ+, WALKING, AFTER DARK, MENTONE LIFE SAVING CLUB AREA

As a woman, walking alone in here I feel a bit unsafe at times as there have been stories of predators hiding in bushes. It would be very easy for someone to be attacked in this area during quiet times. I only walk this track with someone else.

50-54, FEMALE, WALKING, ANYTIME, SOUTH END OF MENTONE BEACH

If I'm walking alone, I avoid the trail that is between the bushland. This is a nice trail but feels very unsafe. In the summer time there homeless men and tourists who make camp of a night time in the bushes making a woman walking alone feel even more unsafe.

50-54, FEMALE, WALKING, ANYTIME, PARKDALE BEACH

YourGround Kingston respondents also noted some sexual harassment incidents at the north end of Mentone Beach.

Lots of flashers and uninvited approaches by creepy men.

50-54, FEMALE, WALKING, ANYTIME, NORTH END OF BEACH PATH, MENTONE

I have also been approached by creepy men in this area as well, I agree it is scary as you are easily hidden away, especially at dusk to night.

COMMENT



No security cameras in the tunnel. The mirror to see who is coming around the corner is often smashed and graffitied making it unsafe.

COMMENT

3 – Tunnel

At the west end of the Mordialloc Creek Trail (which runs along the northern bank of the creek) the trail runs under the Frankston rail line. Like other underpasses across Victoria, it was considered unsafe by YourGround participants:

Stabbing here last year during the day. I won't use the tunnel under the train line even during the day as people come around corner fast and close. And it's dark and damp.

30–34, FEMALE, WALKING, ANYTIME

Walking via the tunnel is quite unsafe as a female on a walk.

COMMENT

A very poorly lit, narrow, and unsafe tunnel under the railway lines. Hard to see what's in the tunnel, and both its entry/exit on both sides.

30–35, PREFER NOT TO SAY, WALKING, ANYTIME

The path becomes very narrow here (compared to the generous path in George Woods Reserve). It's often overgrown with vegetation. The 90 degree turn into the tunnel is difficult to navigate on a bike and visibility is very poor. The narrow tunnel is quite creepy feeling.

45–49, FEMALE, CYCLING, DAYLIGHT

This tunnel under the railroad is terrible. I hate coming through here in the dark hours. There is no lighting, no way of seeing what is coming. One side is the creek, the other the rail storage yard. Neither of which make me feel safe.

COMMENT

Very narrow path under railway line and next to train yard, it's hard to walk a pram on this path as I fear that a bike will ride by quickly and run into me as there's not enough space for a pram and bike on this path. The lighting is also poor in this area.

COMMENT

Women and gender-diverse people 'read' the physical and social aspects of a public space for clues around risk. Underpasses and tunnels are too often dark, poorly maintained and entrapping – all of which are factors that can trigger high alert levels. This underpass is also narrow and the inability to see what or who is ahead compounded the risks for YourGround participants. It is also a site where the different needs of users is an issue, with cyclists finding the turns bad and pedestrians finding cyclists dangerous.

4 – Mordialloc Train Station

For YourGround Kingston participants the station was a site of high levels of harassment from men:

I have often witnessed older men harass teen girls (usually in school uniform) here, say lewd things, insist they tell them where they live, follow them, etc. Some of them are clearly a bit off mentally, making their behaviour all the more unpredictable and scary. The train station employees (who are mostly older men) see it and don't intervene.

<15, FEMALE, WAITING FOR TRAIN, DAYLIGHT

Would never let my daughters use station after 6 pm.

50-54, FEMALE, AFTER DARK

Underpass often smells like urine and the surrounding areas/footpaths/bus stops are poorly lit. Police presence at night is appreciated (I see them often late on weeknights) but they can't cover everywhere. I've been sexually harassed by an older man near the underpass and heard of the same guy hassling teenagers in the vicinity during the day too. Difficult to wipe out entirely but station and approaches in dire need of renovation with a focus on crime minimisation.

COMMENT

The last quote above identifies the environmental factors that may be contributing to the site hosting the kind of men who might harass; namely poor lighting and poor maintenance.

5 – Southland

Lighting, difficulty seeing ahead, and isolation are the key reasons put forward by YourGround respondents identifying the area around the Southland shopping mall as an area of concern. In particular, the car park and the access lane (Garfield lane) to the south of the mall were highlighted:

Very dark and feel dangerous at night when walking to the station or to Southland shops.

55-59, WALK TO ACCESS STATION, AFTER DARK, GARFIELD LANE

Car park and area at night is deserted when getting off the train at Southland station at night. There are not many people and walking through the car park to get to the street feels unsafe.

60-64, FEMALE, WALKING, AFTER DARK, WALK TO ACCESS STATION, CAR PARK

There are hidden spots on the walkway. The lighting is terrible and the visibility is terrible.

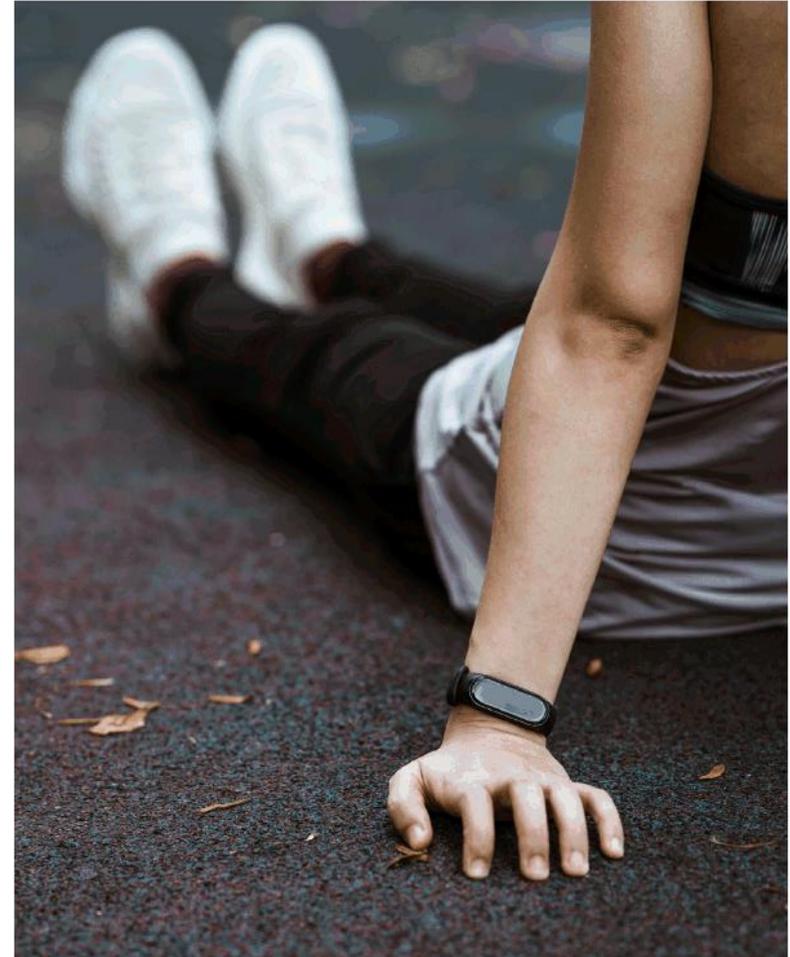
40-44, FEMALE, WALKING, ANYTIME, GARFIELD LANE

This report for the City of Kingston is a supplement to the *YourGround Victoria Report* and, therefore, should be read in conjunction with it.

Overall

The experiences of women and gender-diverse people captured in YourGround Kingston illuminate key aspects of the environment that impact their perceived vulnerability. Importantly, the project revealed how these also varied depending on the activity being undertaken.

YourGround shows that places are seldom perceived as wholly safe or unsafe for all people and at all times. This reveals the complex experiences of the physical environments through which women and gender-diverse people pass. It also highlights their strategies to mitigate the risks of being in and occupying public spaces. With this information, local governments and communities can forge strategies – based on evidence – that will improve perceptions of safety so that women and gender-diverse people can freely use their local environments.





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Appendices

Appendix A - Data Tables

Environment	Safe pins	Unsafe pins	Total	% of all safe	% of all unsafe	% all pins
Street	2	49	51	6%	34%	29%
Public park	12	34	46	38%	23%	26%
Trail	6	37	43	19%	25%	24%
Waterfront	4	11	15	13%	8%	8%
Public transport	2	6	8	6%	4%	4%
Sporting facility	5	2	7	16%	1%	4%
Parking lot	0	6	6	0%	4%	3%
Public toilet	0	1	1	0%	1%	1%
Shopping Centre	1	0	1	3%	0%	1%
TOTAL	32	146	178			

TABLE A.1
NUMBERS OF PINS BY
SAFE AND UNSAFE,
BY ENVIRONMENT
AND ACTIVITY,
KINGSTON

Activity	Safe pins	Unsafe pins	Total	% of all safe	% of all unsafe	% all pins
Walking	11	88	99	34%	60%	56%
Dog walking	7	16	23	22%	11%	13%
Walk other	2	9	11	6%	6%	6%
Team sport activity	1	2	3	3%	1%	2%
Running	7	10	17	22%	7%	10%
Relaxing	0	1	1	0%	1%	1%
Cycling	0	5	5	0%	3%	3%
Commuting	1	2	3	3%	1%	2%
Other leisure activity	3	13	16	9%	9%	9%
TOTAL	32	146	178			

TABLE A.2
NUMBERS OF
PINS BY SAFE AND
UNSAFE, BY ACTIVITY,
KINGSTON

* INNER SUBURBAN LGAs INCLUDE:

- Banyule
- Bayside
- Boroondara
- Brimbank
- Darebin
- Glen Eira
- Greater Dandenong
- Hobsons Bay
- Kingston
- Knox
- Manningham
- Maroondah
- Moonee Valley
- Monash
- Moreland
- Whitehorse

Environment	Kingston	Inner Suburban LGAs*	All
Street	34%	34%	39%
Public park	23%	22%	20%
Trail	25%	20%	18%
Public transport	4%	9%	8%
Parking lot	4%	6%	6%
Sporting facility	1%	2%	2%
Waterfront/Beach	8%	3%	3%
Public toilet	1%	2%	1%
Other spaces	0%	2%	3%

TABLE A.3

PROPORTION OF UNSAFE PINS BY ENVIRONMENT TYPOLOGY, KINGSTON, INNER SUBURBAN LGAs AND FULL YOURGROUND SURVEY (SEE FIGURE 4.7)

Activity	Kingston	Inner Suburban LGAs	All
Walking	60%	54%	52%
Dog walking	11%	12%	12%
Walk other	6%	14%	12%
Running	7%	5%	7%
Cycling	3%	5%	4%
Other leisure activity	9%	3%	4%
Commuting	1%	1%	3%
Relaxing	1%	1%	2%
Team sport	1%	3%	2%

TABLE A.4

PROPORTION OF UNSAFE PINS BY ACTIVITY, BY KINGSTON, INNER SUBURBAN LGAs AND FULL YOURGROUND SURVEY (SEE FIGURE 4.8)

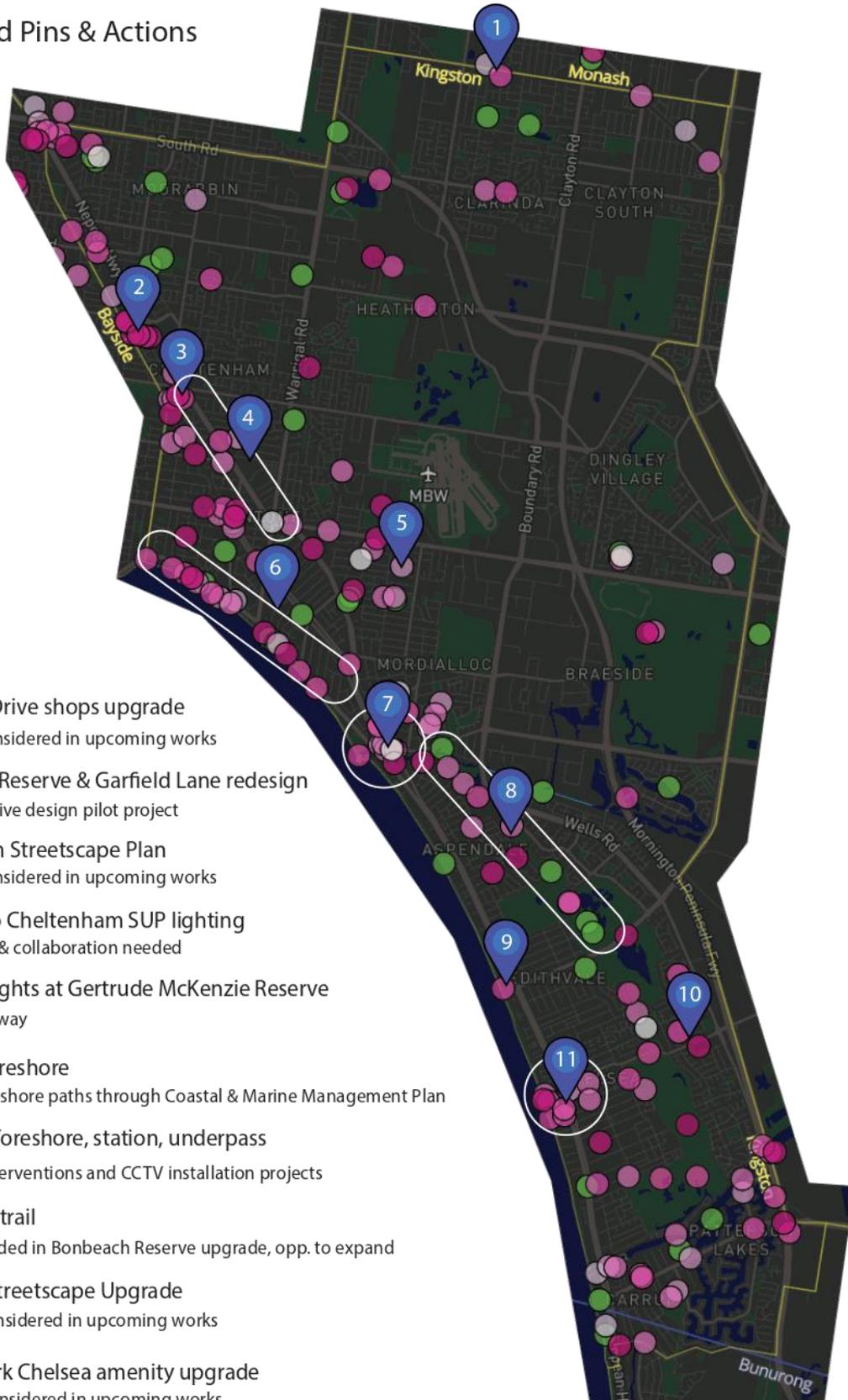
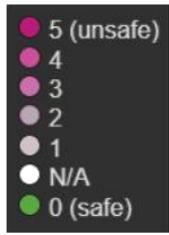
Standard reasons for lack of safety	Kingston	Inner Suburban LGA	All
Poor lighting	58%	62%	58%
Behaviour of people here makes me feel uncomfortable	32%	40%	46%
Hard to see what and who is ahead	41%	40%	36%
No people around	36%	38%	36%
It feels uncared for	23%	24%	26%
I feel trapped here	20%	20%	20%
Bad stories here	8%	14%	13%
Hard to navigate	1%	3%	3%
Over-crowded	1%	2%	3%

TABLE A.5
PROPORTION OF REASONS FOR LACK OF SAFETY, BY KINGSTON, INNER SUBURBAN LGAS AND FULL YOURGROUND SURVEY (SEE FIGURE 4.8)

yourground

YOUR SPORT • YOUR LEISURE • YOUR PLAY • YOUR PLACE • YOUR KINGSTON

YourGround Pins & Actions



Actions

- 1 Maleleuca Drive shops upgrade
 Data to be considered in upcoming works
- 2 Jean Street Reserve & Garfield Lane redesign
 Gender-sensitive design pilot project
- 3 Cheltenham Streetscape Plan
 Data to be considered in upcoming works
- 4 Mentone to Cheltenham SUP lighting
 Further work & collaboration needed
- 5 New solar lights at Gertrude McKenzie Reserve
 Project underway
- 6 Mentone foreshore
 Review of foreshore paths through Coastal & Marine Management Plan
- 7 Mordialloc foreshore, station, underpass
 Short term interventions and CCTV installation projects
- 8 Longbeach trail
 Lighting included in Bonbeach Reserve upgrade, opp. to expand
- 9 Edithvale Streetscape Upgrade
 Data to be considered in upcoming works
- 10 Heights Park Chelsea amenity upgrade
 Data to be considered in upcoming works
- 11 Chelsea foreshore
 CCTV installation project

27 June 2022

Agenda Item No: 8.2

KP-2021/767 - 30 HEALEY STREET, MOORABBIN

Contact Officer: Tim Yildirim, Statutory Planner

Purpose of Report

This report is for Council to consider planning permit application No. KP-2021/767 - 30 Healey Street, Moorabbin.

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 Notice of Decision to grant a Planning Permit for the construction of a three (3) storey building, containing of ten (10) dwellings plus basement car parking.

This application requires a decision by Council in accordance with its Planning Delegation Policy, as the proposal involves:

- Five (5) or more dwellings that incorporates one or more double storey dwelling(s) to the rear of the site, with three (3) or more objections.

**City of Kingston
Planning Committee Meeting**

Agenda

22 June 2022

PLANNING OFFICER REPORT	
APPLICANT	Spectrum Design Group
ADDRESS OF LAND	30 Healey Street Moorabbin VIC 3189
PLAN OF SUBDIVISION REFERENCE	Lot 59 on LP 010705
PROPOSAL	The construction of a three (3) storey building, containing of ten (10) dwellings plus basement car parking.
PLANNING OFFICER	Tim Yildirim
REFERENCE NO.	KP-2021/767
ZONE	Clause 37.08 – Activity Centre Zone (Schedule 3)
OVERLAYS	None applicable.
OBJECTIONS	Five (5)
CONSIDERED PLAN REFERENCES/DATE RECEIVED	Spectrum Design Group, TP01, TP03 (Revision A), TP02, TP04, TP05, TP06, TP07, TP08, TP09 (Revision B), TP10 (Revision E) and Landscape plan prepared by Zenith Concepts Pty Ltd, title property address, dated February 2022, submitted to Council on 9 March 2022.
ABORIGINAL CULTURAL HERITAGE SENSITIVITY	No

1.0 RELEVANT HISTORY

- 1.1. Planning Permit KP-2020/570 was lodged with Council on 29 April 2020, for the development of a rooming house, which was subsequently withdrawn on 10 November 2020.

2.0 SITE AND SURROUNDS

- 2.1. The subject site is located on the east side of Healey Street, Moorabbin. It is rectangular in shape with a frontage width of 15.84 metres to Healey Street, a maximum depth of 41.88 metres, resulting in an overall area of 657m². The site is relatively flat. The site is encumbered by a 1.83 metre wide sewerage and drainage easement along the site's east (rear) property boundary. Vehicle access to the site is via a single width crossover located on the north side of the Healey Street property frontage.

- 2.1. The following map illustrates the subject site in its surrounding context:



- 2.2. The site is currently occupied by an existing single storey brick dwelling, with complex hipped roof form and associated outbuildings (shed and garage). The existing dwelling is setback 7 metres from the front property boundary.
- 2.3. The subject site is located in the Moorabbin activity centre, which offers a diversity of built form and land uses. Land to the north, west and south of the subject site is used and developed for residential purposes. Planning Permit KP-2007/894 was issued by the City of Kingston to develop the adjoining northern property (No. 32 Healey Street) for two (2) single storey dwellings.

2.4. Land to the east of the site, including direct abuttal, is within the Moorabbin activity centre, and is used and developed for industrial purposes. Planning Permit KP-2016/544 was issued for the adjoining site to the north-east known as No. 420 South Road, to use and develop the land for a mixed-use development comprising 438 residential apartments, 120 serviced apartments, food and drink premise (café), retail premises, restricted recreation facility (gym), a reduction in car parking requirements and alterations to the access to a road in the Transport Zone 2. Whilst the permit has not been acted upon, an extension of time to the permit expiry date was issued by Council on 23 December 2019. The development must now be commenced by 28 August 2022 and the permit therefore remains valid.

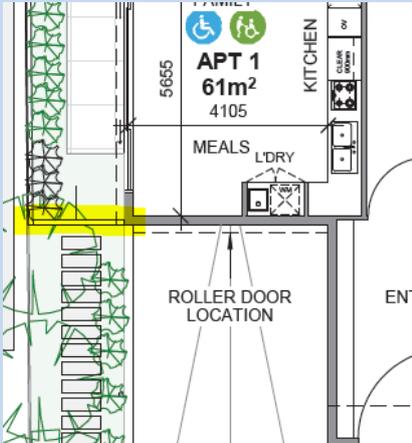
3.0 TITLE DETAILS

3.1. Covenant 1441598 is listed on the Certificate of Title. The covenant prohibits the excavation of land, other than for the purposes of laying building foundations. The covenant also prohibits the use of land for brick making operations. The proposal does not result in a breach of the covenant listed on Title.

4.0 PROPOSAL

4.1. A summary of the proposal is provided in the table below:

Description	Demolish the existing dwelling on site, clear the land, and construct a three (3) storey building, comprising ten (10) dwellings plus basement car parking.
Maximum Building Height	9.3 metres
Bedrooms (including study)	A mix of apartment types are proposed, consisting of: Ground Floor: one (1) x one-bedroom apartment and three (3) x two-bedroom apartments. First Floor: three (3) x one-bedroom apartments and one (1) x two-bedroom apartment. Second Floor: two (2) x two-bedroom apartments.
Car Parking	Ten (10) car parking spaces are accommodated within the proposed basement. Each one (1) or two (2) bedroom dwelling requires one (1) car parking space. A total of ten (10) spaces are required and ten (10) spaces are proposed. It is noted the car parking proposed has not been allocated to each dwelling / apartment. A condition of any permit issued is to require the car parking space to each dwelling to be nominated on the basement plan (or alternative car parking provision table).
Front Setback	5.29 metres to Healey Street.
Private Open Space	Ground floor apartments are proposed to be provided with ground floor secluded private open space areas consisting of: Apt1: 30m ² , minimum width 3.02 metres. Apt2: 25.5m ² , minimum width 3.0 metres. Apt3: 26.2m ² , minimum width 3.0 metres. Apt4: 31.4m ² within front setback, minimum width 4.608 metres. An associated approximate 1.8 metre high front fence is proposed to enclose the secluded private open space area, as depicted on the western elevation plan. Apt5: 10.5m ² balcony, minimum width 2.0 metres. Apt6: 9.5m ² balcony, minimum width 1.8 metres.

	<p>Apt7: 9.5m² balcony, minimum width 1.8 metres. Apt8: 10.5m² balcony, minimum width 2.0 metres. Apt9: 14m² balcony, minimum width 1.83 metres. Apt10: 15m² balcony, minimum width 1.97 metres.</p>
<p>Site Coverage</p>	<p>54% Permeability 37%</p>
<p>Access</p>	<p>The existing vehicle crossover towards the north (side) of the west facing frontage is proposed to be utilised and modified, as necessary, to serve as common basement access.</p> <p>A pedestrian pathway providing exclusive access to Dwelling 1 is proposed along the northernmost point of the west facing frontage. A condition of any permit issued is to require a pedestrian gate to be shown on the ground floor plan:</p> 
<p>Vegetation Removal/Retention</p>	<p>Council's vegetation management officer advised that between 10 March 2021 and 29 April 2021 vegetation had been removed from the site:</p>   <p>All existing vegetation on site proposed to be removed is deemed to have no significance. No significant vegetation is located within close proximity to the common boundaries.</p>
<p>Building Materials</p>	<p>A contemporary building form is proposed that includes painted fibre cement sheets, 'Krausbricks' and vertical cladding.</p>

5.0 ADVERTISING

- 5.1. The proposal was advertised by sending notices to adjoining, opposite and surrounding property owners and occupiers and by maintaining a notice on site for fourteen (14) days. Five (5) objections to the proposal were received. The valid grounds of objection raised are summarised as follows:
- Overdevelopment.
 - Car parking.
 - Amenity impacts.
 - Loss of privacy / overlooking.
 - Loss of daylight / overshadowing.
 - Root damage from trees proposed to be planted.
 - Neighbourhood character.
 - Side and rear setbacks.
- 5.2. The following objections raised are not valid planning considerations:
- Winter overshadowing concern.

6.0 PLANNING CONSULTATION MEETING

- 6.1. A planning consultation meeting was held on 3 May 2022 with the relevant planning officer, Ward Councillor, the permit applicant and one (1) objector party in attendance. The above-mentioned issues were discussed at length.
- 6.2. The above concerns were unable to be resolved at the meeting, and the objections still stand.

7.0 AMENDMENT TO THE APPLICATION BEFORE NOTIFICATION

- 7.1. No amendments were made during this application.

8.0 REFERRALS

- 8.1. No external referrals were required in respect of this application.
- 8.2. The application was referred to the following internal departments within Council (where appropriate amended applications have been re-referred):
- Council's development engineer advised of no objection, subject to the inclusion of a number of conditions on any permit issued, relating to groundwater assessment, basement design requirements, stormwater management and water sensitive urban design.
 - Council's vegetation management officer advised of no objection to the proposed removal of all remaining trees on site, subject to the inclusion of conditions on any permit issued. The recommended conditions require an amended landscape plan improving the proposed landscaping outcome for the site and the protection of the street tree, as well as additional replacement planting conditions for the trees previously removed from the site.
 - Council's traffic engineer advised of no objection, subject to the inclusion of a number of conditions on any permit issued. Please refer to Section 9 (Clause 52.06 assessment) later in this report for further discussion.
 - Council's roads and drains department advised of no objection, subject to the inclusion of a number of conditions on any permit issued, relating to the crossover/footpath design and the council road network.

- Council's city place and design officer advised of no objection and outlined that the development is an appropriate outcome from an activity centres perspective.
- Councils' construction liaison officer advised of no objection, subject to conditions on any permit issued relating to the provision of a construction management plan, prior to the commencement of any buildings and works on site.
- Council's environmentally sustainable design officer advised that the submitted sustainable management plan (BESS) is yet to satisfy Council's expectations in relation to sustainable design outcomes. It is also noted that a green travel plan was not provided, in accordance with the requirements of Clause 22.13-4.

Conditions of any permit issued are to require the provision of an amended sustainable management plan addressing the outstanding matters, with associated amendments to the development drawings reflecting the sustainable design measures proposed, as outlined in the recommendation section of this report.

An additional condition of any permit issued is to require the provision of a green travel plan, in accordance with Clause 22.13-4 of the Kingston Planning Scheme, outlining sustainable transport options for future residents.

- Council's urban design officer advised that all aspects of the proposals external presentation is acceptable. Concerns, however, were raised regarding the internal amenity of Dwelling 1. The concerns raised relate to poor internal amenity and poor access. Regard is given to the dedicated pedestrian pathway proposed adjacent to the common basement vehicle access to Dwelling 1. It is acknowledged that no entry door, from the common corridor is shown on the plans and this can be addressed by conditions on any permit issued.

The internal amenity of Dwelling 1 is considered appropriately sized for a one-bedroom dwelling. It is also noted that the internal room size (family and meals) is similar to that of the two (2) bedroom dwellings proposed, in which no internal amenity concern was raised.

Finally, the primary secluded private open space area and all habitable room windows are offered northern orientation, maximising natural light access. On balance, the internal amenity of Dwelling 1 is appropriate, particularly having regard to the maximum persons that can be accommodated in the one (1) bedroom dwelling.

An overall concern was raised in that there is a lack of storage offered across the development and it has been encouraged to accommodate storage spaces within the basement for each dwelling. These concerns will be explored later in this report, with appropriate conditions included on any permit issued to address concerns raised by Council's urban design officer. Please refer to the Clause 58 assessment, and recommendation section of this report.

- Council's waste management officer reviewed the waste management plan submitted for the development and advised of no concern with the proposal. A condition of any permit issued is to ensure the requirements of the waste management plan are implemented.

9.0 PLANNING CONTROLS

9.1. Zoning

The site is located in the following zone:

- Clause 37.08 – Activity Centre Zone (Schedule 3)

9.2. Particular Provisions

The following Clauses are applicable to this application:

- Clause 52.06 – Car Parking
- Clause 52.34 – Bicycle Facilities
- Clause 58 – Apartment Developments

9.3. General Provisions

- Clause 65 – Decision Guidelines

Zone / Overlay / Particular Provisions	Rationale
Clause 37.08 – Activity Centre Zone (Schedule 3)	<p>A planning permit is required to construct a building or construct or carry out works, unless otherwise specified in a schedule to the zone. Schedule 3 to the Activity Centre Zone does not contain any exemptions related to the proposal. Clause 37.08-5 also specifies that an apartment development must meet the requirements of Clause 58.</p> <p>The proposal accords with the overarching purpose of the zone, which seeks to deliver a diversity of housing at higher densities, in a manner which offers good urban design, in accordance with the Planning Policy Frameworks and Schedule 3 to the Activity Centre Zone.</p> <p>The subject site is located in Precinct 3, which is earmarked for ‘increased residential’ use and development. The Precinct 3 objectives contained in Schedule 3 of the Activity Centre Zone seek to encourage new, contemporary housing outcomes with a mix of dwelling types.</p> <p>The associated precinct guidelines specify that any new development on sites of 1,000sqm or less with a frontage of 30 metres or less should not exceed a maximum of two (2) storeys and be limited to additions to existing dwellings.</p> <p>Section 4.4 (Building Height) of Schedule 3 states that a permit may be granted to exceed the building height set out in the precinct requirements (guidelines) to this schedule for Precincts 3 in circumstances where it can be demonstrated that the precinct objectives and guidelines are met.</p> <p>The remaining precinct guidelines specify that, new development should landscape the front setback area, car parking should be provided within basements rather than at grade, development should provide for a mix of dwelling options in an apartment format rather than townhouses and new development should provide for highly visible entry elements accessed from the front of sites.</p> <p>The overarching Precinct 3 objectives have been satisfied and the precinct guidelines are deemed to be met. Accordingly, a permit may be granted to exceed the building height set out in Precinct 3.</p> <p>The proposal substantially accords with the purpose of the zone (including Schedule 3 and the Precinct 3 requirements) by providing contemporary, apartment style multi-unit residential development that will provide residential</p>

**City of Kingston
Planning Committee Meeting**

Agenda

22 June 2022

Zone / Overlay / Particular Provisions	Rationale
	uses at a density that is complementary to the role and scale of the surrounding area.
Clause 52.06 – Car Parking	<p>Car parking is required at a rate of one (1) car parking space to each one (1) or two (2) bedroom dwelling. No residential visitor car parking spaces are required as the site is located within the Principal Public Transport Network area.</p> <p>As the proposal consists of ten (10) dwellings, each with either one (1) or two (2) bedrooms, this equates to a car parking requirement of ten (10) car parking spaces.</p> <p>Clause 52.06-9 design standards apply to the proposal.</p> <p>The basement ramp accommodates a headroom clearance of 2.1 metres.</p> <p>Corner splays are detailed on the ground floor and landscape plan, and the considered landscape plan contains a notation referring to the corner splay requirements of Clause 52.06-9.</p> <p>The basement car parking provisions satisfy the minimum car parking space dimensions of 4.9m by 2.6m (minimum of 5.4m by 2.7m accommodated) and the clearance requirements specified in Diagram 1 to Clause 52.06-9 are met.</p> <p>Council's traffic engineer raised concern with the basement gradients proposed, noting the ramp and associated changes in grade extend into the basement where car parking spaces are proposed. There are no level details of the car parking spaces. A condition of any permit issued is to require finished floor levels, to the Australian Height Datum, to be provided for the basement ramp, and to all relevant spots within the basement, in accordance with AS/NZS 2890.1 (i.e. proposed disabled space slopes are too steep).</p> <p>The basement gradient of 1:16 extends to the westernmost car stacker and associated shaft, which raises concern as the stacker cannot be installed at a tilted angle. A condition of any permit issued is to require:</p> <ul style="list-style-type: none"> - The finished floor level of the basement, where proposed to contain the associated car stackers and associated shaft(s), to be on a flat surface. <p>Concerns have also been raised in respect to the waste collection arrangement. A condition has been recommended by Council's traffic engineer to restrict the hours of waste collection to occur between Monday to Friday, before 8.00am and after 5.00pm as on-street car parking is prohibited between those times in front of the site. However, the waste management plan proposes on-site collection from the basement using a mini rear-lift vehicle.</p> <p>Pursuant to Clause 52.06-9 (Design Standard 4: Mechanical Parking), 25% of car stackers must accommodate a minimum headroom clearance of 1.8 metres. Three (3) of the six (6) car stacker spaces accommodate a vehicle height of 1.8 metres, exceeding this requirement.</p> <p>The submitted traffic impact assessment report submits that all car parking spaces within the garage have been designed in accordance with the</p>

Zone / Overlay / Particular Provisions	Rationale
	<p>requirements of Clause 52.06-9 and AS2890.1:2004 (Parking Facilities – off-street car parking).</p> <p>The Australian Standard specifies that each car parking space within the basement may carry out a three-point turning manoeuvre to enter and exit the space in a forwards direction. The traffic report includes digital swept path diagrams demonstrating that forwards access and egress can be achieved to all car parking spaces. The proposal accommodates sufficient space for vehicles to carry out manoeuvring in accordance with AS2890.1:2004.</p> <p>Subject to the above conditions on any permit issued, the car parking and access arrangement proposed are consistent with the relevant provisions of the Kingston Planning Scheme.</p>
Clause 52.34 – Bicycle Facilities	<p>Clause 52.34 (Bicycle Facilities) does not apply in this instance, as the proposal is not four (4) storeys or greater. However, ten (10) bicycle parking spaces are provided within the basement.</p> <p>Through the provision of these bicycle parking spaces, the proposal responds to the importance that State and local policies place on encouraging low energy forms of transport, such as Clauses 15.02-1S, 18.02-2S, 18.02-2R and 21.09-2.</p> <p>This is a development where the use of bicycles can take precedence over the use of private motor vehicles for short trips due to the proximity of services, employment opportunities and residential development. The provision of bicycle parking spaces within the proposal will encourage the use of bicycles to and from this development.</p>
Clause 58 – Apartment Developments	<p>Clause 37.08-5 (Activity Centre Zone) specifies that any application for an apartment development must meet the requirements of Clause 58. Please refer to Section 14 of this report for an assessment against Clause 58.</p>

10.0 RELEVANT POLICIES

10.1. Planning Policy Framework (PPF)

- Clause 11 – Settlement
- Clause 13 – Environmental Risk and Amenity
- Clause 15 – Built Environment and Heritage
- Clause 16 – Housing
- Clause 17 – Economic Development
- Clause 18 – Transport

10.2. Local Planning Policy Framework (LPPF)

- Clause 21.02 – Settlement
- Clause 21.06 – Built Environment and Heritage
- Clause 21.07 – Housing
- Clause 21.08 – Commercial
- Clause 21.09 – Transport
- Clause 22.06 – Residential Development Policy
- Clause 22.12 – Stormwater Management
- Clause 22.13 – Environmentally Sustainable Development

11.0 PLANNING CONSIDERATIONS

11.1. Planning Policy Framework

The application has been assessed against the Planning Policy Framework and it is considered that the proposed development is consistent with relevant policies contained within this section of the Kingston Planning Scheme.

The Planning Policy Framework sets out the relevant state-wide policies for mixed-use development at **Clause 11** (Settlement), **Clause 15** (Built Environment and Heritage), **Clause 16** (Housing) and **Clause 17** (Economic Development). Essentially, the provisions within these clauses seek to achieve the fundamental objectives and policy outcomes sought by 'Plan Melbourne 2017-2050: Metropolitan Planning Strategy' (Department of Environment, Land, Water and Planning, 2017).

Clause 11 seeks to ensure planning anticipates and responds to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure. More broadly, planning is also to prevent environmental and amenity problems created by siting incompatible land uses close together and facilitate sustainable development that takes full advantage of existing settlement patterns and investment in transport, utility, social, community and commercial infrastructure and services.

Clause 11.01-1R includes strategies that seek to create mixed-use neighbourhoods at varying densities, including through the development of urban-renewal precincts, that offer more choice in housing, create jobs and opportunities for local businesses and deliver better access to services and facilities.

Clause 11.03-1S (Activity Centres) encourages the concentration of residential (amongst other) developments into activity centres. Strategies in place seek to provide different types of housing, including higher density forms. The role and function of each activity centre (and precinct within an activity centre) must be considered in the context of its classification, including policies for housing intensification.

Clause 13 (Environmental Risks and Amenity) aims to ensure that planning adopts a best practice environmental management and risk management approach which aims to avoid or minimise environmental degradation and hazards. Further, planning should identify and manage the potential for the environment, and environmental changes, to limit impact upon the economic, environmental or social well-being of society.

Clause 13.05-1S seeks to assist the control of noise on sensitive land uses and **Clause 13.07-1S** aims to protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site amenity impacts.

Clause 15 (Built Environment and Heritage) aims to ensure all new land use and development appropriately responds to its landscape, valued built form and cultural context, and protect places and sites with significant heritage, architectural, aesthetic, scientific and cultural value.

Clause 15.01-1S seeks to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity, while **Clause 15.01-2S** aims to achieve building design outcomes that contribute positively to the local context and enhance the public realm.

Clause 15.01-4S seeks to achieve neighbourhoods that foster healthy and active living and community wellbeing and, more specifically, **Clause 15.01-4R** aims to create a city of twenty minute neighbourhoods, that give people the ability to meet most of their everyday needs

within a twenty minute walk, cycle or local public transport trip from their home. **Clause 15.01-5S** seeks to recognise, support and protect neighbourhood character, cultural identity, and sense of place.

The provisions of **Clause 15.02-1S** encourage development that is energy and resource efficient, supports a cooler environment and minimises greenhouse gas emissions. Strategies to achieve this include improving the energy, water and waste performance of buildings through environmentally sustainable development, promote consolidation of urban development and integration of land use and transport, support low energy forms of transport such as walking and cycling and reduce the urban heat island effect by greening urban areas, buildings, transport corridors and open spaces with vegetation.

Clause **15.03-2S** (Aboriginal Cultural Heritage) seeks to ensure the protection and conservation of places of Aboriginal cultural heritage sensitivity. The subject land **is not** identified in an area of Aboriginal cultural heritage sensitivity.

Housing objectives are further advanced at **Clause 16** which seek to encourage increased diversity in housing. **Clause 16.01-1S** seeks to facilitate well-located, integrated and diverse housing that meets community needs. **Clause 16.01-2R** specifically requires consideration of population growth in locations that are considered major and neighbourhood activity centres, especially those with good public transport connections. **Clause 16.01-2S** aims to deliver more affordable housing closer to jobs, transport and services.

Clause 17 (Economic Development) strives to provide a strong and innovative economy with policy objectives focused on diversification, improving accessibility to employment opportunities, providing development that meets the community's needs for retail, entertainment, office and other commercial services.

Clause 18 (Transport) expects that planning should ensure an integrated and sustainable transport system that provides access to social and economic opportunities, facilitates economic prosperity, contributes to environmental sustainability, coordinates reliable movements of people and goods, and is safe. **Clause 18.01-1S** furthers these expectations by aiming to create a safe and sustainable transport system by integrating land use and transport.

Clause 18.02-1S seeks to promote the use of sustainable transport, while **Clause 18.02-4S** aims to ensure an adequate supply of car parking that is appropriately designed and located.

11.2. Local Planning Policy Framework

Clause 21.02-1 (Settlement) seeks to strike a balance in providing sufficient land to accommodate a diversity of land uses. Key issues relevant to this application relate to the need to accommodate new housing within activity centres, in the form of contemporary higher density developments, to serve as a catalyst for ongoing renewal across Kingston's activity centres.

Clause 21.06-1 (Urban Environment) aims to project a positive image of the city through a high standard of urban design, to improve pedestrian safety, circulation and access and to achieve high standards of amenity both within new development, and with adjoining development. **Clause 21.06-3** aims to promote environmentally sustainable development.

In relation to housing, **Clause 21.07-1** seeks to provide a range of housing types across the municipality taking account of the differential capacity of local areas to accommodate different types and rates of housing change, to manage the interface between residential development and adjoining or nearby sensitive and strategic land uses and to ensure new residential

development respects neighbourhood character and is site responsive, and that medium density dwellings are of the highest design quality.

The site is located within the activity centres area in the Residential Land Use Framework Plan. As identified in Table 1 at [Clause 21.07-1](#), activity centre areas encourage the provision of housing at higher densities. As such, the development must respond to Local Planning Policy directives and the immediate context of the site.

[Clause 21.08-1](#) (Commercial) calls for the protection of the retail role and function of activity centres. [Clause 21.09-2](#) (Walking and Cycling) seeks to support and promote sustainable personal transport, while [Clause 21.09-4](#) (Road System and Car Parking) aims to reduce the reliance on car parking provision in Kingston.

[Clause 22.12](#) (Stormwater Management) is applicable to the consideration of medium and large scale developments as specified within Table 1 of the policy. This clause seeks to improve the quality and reduce the impact of stormwater run-off, incorporate the use of water sensitive urban design principles in development and to ensure that developments are designed to meet best practice performance objectives.

[Clause 22.13](#) (Environmentally Sustainable Development) applies throughout the City of Kingston to residential and non-residential development that requires a planning permit. The overarching objective is that development should achieve best practice in environmentally sustainable development from the design stage through to construction and operation.

An application comprising ten (10) or more dwellings requires the provision of a sustainable management plan and a green travel plan. A BESS assessment was provided and referred to Council's sustainable design officer, who advised the proposal is yet to meet Council's expectations in relation to environmentally sustainable design. Please refer to Section 9 earlier in this report for further discussion and recommended conditions.

It is considered that the proposed development generally complies with the Planning Policy Framework guidelines and the policy direction of the Municipal Strategic Statement and relevant local policies, subject to conditions on any permit issued as discussed throughout this report. Importantly, the proposal delivers on specific objectives relating to the development of appropriately designated land, which seek to encourage well-designed, apartment style, increased density housing, as well providing diversity in housing choice to assist in meeting the anticipated future population forecasts.

11.3. **General Provisions**

[Clause 65.01](#) of the Kingston Planning Scheme is relevant to this application and requires 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.

12.0 **RESPONSE TO GROUNDS OF OBJECTIONS**

12.1 The majority of the objectors' concerns have been addressed throughout this report. Any remaining concerns are addressed as follows:

Ground of Objection	Response
Overdevelopment.	Overdevelopment is a commonly used expression to dismiss development proposals which seek to remove existing buildings and introduce new built form into neighbourhoods. An assessment against the Planning Policy Framework, the Kingston Planning Scheme and, in this case, the objectives and standards of Clause 58 and Schedule 3 to the Activity

Centre Zone, can often demonstrate a proposal is not an overdevelopment despite being more intensive than what existed before. An assessment against these relevant matters is detailed throughout this report.

13.0 OTHER MATTERS

13.1. The applicant provided an acoustic report to address the impact of surrounding noise sources on the proposed development. Section 14 of the report, Standard D16 makes recommendations to improve noise attenuation measures including changes in windows and associated framing. Additional recommendations are made to all bedrooms. Conditions are included in the recommendation section of this report to ensure the recommendations in the acoustic report are reflected on development drawings.

14.0 CLAUSE 58 – APARTMENT DEVELOPMENTS

14.1. Clause 58 applies to an application to construct or extend an apartment development, where within the Activity Centre Zone.

*****MUST meet the objective, SHOULD meet the standard*****

OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
Clause 58.02 – URBAN CONTEXT		
Clause 58.02-1 Urban context objectives <ul style="list-style-type: none"> • To ensure that the design responds to the existing urban context or contributes to the preferred future development of the area. • To ensure that development responds to the features of the site and the surrounding area. 	Standard D1 <ul style="list-style-type: none"> • The design response must be appropriate to the urban context and the site. • The proposed design must respect the existing or preferred urban context and respond to the features of the site. 	Complies with standard and meets the objective.
<p>Assessment: The proposed building is considered to be respectful of the emerging and preferred neighbourhood character when considering the underlying policy context for the site. The height of the proposal has been commented on by objectors, and noted as being out of character. As identified earlier in this report, the subject site is located within the Moorabbin activity centre, where higher density residential development types are encouraged.</p> <p>On balance and subject to conditions, the proposal is considered to contribute to the preferred neighbourhood character in terms of scale, street setbacks, and side and rear setbacks. Further, the development has adequately responded to its direct abuttals and sensitive interfaces, avoiding unreasonable off-site amenity impacts, providing adequate side and rear setbacks that reduce visual dominance and ensure any overshadowing is within reason.</p>		
Clause 58.02-2 Residential policy objectives	Standard D2 <ul style="list-style-type: none"> • An application must be accompanied by a written statement to the satisfaction of the RA that describes how the development is consistent with any relevant policy for housing in the Municipal Planning Strategy and the Planning Policy Framework. 	Complies with standard and meets the objective.

OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
<ul style="list-style-type: none"> To ensure that residential development is provided in accordance with any policy for housing in the Municipal Planning Strategy and the Planning Policy Framework. To support higher density residential development where development can take advantage of public and community infrastructure and services. 		
<p>Assessment: The proposal accords with the purpose of the zone and relevant objectives by providing a contemporary residential development at an appropriate scale, in an apartment style form that responds to the desired precinct character and direction, and provides for a density that can support the vitality and viability of the activity centre.</p> <p>The site is located within an area where a preferred character has been nominated by the introduction of the Activity Centre Zone (Schedule 3), where apartment style development is encouraged. It has been demonstrated that the development satisfies the objectives of the relevant precinct.</p> <p>The proposal enjoys a high level of policy support within the relevant planning policy framework including the Activity Centre Zone, Clause 11.03-1, Clause 21.07 and Clause 22.06, all of which support more intensive forms of development on this site.</p> <p>Refer to the Section 11 of this report for further discussion.</p>		
<p>Clause 58.02-3 Dwelling diversity objective</p> <ul style="list-style-type: none"> To encourage a range of dwelling sizes and types in developments of ten or more dwellings. 	<p>Standard D3</p> <ul style="list-style-type: none"> Developments of ten or more dwellings should provide a range of dwelling sizes and types, including dwellings with a different number of bedrooms. 	<p>Complies with standard and meets the objective.</p>
<p>Assessment: The proposed development consists of ten (10) dwellings, comprising of four one-bedroom dwellings and six two-bedroom dwellings. The proposed development therefore accommodates a range of dwelling sizes and types, including dwellings with a different number of bedrooms.</p>		
<p>Clause 58.02-4 Infrastructure objectives</p> <ul style="list-style-type: none"> To ensure development is provided with appropriate utility services and infrastructure. To ensure development does not unreasonably overload the capacity of utility services and infrastructure. 	<p>Standard D4</p> <ul style="list-style-type: none"> Connection to reticulated services/sewerage, electricity, gas and drainage services Capacity of infrastructure and utility services should not be exceeded unreasonably Provision should be made for upgrading and mitigation of the impact of services or infrastructure where little or no spare capacity exists 	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>
<p>Assessment: The site is in an established area that is well serviced by existing infrastructure. Additionally, it is recommended that suitable condition(s) be included on any planning permit issued to address infrastructure considerations.</p>		

OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
<p>Clause 58.02-5 Integration with the street objective</p> <ul style="list-style-type: none"> To integrate the layout of development with the street. 	<p>Standard D5</p> <ul style="list-style-type: none"> Provides adequate vehicle and pedestrian links that maintain or enhance local accessibility. Development oriented to front existing/proposed streets High fencing in front of dwellings should be avoided if practicable. Development next to existing public open space should be laid out to complement the open space. 	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>

Assessment: The proposal presents an active frontage with the development making provision for safe and functional connectivity. Upper levels have been designed with balconies presenting to the street, providing excellent passive surveillance opportunities to the public realm. It is unclear whether the common front entry door to the building provides for surveillance of the internal corridor or public realm:



Noting that this point of access is the only common surveillance opportunity of the public realm, a condition of any permit issued is recommended to require a suitable degree of surveillance to be accommodated by this door (i.e. partial clear glass or alternative transparent material).

The proposal indicates there will be a high front fence, enclosing the secluded private open space area of Dwelling 4. No fencing is proposed along the main entrance or remaining portion of the frontage.

The front fence is not nominated on the ground floor plan, yet is depicted on the western elevation:



① West Elevation

Additional conditions of any permit issued are recommended to require the front fence to Dwelling 4 nominated at height no greater than 1.8 metres above natural ground level with a minimum of 25% transparency.

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OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
Subject to conditions on any permit issued, the entry will be open and inviting, demonstrating an engaging frontage that positively contributes to the street integration.		
Clause 58.03 – SITE LAYOUT		
Clause 58.03-1 Energy efficiency objectives <ul style="list-style-type: none"> • To achieve and protect energy efficient dwellings and buildings. • To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy. • To ensure dwellings achieve adequate thermal efficiency. 	Standard D6 Buildings should be: <ul style="list-style-type: none"> • Oriented to make appropriate use of solar energy. • Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced. <p>Living areas and POS should be located on the north side of the development, if practicable. Developments should be designed so that solar access to north-facing windows is optimised. Dwellings located in a climate zone identified in Table D1 should not exceed the maximum NatHERS annual cooling load specified in the following table.</p>	Complies with standard and meets the objective, subject to conditions on any permit issued.
<p>Assessment: The proposal is required to achieve the prescribed minimum overall score in the following categories:</p> <ul style="list-style-type: none"> - Energy (50%), Water (50%), IEQ (50%) and Stormwater (100%). <p>Commitments to building management, water efficient fixtures, thermal performance rating, heating, cooling and how water systems, car park ventilation, clothes drying, internal lighting, solar energy, winter sunlight, indoor air quality, electric vehicle infrastructure, vegetation and urban cooling, are yet to meet Council's expectations and conditions of any permit issued are recommended to require alterations to the report and application drawings, in order to meet Council's environmentally sustainable design standards.</p> <p>Council's sustainable design officer has no objection, subject to alterations to the sustainable management plan and application drawings, which have been included in the recommended permit conditions.</p>		
Clause 58.03-2 Communal open space objective <ul style="list-style-type: none"> • To provide communal open space that meets the recreation and amenity needs of residents. • To ensure that communal open space is accessible, functional, and is easily maintained. • To ensure that communal open space is integrated with the layout of the development and enhances resident amenity. 	Standard D7 A development of 10 or more dwellings should provide a minimum area of communal outdoor open space of 30 square metres. If a development contains 13 or more dwellings, the development should also provide an additional minimum area of communal open space of 2.5 square metres per dwelling or 220 square metres, whichever is the lesser. This additional area may be indoors or outdoors and consist of multiple separate areas of communal open space. Each area of communal open space should be:	Variation sought to the standard, but meets the objective.

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OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
	<ul style="list-style-type: none"> • Accessible to all residents. • A useable size, shape and dimension. • Capable of efficient management. • Be located to: <ul style="list-style-type: none"> ○ Provide passive surveillance opportunities, where appropriate. ○ Provide outlook for as many dwellings as practicable. ○ Avoid overlooking into habitable rooms and private open space of new dwellings. ○ Minimise noise impacts to new and existing dwellings. - Any area of communal outdoor open space should be landscaped and include canopy cover and trees 	
<p>Assessment: The proposed development consists of ten (10) dwellings and therefore, should provide for 30 square metres of communal outdoor open space. It is noted that this standard was amended via Planning Scheme Amendment VC174, on 20 December 2021, and previously only applied to developments of forty (40) or more dwellings. It is noted this application was lodged with Council on 4 November 2021, before the introduction of this Amendment VC174.</p> <p>Nevertheless, the proposal now fails the amended standard as no area of communal outdoor open space is proposed. This is considered acceptable in this instance due to very recent change in policy, and the ample existing, and future intended, outdoor recreation areas within the Moorabbin activity centre area, including Healey Street Reserve and Horscroft Place Park, both approximately 70 metres away to the south.</p>		
<p>Clause 58.03-3 Solar access to communal outdoor open space objective</p> <ul style="list-style-type: none"> • To allow solar access into communal outdoor open space. 	<p>Standard D8</p> <p>The communal outdoor open space should be located on the north side of a building, if appropriate. At least 50% or 125m², whichever is the lesser, of the primary communal outdoor open space should receive a minimum of 2 hrs of sunlight between 9am-3pm on 21 June.</p>	Does not apply.
<p>Assessment: No communal outdoor open space is proposed within the development.</p>		
<p>Clause 58.03-4 Safety objective</p> <ul style="list-style-type: none"> • To ensure the layout of development provides for the safety and security of residents and property. 	<p>Standard D9</p> <p>Entrances to dwellings should not be obscured or isolated from the street and internal accessways. Planting which creates unsafe spaces along streets and accessways should be avoided. Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways. Private spaces within developments should be protected from inappropriate use as public thoroughfares.</p>	Complies with standard and meets the objective, subject to conditions on any permit issued.
<p>Assessment: The lobby for the dwelling component of the proposed development is clearly visible from the street and public domain, with minimal concerning features that could compromise the safety and security of residents and property. A condition contained in the recommendation section of this report requires appropriate lighting to be provided at the main entry point to the building to ensure safety has been satisfactorily considered in the design and layout of the development.</p> <p>With respect to the assessment provided at Standard D19 of this report, it is recommended to include a condition on any permit issued to reduce the extent of the secluded private open space area of Dwelling</p>		

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<p>4. This is recommended to be done by way of accommodating a pedestrian splay, at a dimension of at least 2 metres along the frontage, from the edge of the pedestrian pathway to the main entry foyer and 2.5 metres along the pedestrian pathway.</p> <p>An additional condition is recommended to accommodate a minimum transparency of 25% to the front fence enclosing the secluded private open space area of Dwelling 4. The combination of these changes will achieve the objective to provide for the safety and security of residents and property and which offers good visibility and surveillance.</p>		
<p>Clause 58.03-5 Landscaping objectives</p> <ul style="list-style-type: none"> • To encourage development that respects the landscape character of the area. • To encourage development that maintains and enhances habitat for plants & animals in locations of habitat importance. • To provide appropriate landscaping. • To encourage the retention of mature vegetation on the site. • To promote climate responsive landscape design and water management in developments that support thermal comfort and reduces the urban heat island effect. 	<p>Standard D10</p> <p>The landscape layout and design should:</p> <ul style="list-style-type: none"> • Be responsive to the site context. • Protect any predominant landscape features of the area. • Take into account the soil type and drainage patterns of the site and integrate planting & water management. • Allow for intended vegetation growth & structural protection of buildings. • In locations of habitat importance, maintain existing habitat & provide for new habitat for plants & animals. • Provide a safe, attractive & functional environment for residents. • Consider landscaping opportunities to reduce heat absorption such as green walls, green roofs & roof top gardens & improve on-site stormwater infiltration. • Maximise deep soil areas for planting of canopy trees. <p>Development should provide for the retention or planting of trees, where these are part of the urban context.</p> <p>Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made.</p> <p>The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.</p> <p>Development should provide the deep soil areas and canopy trees specified in Table D2.</p> <p>If the development cannot provide the deep soil areas and canopy trees specified in Table D2, an equivalent canopy cover should be achieved by providing either:</p> <ul style="list-style-type: none"> • Canopy trees or climbers (over a pergola) with planter pits sized appropriately for the mature tree soil volume requirements. • Vegetated planters, green roofs or green facades. 	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>
<p>Assessment: In this instance, the site area generates a canopy cover and deep soil requirement of 5 per cent of the site area (32.85m²), for a lot less than 1000m² in area. The proposal is also required to include at least 1 Type A Tree. A total of 230m² (35%) of land is dedicated to soft landscaping, as indicated on the site statistics table on the basement floor plan.</p>		

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<p>Equivalent canopy planting and/or green infrastructure is also required to replace the removal of trees from the subject site, removed between March 10 2021 and April 29 2021, in addition to the minimum canopy requirements pursuant to Clause 58.03-5 of the Kingston Planning Scheme. This is to be made a condition of any permit issued.</p> <p>Standard D10 also encourages landscaping, such as climbing plants or smaller plants in planters, in the street frontage and in outdoor areas.</p> <p>There are no upper storey outdoor areas proposed to accommodate such forms of landscaping. A condition of any permit issued is recommended to require the provision of greening elements (e.g. green walls, vegetated planter boxes to balconies).</p> <p>Council's vegetation management officer offered no objection to the proposal, subject to the provision of an amended landscape plan to reflect the above requirements. These conditions are included in the recommendation section of this report.</p>		
<p>Clause 58.03-6 Access objective</p> <ul style="list-style-type: none"> To ensure the number and design of vehicle crossovers respects the urban context. 	<p>Standard D11</p> <p>The width of accessways or car spaces should not exceed:</p> <ul style="list-style-type: none"> 33 per cent of the street frontage, or If the width of the street frontage is less than 20 metres, 40 per cent of the street frontage. <p>No more than one single-width crossover should be provided for each dwelling fronting a street.</p> <p>The location of crossovers should maximise the retention of on-street car parking spaces.</p> <p>The number of access points to a road in a Road Zone should be minimised.</p> <p>Developments must provide for access for service, emergency and delivery vehicles.</p>	<p>Complies with standard and meets the objective.</p>
<p>Assessment: A lot width of 15.84 metres is allowed an accessway width of 6.336 metres. The proposal includes an accessway with a width of 4 metres, satisfying this standard. Vehicle access to the basement car parking area is proposed via the existing crossover on site, which is to be modified as necessary to accommodate vehicle access. A condition of any permit issued is recommended to require:</p> <ul style="list-style-type: none"> The proposed vehicle crossover kept separate from the neighbour's vehicle crossover, to create a pedestrian refuge of no less than 1 metre wide. 		
<p>Clause 58.03-7 Parking location objectives</p> <ul style="list-style-type: none"> To provide convenient parking for resident and visitor vehicles. To protect residents from vehicular noise within developments. 	<p>Standard D12</p> <p>Car parking facilities should:</p> <ul style="list-style-type: none"> Be reasonably close and convenient to dwellings. Be secure. Be well ventilated if enclosed. <p>Shared accessways or car parks of other dwellings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway.</p>	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>
<p>Assessment: Car parking is located within the basement level. Car parking areas are secure and convenient to the dwellings, noting a lift run and staircase provides access to the ground, first and second</p>		

OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
floors from the basement. It is unclear whether the basement is proposed to be mechanically ventilated or naturally ventilated. A condition of any permit issued is recommended to require details of the provision of ventilation to the basement.		
<p>Clause 58.03-8 Integrated water and stormwater management objective</p> <ul style="list-style-type: none"> • To encourage the use of alternative water sources such as rainwater, stormwater & recycled water. • To facilitate stormwater collection, utilisation and infiltration within the development. • To encourage development that reduces the impact of stormwater run-off on the drainage system & filters sediment & waste from stormwater prior to discharge from the site. 	<p>Standard D13</p> <p>Buildings should be designed to collect rainwater for non-drinking purposes such as flushing toilets, laundry appliances and garden use. Buildings should be connected to a non-potable dual pipe reticulated water supply, where available from the water authority.</p> <p>The stormwater management system should be:</p> <ul style="list-style-type: none"> • Designed to meet the current best practice performance objectives for stormwater quality as contained in the Urban Stormwater - Best Practice Environmental Management Guidelines (Victorian Stormwater Committee, 1999). <p>Designed to maximise infiltration of stormwater, water and drainage of residual flows into permeable surfaces, tree pits and treatment areas.</p>	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>
<p>Assessment: The proposal includes water sensitive urban design considerations and appears to provide sufficient stormwater management measures. A rainwater tank is proposed in the basement of the proposal and the associated sustainable management plan nominates the tank at a capacity of 10,000 litres. The application was referred to Council’s development approvals engineer, who is satisfied subject to standard conditions for detailed stormwater management plans and basement design.</p>		
Clause 58.04 – AMENITY IMPACTS		

OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
<p>Clause 58.04-1 Building setback objectives</p> <ul style="list-style-type: none"> • To ensure the setback of a building from a boundary appropriately responds to the existing urban context or contributes to the preferred future development of the area. • To allow adequate daylight into new dwellings. • To limit views into habitable room windows and private open space of new and existing dwellings. • To provide a reasonable outlook from new dwellings. • To ensure the building setbacks provide appropriate internal amenity to meet the needs of residents. 	<p>Standard D14</p> <p>The built form of the development must respect the existing or preferred urban context and respond to the features of the site.</p> <ul style="list-style-type: none"> ▪ Buildings should be set back from side and rear boundaries, and other buildings within the site to: <ul style="list-style-type: none"> • Ensure adequate daylight into new habitable room windows. ▪ • Avoid direct views into habitable room windows and private open space of new and existing dwellings. Developments should avoid relying on screening to reduce views. ▪ • Provide an outlook from dwellings that creates a reasonable visual connection to the external environment. ▪ • Ensure the dwellings are designed to meet the objectives of Clause 58. 	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>
<p>Assessment: The proposal provides for equitable development outcomes. The building siting will not prejudice daylight opportunities or development opportunities on the adjoining lots. At first floor, a 2 metre setback is offered to each side boundary. At second floor a 3 metre setback is offered to the north (side) boundary, and a 4.5 metre setback is offered to the south (side) boundary. The adjoining property to the north (No. 32A and B Healey Street) contains two dwellings in a side by side arrangement. That site is unlikely to be redeveloped in the near future. The proposed setback to the northern boundary respects the amenity of the existing dwelling.</p> <p>Second floor setbacks to the side (south) boundary accommodate a 4.5 metre setback, thus protecting equitable development rights to the adjoining property to the south, noting this site contains a single dwelling and is likely to be developed in the future. The rear setback currently has an industrial interface. Despite this, a 4.5 metre setback is accommodated at first and second floors should future development occur, noting this land is also within the Activity Centre Zone (Schedule 3).</p> <p>Overlooking onto adjoining sensitive areas at ground level is limited by screened / high sill habitable room windows and obscure screening to balconies of each dwelling.</p> <p>The first floor rear balconies associated with Dwellings 6 and 7 are nominated to be screened to a height of 1.7 metres, in order to prevent downwards views into the secluded private open space areas of Dwellings 2 and 3, as well as adjoining secluded private open space areas to the north and south (side) boundaries. This will restrict outlook and inhibit natural light access, failing to accommodate a suitable level of internal amenity to these dwellings. It is therefore recommended to include a condition on any permit issued for:</p> <ul style="list-style-type: none"> - The replacement of the 1.7 metre high obscure glass screening to the east (rear) facing balconies of Dwellings 6 and 7, with alternative design treatments adopted in order to restrict downwards views into the secluded private open space areas of Dwellings 2 and 3, whilst ensuring there is no overlooking into the secluded private open space areas of adjoining properties to the north and south (side) boundaries. 		

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<p>Whilst not nominated on the second floor plan, the elevation plan indicates that Dwelling 9 will also be provided with a 1.7 metre high obscure glass screening to limit overlooking. Dwelling 9 is recommended to be included in the abovementioned recommended condition, to improve internal amenity whilst limiting overlooking.</p> <p>Overshadowing is not considered to be unreasonable. When measured at the 22 September equinox, the shadow diagrams demonstrate that the proposal will not cause an unreasonable amount of shadows on the adjoining property to the south. Winter shadow is not a planning consideration, as raised by an objector.</p>		
<p>Clause 58.04-2 Internal views objective</p> <ul style="list-style-type: none"> To limit views into the private open space and habitable room windows of dwellings within a development. 	<p>Standard D15</p> <ul style="list-style-type: none"> Windows & balconies should be designed to prevent overlooking of more than 50% of the POS of a lower-level dwelling directly below & within the same development. 	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>
<p>Assessment: Internal overlooking is possible as internal screening between private open space has not been adequately specified. This matter can be adequately addressed by the following condition:</p> <ul style="list-style-type: none"> Screening between adjoining balconies and adjoining ground floor secluded private open space to be provided and nominated, as relevant, on the floor and elevation plans, in a manner that limits internal overlooking. <p>In conjunction with the conditional recommendation to restrict downwards views in association with the removal of balcony screening to Dwellings 6, 7 and 9, no unreasonable internal overlooking will occur as a result of the proposal.</p>		
<p>Clause 58.04-3 Noise impacts objectives</p> <ul style="list-style-type: none"> To contain noise sources in developments that may affect existing dwellings. To protect residents from external and internal noise sources. 	<p>Standard D16</p> <p>Noise sources, such as mechanical plants should not be located near bedrooms of immediately adjacent existing dwellings.</p> <p>The layout of new dwellings & buildings should minimise noise transmission within the site.</p> <p>Noise sensitive rooms (such as living areas & bedrooms) should be located to avoid noise impacts from mechanical plants, lifts, building services, non-residential uses, car parking, communal areas and other dwellings.</p> <p>New dwellings should be designed & constructed to include acoustic attenuation measures to reduce noise levels from off-site noise sources.</p> <p>Buildings within a noise influence area specified in Table D3 should be designed and constructed to achieve the following noise levels:</p> <ul style="list-style-type: none"> Not greater than 35dB(A) for bedrooms, assessed as an LAeq,8h from 10pm to 6am. Not greater than 40dB(A) for living areas, assessed LAeq,16h from 6am to 10pm. 	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>

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	Buildings, or part of a building screened from a noise source by an existing solid structure, or the natural topography of the land, do not need to meet the specified noise level requirements. Noise levels should be assessed in unfurnished rooms with a finished floor and the windows closed.	
<p>Assessment: Following initial review of the proposal, an acoustic report was requested to detail mitigation measures for noise, particularly where generated from the adjoining industrial operations to the east of the site. The applicant provided an acoustic report which makes recommendations to alter the building fabric to mitigate noise. The report and its recommendations should be endorsed and included as part of the recommended conditions of the permit, should one issue. An additional condition should require all measures to be reflected on the development drawings.</p>		
<p>Clause 58.04-4 Wind Impact Objectives</p> <p>To ensure the built form, design and layout of development does not generate unacceptable wind impacts within the site or on surrounding land</p>	<p>Standard D17 Development of five or more storeys, excluding a basement should:</p> <ul style="list-style-type: none"> • not cause unsafe wind conditions specified in Table D6 in public land, publicly accessible areas on private land, private open space and communal open space; and • achieve comfortable wind conditions specified in Table D6 in public land and publicly accessible areas on private land 	Does not apply.
<p>Assessment: Does not apply as the proposal is less than five storeys.</p>		
Clause 58.05 – ON-SITE AMENITY AND FACILITIES		
<p>Clause 58.05 Accessibility Objective</p> <ul style="list-style-type: none"> • To ensure the design of dwellings meets the needs of people with limited mobility. 	<p>Standard D18 At least 50 per cent of dwellings should have:</p> <ul style="list-style-type: none"> • A clear opening width of at least 850mm at the entrance to the dwelling and main bedroom. • A clear path with a minimum width of 1.2 metres that connects the dwelling entrance to the main bedroom, an adaptable bathroom & the living area. • A main bedroom with access to an adaptable bathroom. • At least one adaptable bathroom that meets all of the requirements of either Design A or Design B specified in Table D7. 	Complies with standard and meets the objective, subject to conditions on any permit issued.
<p>Assessment: The proposed development is able to achieve a minimum 50% of dwellings that meet the accessibility standard. However, the plans do not clearly demonstrate this. A condition contained within the recommendation section of this report requires amended plans demonstrating compliance with Standard D18.</p>		

OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
<p>Clause 58.05-2 Building entry and circulation objectives</p> <ul style="list-style-type: none"> • To provide each dwelling and building with its own sense of identity. • To ensure the internal layout of buildings provide for the safe, functional and efficient movement of residents. • To ensure internal communal areas provide adequate access to daylight and natural ventilation. 	<p>Standard D19 Entries to dwellings and buildings should:</p> <ul style="list-style-type: none"> • Be visible and easily identifiable. • Provide shelter, a sense of personal address and a transitional space around the entry. <p>The layout and design of buildings should:</p> <ul style="list-style-type: none"> • Clearly distinguish entrances to residential and non-residential areas. Provide windows to building entrances and lift areas. • Provide visible, safe and attractive stairs from the entry level to encourage use by residents. • Provide common areas and corridors that: <ul style="list-style-type: none"> - Include at least one source of natural light and natural ventilation. - Avoid obstruction from building services. - Maintain clear sight lines. 	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>
<p>Assessment: The proposal meets these provisions by incorporating a clearly visible and identifiable pedestrian entry to the proposed development along Healey Street that provides a sheltered transitional space before entering the secure lobby area. The internal corridors have been provided with natural light and have been designed to be safe, noting that the front door of each apartment is visible from the internal corridor. The point of natural ventilation to the hallway at each level has not been nominated and is recommended to be addressed by way of a condition on any permit issued.</p>		
<p>Clause 58.05-3 Private open space objective</p> <ul style="list-style-type: none"> • To provide adequate private open space for the reasonable recreation and service needs of residents. 	<p>Standard D20 A dwelling should have private open space consisting of:</p> <ul style="list-style-type: none"> • An area of 25m², with a minimum dimension of 3m at natural ground floor level & convenient access from a living room, or • An area of 15m², with a minimum dimension of 3m at a podium or other similar base & convenient access from a living room, or • A balcony with an area and dimensions specified in Table D5 & convenient access from a living room, or • A roof-top area of 10m² with a minimum dimension of 2m and convenient access from a living room. <p>If a cooling or heating unit is located on a balcony, the balcony should provide an additional area of 1.5m².</p>	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>
<p>Assessment:</p> <p>Dwelling 1: 30m² ground floor SPOS, minimum width 3.02 metres.</p> <p>Dwelling 2: 25.5m² ground floor SPOS, minimum width 3.0 metres.</p> <p>Dwelling 3: 26.2m² ground floor SPOS, minimum width 3.0 metres.</p> <p>Dwelling 4: 31.4m² ground floor SPOS within front setback, minimum width 4.608 metres.</p>		

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OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD															
<p>Dwelling 5: 10.5m² balcony, minimum width 2.0 metres.</p> <p>Dwelling 6: 9.5m² balcony, minimum width 1.8 metres.</p> <p>Dwelling 7: 9.5m² balcony, minimum width 1.8 metres.</p> <p>Dwelling 8: 10.5m² balcony, minimum width 2.0 metres.</p> <p>Dwelling 9: 14m² balcony, minimum width 1.83 metres.</p> <p>Dwelling 10: 15m² balcony, minimum width 1.97 metres.</p> <p>All apartments satisfy the requirements of Table D8 to Clause 58.05-3.</p>																	
<p>Clause 58.05-4 Storage objective</p> <ul style="list-style-type: none"> To provide adequate storage facilities for each dwelling. 	<p>Standard D21 Each dwelling should have convenient access to usable and secure storage space.</p> <p>The total minimum storage space (including kitchen, bathroom and bedroom storage) should meet the requirements specified in Table D6.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th style="text-align: center;"><i>Dwelling type</i></th> <th style="text-align: center;"><i>Total minimum storage volume</i></th> <th style="text-align: center;"><i>Minimum storage volume within the dwelling</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Studio</i></td> <td style="text-align: center;"><i>8 cubic metres</i></td> <td style="text-align: center;"><i>5 cubic metres</i></td> </tr> <tr> <td style="text-align: center;"><i>1 bedroom dwelling</i></td> <td style="text-align: center;"><i>10 cubic metres</i></td> <td style="text-align: center;"><i>6 cubic metres</i></td> </tr> <tr> <td style="text-align: center;"><i>2 bedroom dwelling</i></td> <td style="text-align: center;"><i>14 cubic metres</i></td> <td style="text-align: center;"><i>9 cubic metres</i></td> </tr> <tr> <td style="text-align: center;"><i>3 or more bedroom dwelling</i></td> <td style="text-align: center;"><i>18 cubic metres</i></td> <td style="text-align: center;"><i>12 cubic metres</i></td> </tr> </tbody> </table>	<i>Dwelling type</i>	<i>Total minimum storage volume</i>	<i>Minimum storage volume within the dwelling</i>	<i>Studio</i>	<i>8 cubic metres</i>	<i>5 cubic metres</i>	<i>1 bedroom dwelling</i>	<i>10 cubic metres</i>	<i>6 cubic metres</i>	<i>2 bedroom dwelling</i>	<i>14 cubic metres</i>	<i>9 cubic metres</i>	<i>3 or more bedroom dwelling</i>	<i>18 cubic metres</i>	<i>12 cubic metres</i>	<p>Complies with standard and meets the objective, subject to conditions on any permit issued.</p>
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<p>Assessment:</p> <p>Dwelling 1: 1 bedroom: 3.2m² robe, 9.5m² linen, 3.2m² kitchen and 6.0m² cage proposed.</p> <p>Dwelling 2: 2 bedroom: 6.4m² robe, 3.2m² kitchen and 6.0m² cage proposed.</p> <p>Dwelling 3: 2 bedroom: 4.8m² robe, 4.5m² linen, 1.5m² kitchen and 6.0m² cage proposed.</p> <p>Dwelling 4: 2 bedroom: 9.5m² robe, 0.5m² linen, 2.0m² kitchen and 6.0m² cage proposed.</p> <p>Dwelling 5: 1 bedroom: 6.3m² robe, 1.7m² kitchen and 6.0m² cage proposed.</p> <p>Dwelling 6: 2 bedroom: 3.5m² robe, 1.7m² kitchen and 6.0m² cage proposed.</p> <p>Dwelling 7: 1 bedroom: 3.5m² robe, 1.7m² kitchen and 6.0m² cage proposed.</p> <p>Dwelling 8: 1 bedroom: 6.3m² robe, 2.3m² kitchen and 6.0m² cage proposed.</p>																	

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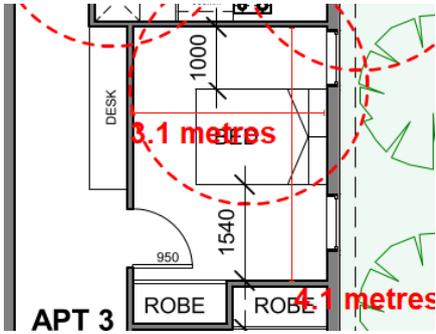
OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
<p>Dwelling 9: 2 bedroom: 10m² robe, 0.5m² linen, 3.2m² kitchen and 6.0m² cage proposed.</p> <p>Dwelling 10: 2 bedroom: 10m² robe, 3.2m² kitchen and 6.0m² cage proposed.</p> <p>All storage dimensions are taken in square metres and not cubic metres. A condition of any permit issued is to require the storage statistics table to be updated to refer to m³ in lieu of m².</p> <p>A 6m³ storage cage is proposed for each dwelling. However, these are not shown on the basement plan, or any other plan. A condition of any permit issued is to require a storage cage for each dwelling clearly detailed on the plans.</p>		
58.06 DETAILED DESIGN		
<p>Clause 58.06-1 Common property objective</p> <ul style="list-style-type: none"> • To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained. • To avoid future management difficulties in areas of common ownership. 	<p>Standard D22</p> <p>Developments should clearly delineate public, communal and private areas.</p> <p>Common property, where provided, should be functional and capable of efficient management. Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard.</p> <p>Screens used to obscure a view should be:</p> <ul style="list-style-type: none"> • Perforated panels or trellis with a maximum of 25% openings or solid translucent panels. • Permanent, fixed and durable. • Designed and coloured to blend in with the development. 	<p>Complies with standard and meets the objective.</p>
<p>Assessment: The proposed development includes common areas that are clearly definable, practical, attractive and easily maintained. Common areas include the basement, entry foyer and lobby, lift and stairs. The management of these communal areas will be provided by an owners' corporation. Where common property is proposed, it is functional, well-designed and capable of efficient management through an owners' corporation arrangement. Standard D22 and the common property objectives are therefore considered to be met.</p>		
<p>Clause 58.06-2 Site services objectives</p> <ul style="list-style-type: none"> • To ensure that site services can be installed and easily maintained. • To ensure that site facilities are accessible, adequate and attractive. 	<p>Standard D23</p> <p>The design and layout of dwellings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically. Mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development.</p> <p>Mailboxes should be provided and located for convenient access as required by Australia Post.</p>	<p>Complies with standard and meets the objective.</p>
<p>Assessment: Site services, including mailboxes (ground floor), service cupboard / room and rainwater tank (basement), are appropriately designed and located where they are easily accessible and maintained, satisfying the provisions of Standard D22 and the site services objectives.</p>		
<p>Clause 58.06-3 Waste and recycling objectives</p>	<p>Standard D24</p>	<p>Complies with standard and meets the</p>

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OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
<ul style="list-style-type: none"> • To ensure dwellings are designed to encourage waste recycling. • To ensure that waste and recycling facilities are accessible, adequate and attractive. • To ensure that waste and recycling facilities are designed and managed to minimise impacts on residential amenity, health and the public realm. 	<p>Developments should include dedicated areas for:</p> <ul style="list-style-type: none"> • Waste and recycling enclosures which are: <ul style="list-style-type: none"> – Adequate in size, durable, waterproof and blend in with the development. – Adequately ventilated. – Located and designed for convenient access by residents and made easily accessible to people with limited mobility. • Adequate facilities for bin washing. These areas should be adequately ventilated. • Collection, separation and storage of waste and recyclables, including where appropriate opportunities for on-site management of food waste through composting or other waste recovery as appropriate. • Collection, storage and reuse of garden waste, including opportunities for on-site treatment, where appropriate, or off-site removal for reprocessing. • Adequate circulation to allow waste and recycling collection vehicles to enter and leave the site without reversing. • Adequate internal storage space within each dwelling to enable the separation of waste, recyclables and food waste where appropriate. • Waste and recycling management facilities should be designed and managed in accordance with a Waste Management Plan approved by the responsible authority and: <ul style="list-style-type: none"> • Be designed to meet the best practice waste and recycling management guidelines for residential development adopted by Sustainability Victoria. • Protect public health and amenity of residents and adjoining premises from the impacts of odour, noise and hazards associated with waste collection vehicle movements. 	<p>objective, subject to conditions on any permit issued.</p>
<p>Assessment: The development proposes private waste collection from the basement, with 1,100 litre bins.</p> <p>Council's waste management officer reviewed the waste management plan submitted with the application and advised of no concern, with no conditional requirements on any permit issued.</p> <p>Conditions of any permit issued are to require the waste storage and collection measures to be detailed on the relevant floor plans, where relevant.</p>		
<p>Clause 58.06-4 External Walls and Materials Objective To ensure external walls use materials appropriate to the existing urban context or preferred future development of the area. To ensure external walls endure and retain their attractiveness.</p>	<p>Standard D25 External walls should be finished with materials that:</p> <ul style="list-style-type: none"> • Do not easily deteriorate or stain. • Weather well over time. • Are resilient to the wear and tear from their intended use. <p>External wall design should facilitate safe and convenient access for maintenance.</p>	<p>Complies with standard and meets the objective.</p>

OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD																		
<p>Assessment: The brick, painted light weight cladding, aluminium framing and black steel materials proposed are considered to be durable construction materials and therefore Standard B25 is satisfied.</p> <p>In respect of the overarching objective at Clause 58.06-4, the nominated materials and external appearance of the proposal reflect emerging modern building trends in the surrounding area and is responsive to preferred, emerging neighbourhood character trends of the activity centre area.</p>																				
<p>Clause 58.07 – INTERNAL AMENITY</p>																				
<p>Clause 58.07-01 Functional layout objective</p> <ul style="list-style-type: none"> To ensure dwellings provide functional areas that meet the needs of residents. 	<p>Standard D26 Bedrooms should:</p> <ul style="list-style-type: none"> Meet the minimum internal room dimensions specified in Table D7. Provide an area in addition to the minimum internal room dimensions to accommodate a wardrobe. <p>Table D7 Bedroom dimensions</p> <table border="1" data-bbox="555 869 1082 1106"> <thead> <tr> <th>Bedroom type</th> <th>Minimum width</th> <th>Minimum depth</th> </tr> </thead> <tbody> <tr> <td>Main bedroom</td> <td>3 metres</td> <td>3.4 metres</td> </tr> <tr> <td>All other bedrooms</td> <td>3 metres</td> <td>3 metres</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Living areas (excluding dining and kitchen areas) should meet the minimum internal room dimensions specified in Table D8. <table border="1" data-bbox="555 1205 1082 1496"> <thead> <tr> <th>Dwelling type</th> <th>Minimum width</th> <th>Minimum area</th> </tr> </thead> <tbody> <tr> <td>Studio and 1 bedroom dwelling</td> <td>3.3 metres</td> <td>10 sqm</td> </tr> <tr> <td>2 or more bedroom dwelling</td> <td>3.6 metres</td> <td>12 sqm</td> </tr> </tbody> </table>	Bedroom type	Minimum width	Minimum depth	Main bedroom	3 metres	3.4 metres	All other bedrooms	3 metres	3 metres	Dwelling type	Minimum width	Minimum area	Studio and 1 bedroom dwelling	3.3 metres	10 sqm	2 or more bedroom dwelling	3.6 metres	12 sqm	<p>Complies with standard and meets the objective.</p>
Bedroom type	Minimum width	Minimum depth																		
Main bedroom	3 metres	3.4 metres																		
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Dwelling type	Minimum width	Minimum area																		
Studio and 1 bedroom dwelling	3.3 metres	10 sqm																		
2 or more bedroom dwelling	3.6 metres	12 sqm																		
<p>Assessment: All dwellings are compliant with habitable room dimensions to meet the above functional room requirements.</p>																				
																				
<p>Clause 58.07-2 Room depth objective</p>	<p>Standard D27 Single aspect habitable rooms should not exceed a room depth of 2.5 times the ceiling height.</p>	<p>Complies with standard and meets the objective.</p>																		

OBJECTIVE	STANDARD	LEVEL OF COMPLIANCE AGAINST STANDARD
<ul style="list-style-type: none"> To allow adequate daylight into single aspect habitable rooms. 	<p>The depth of a single aspect, open plan, habitable room may be increased to 9 metres if all the following requirements are met:</p> <ul style="list-style-type: none"> The room combines the living area, dining area and kitchen. The kitchen is located furthest from the window. The ceiling height is at least 2.7 metres measured from finished floor level to finished ceiling level. This excludes where services are provided above the kitchen. <p>The room depth should be measured from the external surface of the habitable room window to the rear wall of the room.</p>	
<p>Assessment: All dwellings are compliant in living room depth, noting ceiling heights of 2.7m.</p>		
<p>Clause 58.07-3 Windows objective</p> <ul style="list-style-type: none"> To allow adequate daylight into new habitable room windows. 	<p>Standard D28</p> <p>HRW should have a window in an external wall of the building. A window may provide daylight to a bedroom from a smaller secondary area within the bedroom where the window is clear to the sky. The secondary area should be:</p> <ul style="list-style-type: none"> A minimum width of 1.2 metres. A maximum depth of 1.5 times the width, measured from the external surface of the window. 	Complies with standard and meets the objective.
<p>Assessment: All habitable rooms have a window in an external wall of the building, compliant with the standard.</p>		
<p>Clause 58.07-4 Natural ventilation objectives</p> <ul style="list-style-type: none"> To encourage natural ventilation of dwellings. To allow occupants to effectively manage natural ventilation of dwellings. 	<p>Standard D29</p> <p>The design and layout of dwellings should maximise openable windows, doors or other ventilation devices in external walls of the building, where appropriate. At least 40% of dwellings should provide effective cross ventilation that has:</p> <ul style="list-style-type: none"> A maximum breeze path through the dwelling of 18 metres. A minimum breeze path through the dwelling of 5 metres. Ventilation openings with approximately the same area. <p>The breeze path is measured between the ventilation openings on different orientations of the dwelling.</p>	Complies with standard and meets the objective, subject to conditions on any permit issued.
<p>Assessment: All dwellings satisfy the maximum breeze path requirement of 18 metres through the dwelling.</p>		

15.0 CONCLUSION

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

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

15.3. The proposed development is considered appropriate for the site as evidenced by:

- The compatibility of the design and siting with the surrounding area.
- The mitigation of off-site amenity impacts.
- A suitable level of compliance with all relevant policies, including Clause 58 of the Kingston Planning Scheme.

16.0 RECOMMENDATION

16.1 That Council determine to support the proposal and issue a Notice of Decision to grant a Planning Permit for the construction of a three (3) storey building, containing of ten (10) dwellings plus basement car parking, at 30 Healey Street, Moorabbin, subject to the following conditions:

Amended Plans

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and an electronic copy must be provided. The plans must be substantially in accordance with the considered plans prepared by Spectrum Design Group, TP01, TP03 (Revision A), TP02, TP04, TP05, TP06, TP07, TP08, TP09 (Revision B), TP10 (Revision E) and Landscape plan prepared by Zenith Concepts Pty Ltd, dated February 2022, submitted to Council on 9 March 2022, but modified to show:
 - a. An amended landscape plan and associated planting schedule for the site, prepared by Zenith Concepts Pty Ltd, dated February 2022, showing the proposed location, species type, mature height and width, pot sizes and number of species to be planted on the site, with such plans to be prepared by a suitably qualified landscape professional and incorporating:
 - i. A survey, including, botanical names of all existing trees to be retained or removed on the site including tree protection zones for trees to be retained calculated in accordance with AS4970-2009.
 - ii. A survey including botanical names, of all existing trees on neighbouring properties where the tree protection zones of such trees calculated in accordance with AS4970-2009 fall partially within the subject site.
 - iii. The replacement of the *Brachychiton acerifolius* (Illawarra Flame Tree) with a native canopy tree capable of growing to a minimum mature dimension of 12 metres in height and 5 metres in width and to be a minimum of 3 metres in height at the time of planting.
 - iv. The *Syzigium austale* 'Pinnacle' (Pinnacle) at a minimum of 2 metres in height at the time of planting, notated in the planting schedule.
 - v. The Lagerstroemia 'Biloxi' (Biloxi Crepe Myrtles) to be a minimum of 2 metres in height at the time of planting, notated in the planting schedule.
 - vi. Increased planting density of *Ficus pumila* (Creeping Fig) to one plant per lineal metre, with a minimum quantity of at least sixteen (16) pots along southern boundary.
 - vii. The replacement of the gravel in the secluded private open space of Dwellings 1, 2 and 3 and opposite the stairwell beneath the *Acer dissectum* 'Inabe Shidara' (Weeping Japanese Maple) with groundcovers.

- viii. Permeable ground surfaces installed in the secluded private open space of all ground floor apartments and communal areas including sideways and service areas (e.g. decking, permeable paving, steppingstones with groundcovers).
 - ix. In situ container planting and vegetation along the western edge of all west facing balconies and along the eastern edge of all east facing balconies on the first and second floors with the minimum internal dimensions no less than 500mm in depth and 300mm in width.
 - x. Notes regarding site preparation, including the removal of all weeds, proposed mulch, soil types and thickness, subsoil preparation and any specific maintenance requirements.
- b. A longitudinal section of the basement ramp showing gradients, levels, distances, with headroom clearances complying with AS2890.1:2004.
 - c. The surface material of all driveways / accessways and car parking spaces nominated in all-weather coloured concrete sealcoat, or similar.
 - d. The provision of a full colour, finishes and building materials schedule (including samples) for all external elevations and driveways of the development.
 - e. Vehicle crossover constructed at a 90 degree alignment with the kerb on Healey Street and all internal driveways must align with the proposed vehicle crossover.
 - f. The proposed stormwater discharge located at least 500mm from the vehicle crossover.
 - g. The vehicle crossover kept separate from the neighbours vehicle crossover to create a pedestrian refuge no less than 1 metre wide.
 - h. The allocation of car parking spaces to each dwelling.
 - i. The front fence to Dwelling 4 including the side component parallel to the main pedestrian path with a maximum height of 1.8 metres above natural ground level and a minimum transparency of 25%.
 - j. A gate to the pedestrian pathway exclusive to Dwelling 1.
 - k. The main front entry door with a minimum clear glazing of 50%.
 - l. Appropriate lighting to be provided at the main pedestrian entry point to the building.
 - m. A corner splay or area clear of visual obstructions extending at least 2 metres along the frontage road from the southern edge of the main pedestrian path and 2.5 metres along the pedestrian path from the frontage. The area clear of visual obstructions may include adjacent landscaped areas, provided the landscaping in those areas is less than 900mm in height.
 - n. The replacement of the 1.7 metre high obscure glass screening to the east (rear) facing balconies of Dwellings 6 and 7, with alternative design treatments adopted in order to restrict downwards views into the secluded private open space areas of Dwellings 2 and 3, whilst ensuring there is no overlooking into the secluded private open space areas of adjoining properties to the north and south (side) boundaries.
 - o. Screening between adjoining balconies and adjoining ground floor secluded private open space to be provided and nominated, as relevant, on the floor and elevation plans, in a manner that limits internal overlooking.
 - p. An entry door to Dwelling 1 from the common hallway.
 - q. Compliance with Standard D18 (Accessibility) of Clause 58.05-1 of the Kingston Planning Scheme.
 - r. Natural ventilation point(s) to the hallway at each level nominated.

- s. A storage cage to each dwelling with a minimum volume of 4m³.
- t. Finished floor levels to the Australian Height Datum for the basement ramp and all relevant spots within the basement, in accordance with AS/NZS 2890.1.
- u. The finished floor level of the basement, where proposed to contain the associated car park stacker(s) and associated shaft(s), to be on a flat surface to the satisfaction of the Responsible Authority.
- v. Tree protection fencing as required by condition 4 of this planning permit.
- w. All relevant commitments identified within the acoustic report required under condition 10 of this planning permit.
- x. All relevant commitments identified within the sustainable management plan required under condition 11 of this planning permit.
- y. All relevant commitments identified within the green travel plan required under condition 14 of this planning permit.
- z. All relevant waste storage and collection measures identified within the waste management plan required under condition 16 of this planning permit, to be detailed on the relevant floor plans.

Endorsed Plans

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

Tree Protection Fencing

- 4. Tree protection fencing must be established around the street tree prior to demolition and maintained until all works on site are complete, illustrated and notated on the landscape plan and ground floor plan and:
 - a. The fencing is to be a 1.8 metre high temporary fence constructed using steel or timber posts fixed in the ground or to a concrete pad, with the fence's side panels to be constructed of cyclone mesh wire or similar strong metal mesh or netting.
 - b. The fencing is to encompass the entire nature strip with each end 2 metres from the base of the tree.

Drainage and Water Sensitive Urban Design

- 5. Unless with prior written consent of the Responsible Authority, before the development commences the following integrated stormwater management (drainage) documents must be prepared, by a suitably qualified person, to the satisfaction of the Responsible Authority:
 - a. Prior to submitting detailed plans, a comprehensive stormwater management (drainage) strategy for the site must be prepared that addresses the requirements specified within Council's "Civil Design requirements for Developers – Part A: Integrated Stormwater Management".
 - b. The stormwater management (drainage) strategy must include a report with MUSIC modelling results or equivalent demonstrating water sensitive urban design treatments that achieve Victorian best practice objectives. These may include the use of an infiltration or bio-retention system, rainwater tanks connected for reuse, or other treatments to the satisfaction of the Responsible Authority.

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- c. The water sensitive urban design treatments as per conditions 5(a) and 5(b) above must be implemented on-site, unless an alternative agreement for stormwater quality in-lieu contribution is reached with the Responsible Authority.
 - d. Stormwater management (drainage) plan(s) must be prepared, with supporting computations, showing the stormwater (drainage) works to the nominated point of discharge. The plan(s) must show all details of the proposed stormwater works including all existing and proposed features that may have an impact on the stormwater (drainage) works, including landscaping details.
6. Stormwater (drainage) works must be implemented in accordance with the approved stormwater management (drainage) plan and to the satisfaction of the Responsible Authority including the following:
- a. All stormwater (drainage) works must be provided onsite so as to prevent overflows onto adjacent properties.
 - b. The implementation of stormwater (drainage) detention system which restricts stormwater discharge to the maximum allowable flowrate of 5.8L/s.
 - c. All stormwater (drainage) works must be maintained to the satisfaction of the Responsible authority.
7. A groundwater assessment report (GAR) must be prepared by a qualified hydro-geologist to assess any possible impacts the proposed development has on the ground water table, surrounding land and buildings to the satisfaction of Responsible Authority. Should the findings of the submitted groundwater assessment report demonstrate that the site is likely to experience issues associated with ground water management, a ground water management plan (GMP) must be submitted to and approved by the responsible authority.
8. The basement structure must be designed to respond to the findings of the groundwater assessment report and groundwater management plan required under condition 7 and constructed to the satisfaction of the responsible authority in accordance with the following:
- a. The basement must be a fully-tanked dry basement with no ground water including agricultural (AG) drain collection or disposal into stormwater system and with an allowance made for any hydrostatic pressures in accordance with Council's "Basements and Deep Building Construction Policy 2014" and "Basements and Deep Building Construction Guidelines 2014", or
 - b. In the event it is demonstrated that a fully tanked dry basement cannot be achieved or if a wet basement system is proposed, no groundwater including AG drain from the site shall be discharged into the stormwater system. Council does not accept any groundwater (including AG drain) into the stormwater system. Sub-surface water (groundwater) is the responsibility of the property owner to dispose of on site or reach an agreement with the local sewer authority.
9. In any case, where the basement design and construction, as required by conditions 7 and 8 of this permit, does not accord with the plan(s) approved under this permit, the endorsed plan(s) must be amended to the satisfaction and with the written consent of the Responsible Authority.

Acoustic Report

10. The recommendations of the endorsed acoustic report prepared by Audiometric and Acoustic Services, dated 22 December 2021, must be implemented to the satisfaction of the Responsible Authority. The acoustic report must not be modified unless with the prior written consent of the Responsible Authority.

Sustainable Management Plan

11. Prior to the endorsement of the plans required pursuant to condition 1 of this permit, an amended sustainable management plan (and amended plans as relevant) must be prepared by a suitably qualified professional and submitted to and approved by the Responsible Authority. The amended sustainable management plan (and revised plans as relevant) must address the following:
- a. Meet the minimum 50% overall score and minimums in Energy (50%), Water (50%), IEQ (50%) and Stormwater (100%) categories in BESS.
 - b. Commit to providing fixtures, fittings and appliances (dishwashers and washing machines) as part of the building fit-out if they are to be included within the BESS assessment beyond "default".
 - c. Commit to achieving a 6.5-star average or amend BESS entries.
 - d. A statement on plans that indicates all the minimum efficiency commitments for all systems and appliances that reflect what is in the BESS assessment.
 - e. Indicate that basement ventilation will include carbon monoxide monitoring to control the operation and speed of the ventilation fans.
 - f. Indicate on plans the location of the outdoor clothesline that have protection from rain.
 - g. Commit to a maximum illumination power density (W/m²) in at least 90% of the relevant Building Class at least 20% lower than required by Table J6.2a of the Table J6.2a of the NCC Volume 1 Section J (Class 2 to 9) and clause 3.12.5.5 NCC Volume 2 Section J (Class 1 and 10).
 - h. A solar photo voltaic system to reduce energy use and costs.
 - i. Evidence that 70% of dwellings receive at least 3 hours of direct sunlight in all living areas between 9am and 3pm in mid-winter.
 - j. Commitment to the use of low VOC paints, sealants and adhesives and E1 or E0-grade engineered wood products (e.g. MDF, plywood, engineered-wood flooring).
 - k. Show the location of the electric vehicle charging point in the basement parking with a note or associated legend item saying "minimum 15A dedicated circuit from load centre to basement".
 - l. Correction to claimed credit for Urban Ecology 2.1 Vegetation, noting that extensive areas of paved areas have been included in this calculation.
 - m. For the non-visible flat roofs and exposed concrete driveway, specify high SRI paints and materials (SRI>50) to help mitigate the urban heat island effect.

Or to the satisfaction of the Responsible Authority.

12. Prior to the occupation of any building approved under this planning permit, written confirmation from the author(s) or similarly qualified person or company of the endorsed sustainable management plan is to be submitted to the Responsible Authority that all of the required measures specified in the sustainable management plan have been implemented.
13. All works must be undertaken in accordance with the endorsed sustainable management plan to the satisfaction of the responsible authority. No alterations to the sustainable management plan may occur without the written consent of the Responsible Authority.

Green Travel Plan

14. Concurrent with the endorsement of plans required by condition 1 of this planning permit, a green travel plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the green travel plan will be endorsed and will form part of this planning permit. The green travel plan may include, but is not limited to, the following:

- (a) A description of the location in the context of alternative modes of transport.
 - (b) Resident welcome packs (e.g. provision of Myki/transport ticketing).
 - (c) Sustainable transport goals linked to measurable targets, performance indicators and monitoring timeframes.
 - (d) A designated 'manager' or 'champion' responsible for coordination and implementation.
 - (e) Details of bicycle parking and bicycle routes.
 - (f) Details of green travel plan funding and management responsibilities.
 - (g) The types of bicycle storage devices proposed to be used for resident spaces (i.e. hanging or floor mounted spaces).
 - (h) Signage and wayfinding information for bicycle facilities and pedestrians pursuant to Australian Standard AS2890.3.
 - (k) Reference to electric vehicle charging facilities (if proposed).
 - (l) Provisions for the green travel plan to be updated not less than every five years.
15. The provisions, recommendations and requirements of the endorsed green travel plan must be implemented and complied with to the satisfaction of the Responsible Authority.

Waste Management Plan

16. The waste management plan must be implemented to the satisfaction of the Responsible Authority. The waste management plan must not be modified unless with the written consent of the Responsible Authority.

Infrastructure and Road Works

17. Property boundary and footpath levels must not be altered without the prior written consent from the Responsible Authority.
18. The replacement of all footpaths, including offsets, must be constructed to the satisfaction of the Responsible Authority.
19. The proposed vehicle crossover must be constructed to Council's industrial strength specifications.
20. All redundant vehicle crossovers must be removed (including redundant portions of vehicle crossovers) to the satisfaction of the Responsible Authority.
21. Any existing vehicular crossovers (including redundant portions) not in accordance with the endorsed plan must be removed and the kerb reinstated in a manner satisfactory to the Responsible Authority and any proposed vehicular crossover must be fully constructed to the Responsible Authority's standard specification.
22. All front and side fences must be contained wholly within the title property boundaries of the subject land.

Construction Management Plan

23. Prior to the commencement of any buildings and works on the land (including demolition), a construction management plan (CMP), to the satisfaction of the Responsible Authority, must be submitted to and approved by the Responsible Authority. The construction management plan must be prepared in accordance with the City of Kingston Construction Management Policy, July 2015 and Construction Management Guidelines, 1 November 2015 (and any superseding versions and / or documents). The construction management plan must specify and deal with, but is not limited to, the following elements:
- a. Public safety, amenity and site security.

- b. Traffic management.
- c. Stakeholder management.
- d. Operating hours, noise and vibration controls.
- e. Air quality and dust management.
- f. Stormwater and sediment control.
- g. Waste and materials re-use.

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

General Amenity

- 24. The development of the site shall not cause nuisance or be detrimental to the amenity of the neighbourhood by the emission of noise. In this regard any nuisance shall be assessed in accordance with the Australian Standards AS1055 and AS2107 relating to the measurement of Environmental Noise and recommended sound levels.
- 25. All external surfaces of the building elevations must be finished in accordance with the schedule on the endorsed plans and maintained in good condition to the satisfaction of the Responsible Authority.
- 26. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.
- 27. Before occupation of the development hereby permitted, areas set aside for parking vehicles, access lanes and paths as shown on the endorsed plans must be:
 - i) Constructed to the satisfaction of the Responsible Authority.
 - ii) Properly formed to such levels that they can be used in accordance with the plans.
 - iii) Surfaced with an all-weather sealcoat to the satisfaction of the Responsible Authority.
 - iv) Drained to the satisfaction of the Responsible Authority.
 - v) Line-marked to indicate each car space, all access lanes and, if necessary, the direction in which vehicles are to travel to the satisfaction of the Responsible Authority.
 - vi) In accordance with any Council adopted guidelines for the construction of car parks.

Parking areas and access lanes must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.

Completion of Works

- 28. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
- 29. Before occupation of the development hereby permitted, landscaping works as shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority. The landscaping must then be maintained to the satisfaction of the Responsible Authority.

Permit Expiry

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

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

Note: Prior to the commencement of the development you are required to obtain the necessary building permit.

Note: The allocation of street numbering and addressing of properties is vested in Council. Any reference to addressing or dwelling/unit/apartment and street numbers or street names on any endorsed plan is indicative only. The onus is on the permit applicant/land owner to contact Council's property data department to determine the official dwelling/unit/apartment street numbers, street name details and the like for the approved development.

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

Note: The development includes fence to be built over the easement. Separate consent from Council and the relevant service authority is required to build over the easement and will need to be obtained prior to the issue of a building permit.

Note: Please note for information on how City of Kingston approaches the construction of building and other structures with below ground elements for the benefit of the whole community please refer to City of Kingston 'Basement and Deep Building Construction Policy' and 'Basements and Deep Building Construction Guidelines'.
<http://www.kingston.vic.gov.au/Property-and-Development/Engineering-Assessments>

Note: Please note that during basement construction Council does not permit the discharge of surface water or ground water into the Council drainage system unless a temporary discharge permit (TDP) has been obtained. Application form and other construction related permits can be obtained from the following link:

<http://www.kingston.vic.gov.au/Property-and-Development/Construction>

Appendices

Appendix 1 - KP-2021/767 - 30 Healey Street Moorabbin - Considered Plans (Ref 22/130845) 

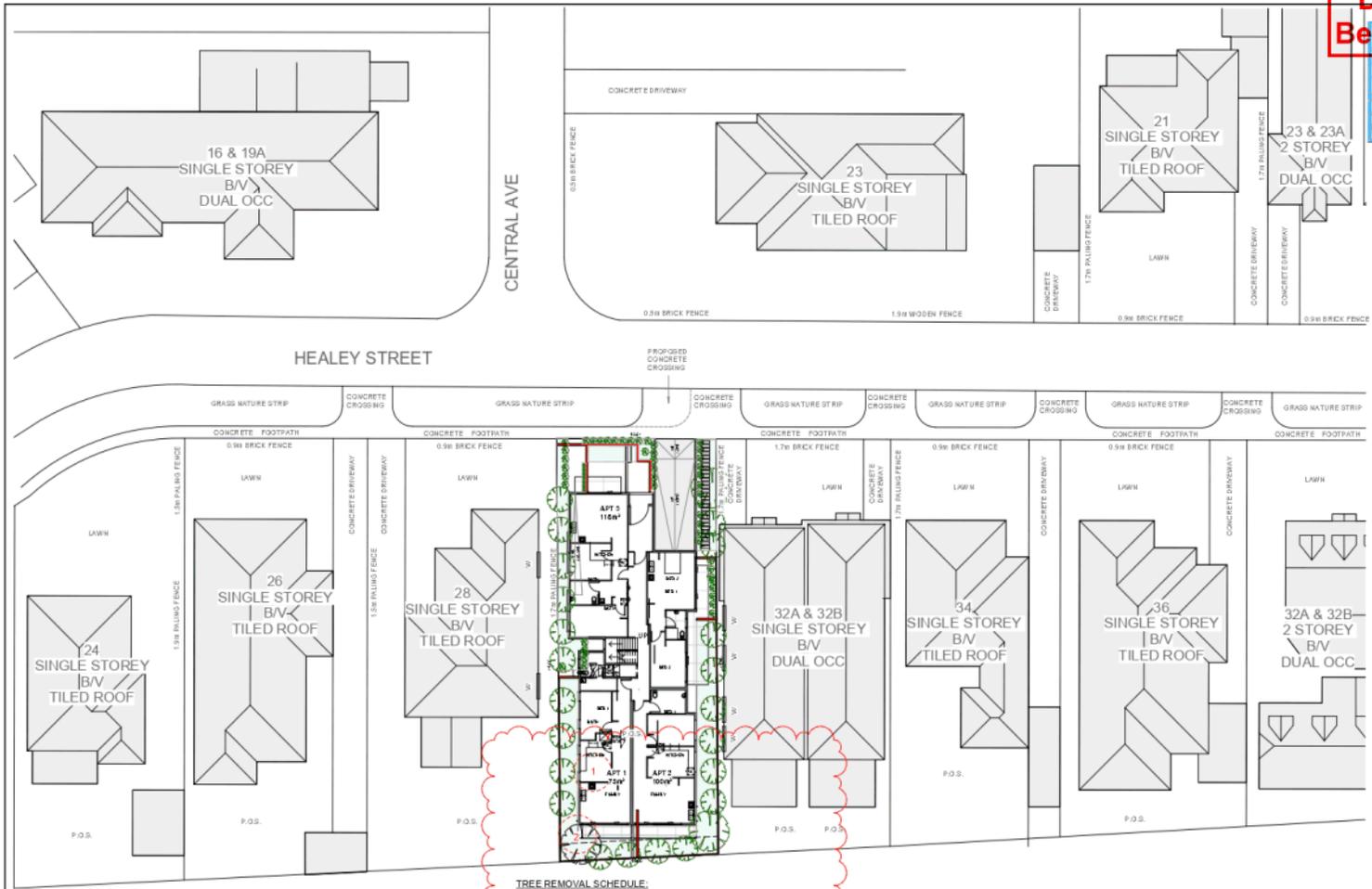
Author/s: Tim Yildirim, Statutory Planner
Reviewed and Approved By: Nikolas Muhlechner, Team Leader Statutory Planning
Jaclyn Murdoch, Manager City Development

8.2

KP-2021/767 - 30 HEALEY STREET, MOORABBIN

1	KP-2021/767 - 30 Healey Street Moorabbin - Considered Plans	103
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ADVERTISED PLANS
Documentation May
Be Subject to Copyright



SITE LOCATION

- SITE DESCRIPTION PLAN LEGEND**
- ROADS: MAIN ROAD, SIDE ROAD, ALLEYWAY
 - TRAFFIC: ONE WAY, TWO WAY
 - UTILITIES: WATER, GAS, ELECTRICITY, FIBRE OPTIC
 - VEGETATION: NATURAL VEGETATION, PLANTED VEGETATION
 - BOUNDARIES: PROPERTY BOUNDARY, FENCE LINE
 - EXISTING: EXISTING BUILDING, EXISTING DRIVEWAY
 - PROPOSED: PROPOSED BUILDING, PROPOSED DRIVEWAY
 - LANDSCAPE: PLANTING, TREES, SHRUBS
 - OTHER: P.O.S. (Proposed Open Space)

- VEGETATION NOTES**
1. ALL VEGETATION TO BE REMOVED AND REPLACED WITH PLANTED VEGETATION.
2. PLANTING TO BE COMPLETED WITHIN 12 MONTHS OF COMMENCEMENT OF WORK.
3. PLANTING TO BE DONE IN ACCORDANCE WITH THE VEGETATION MANAGEMENT PLAN.
4. PLANTING TO BE DONE IN ACCORDANCE WITH THE LANDSCAPE ARCHITECTURE PLAN.
5. PLANTING TO BE DONE IN ACCORDANCE WITH THE TREE REMOVAL SCHEDULE.

- EXISTING & DISTANCE TO ADJACENT**
- TO 16 & 19A: 10m
 - TO 21: 10m
 - TO 23: 10m
 - TO 24: 10m
 - TO 26: 10m
 - TO 28: 10m
 - TO 32A & 32B: 10m
 - TO 34: 10m
 - TO 36: 10m
 - TO 32A & 32B: 10m

TREE REMOVAL SCHEDULE:

TREE NO.	TREE SPECIES NAME	COMMON NAME	TREE HEIGHT	TRUNK BASE CIRCUMFERENCE
1	CITRUS LIMON LISBON	LISBON LIMON	4m	1.3m
2	CITRUS LIMON LISBON	LISBON LIMON	6m	1.3m

1 Design Response
1:200



2 Street Elevation
N.T.S.

OWNER: SPECTRUM DESIGN GROUP

PROJECT: Apartment Development 30 Healey St, Moorabbin

DESIGN RESPONSE

SCALE: As per sheet

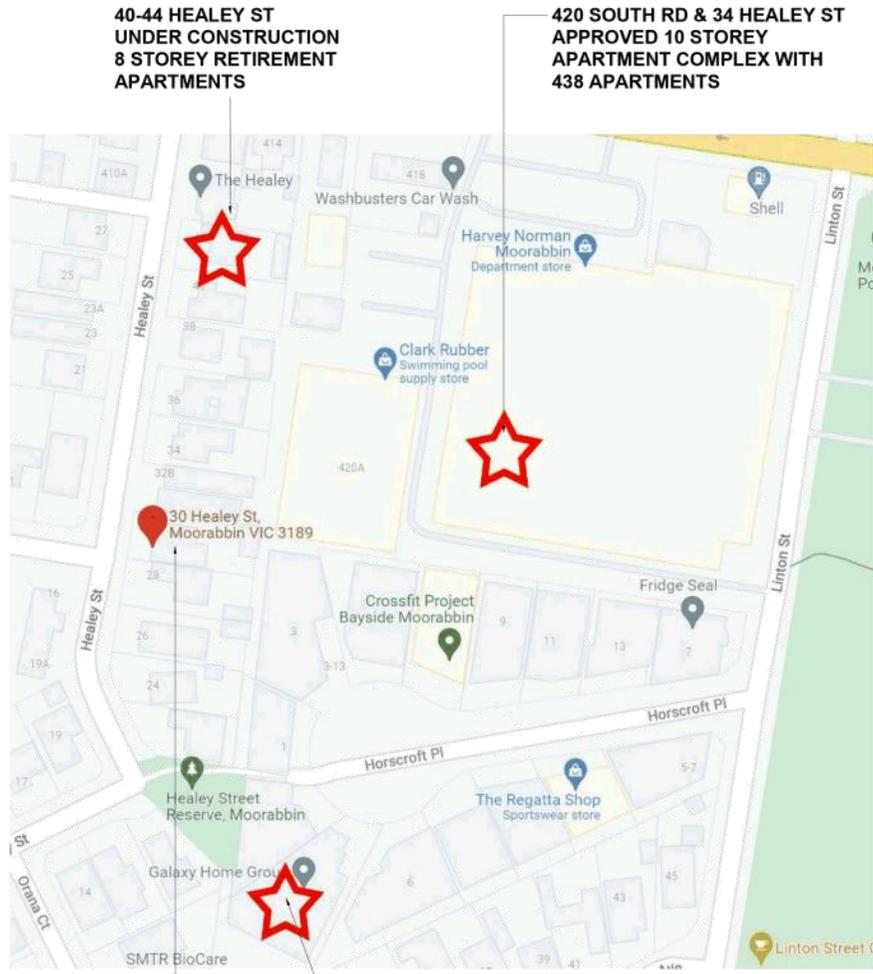
DATE: 10/10/2021

APPROVED: [Signature]

DRAWING NO: 778-TP02

REVISION: (B)

ADVERTISED PLANS
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**40-44 HEALEY ST
UNDER CONSTRUCTION
8 STOREY RETIREMENT
APARTMENTS**

**420 SOUTH RD & 34 HEALEY ST
APPROVED 10 STOREY
APARTMENT COMPLEX WITH
438 APARTMENTS**

SITE LOCATION

**4-6 HORSCROFT
APPROVED 7 STOREY
APARTMENT COMPLEX
WITH 42 APARTMENTS**



**4-6 HORSCROFT PL.
APPROVED 7 STOREY APARTMENT COMPLEX
WITH 42 APARTMENTS**



**40-44 HEALEY ST.
UNDER CONSTRUCTION
8 STOREY RETIREMENT APARTMENTS**



**420 SOUTH RD & 34 HEALEY ST.
APPROVED 10 STOREY APARTMENT COMPLEX
WITH 438 APARTMENTS**

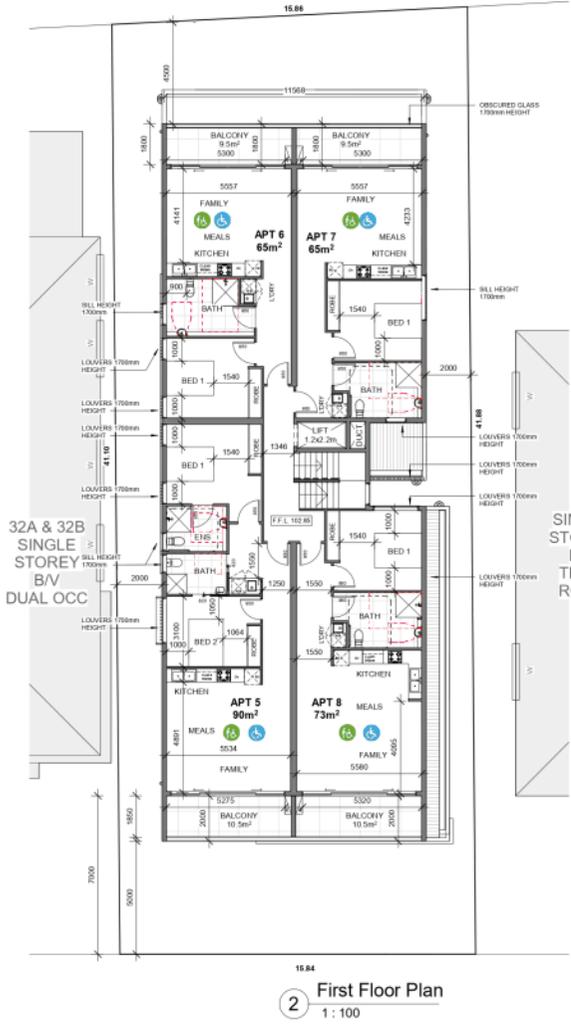
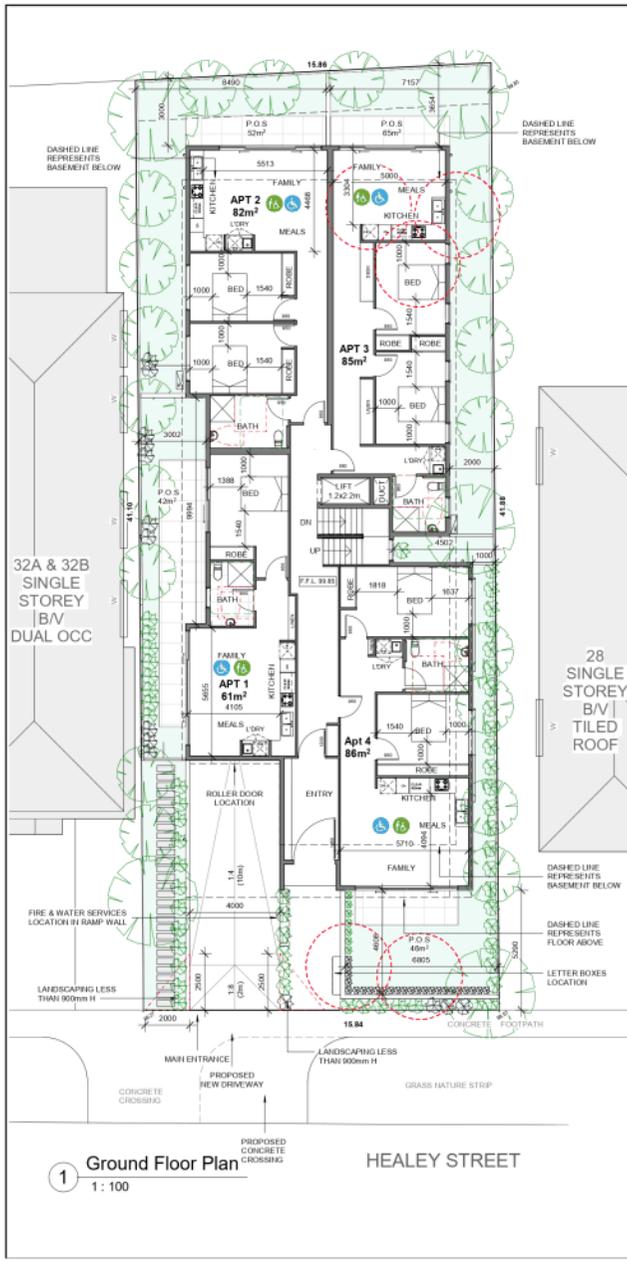


**30 HEALEY ST.
PROPOSED 3 STOREY APARTMENT BUILDING
WITH 10 APARTMENTS**



CLIENT:	Owner	SPECTRUM DESIGN GROUP	Spectrum Design Group																
 PRINT REDUCTION BAR 1 A1 SHEET	<table border="1"> <thead> <tr> <th>No.</th> <th>DESCRIPTION</th> <th>AMENDMENT</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	No.	DESCRIPTION	AMENDMENT	DATE													Apartment Development 30 Healey St. Moorabbin MULTI USE DEVELOPMENT	DRAWING No. 778-TP03 REVISION A SCALE 1:1 DRAWN: Address APPROVED:
No.	DESCRIPTION	AMENDMENT	DATE																

ADVERTISED PLANS
Documentation May
Be Subject to Copyright



SITE STATISTICS

DEVELOPMENT SUMMARY

EXISTING SITE COVERAGE	50.5%	PROVIDED
SITE AREA	857.0m ²	85.7% APPROX
SITE COVERAGE	437.3m ²	51% APPROX
SOFT LANDSCAPED / PERMEABLE AREA	230.0m ²	35% APPROX

CAR PARK STATISTICS

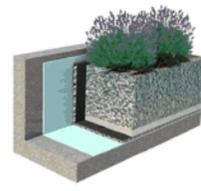
BEDROOMS NUMBER	1 BEDROOM	2 BEDROOM	CAR SPOTS REQUIRED	CAR SPOTS PROVIDED
GROUND FLOOR	1	3	4	4
FIRST FLOOR	3	1	4	4
SECOND FLOOR	0	2	2	2
TOTAL			10	10

APARTMENT STATISTICS

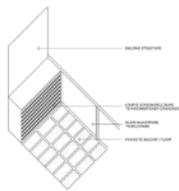
GROUND FLOOR				FIRST FLOOR				SECOND FLOOR			
Apt	Apt size	Bed	Pos size	Apt	Apt size	Bed	Pos size	Apt	Apt size	Bed	Pos size
Apt 1	81m ²	1	42m ²	Apt 5	90m ²	2	10.5m ²	Apt 9	99m ²	2	14m ²
Apt 2	82m ²	2	53m ²	Apt 6	65m ²	1	9.5m ²	Apt 10	99m ²	2	15m ²
Apt 3	85m ²	2	65m ²	Apt 7	65m ²	1	9.5m ²				
Apt 4	88m ²	2	49m ²	Apt 8	73m ²	1	10.5m ²				

STORAGE STATISTICS

GROUND FLOOR					FIRST FLOOR					SECOND FLOOR				
Apt	Robes	Linen	Kitchen	Cage	Apt	Robes	Linen	Kitchen	Cage	Apt	Robes	Linen	Kitchen	Cage
Apt 1	3.2m ²	0.5m ²	3.2m ²	0.0m ²	Apt 5	6.3m ²	-	1.7m ²	6.0m ²	Apt 9	10m ²	0.5m ²	3.2m ²	6.0m ²
Apt 2	8.4m ²	-	1.5m ²	0.0m ²	Apt 6	3.5m ²	-	1.7m ²	6.0m ²	Apt 10	10m ²	-	3.2m ²	6.0m ²
Apt 3	4.8m ²	4.5m ²	1.5m ²	0.0m ²	Apt 7	3.5m ²	-	1.7m ²	6.0m ²					
Apt 4	9.2m ²	0.9m ²	2.0m ²	0.0m ²	Apt 8	3.5m ²	-	2.3m ²	6.0m ²					



DETAIL 'C' PLANTER BOX
DETAIL (TYPICAL)



DETAIL 'D' AIR CONDITIONER
CONDENSER LOUVER CABINET

CLIENT: **Owner**

SPECTRUM DESIGN GROUP

Apartment Development
30 Healey St. Moorabbin
GROUND & FIRST FLOOR PLAN

SCALE: As Indicated
DRAWN: Author
APPROVED:

DRAWING No. **778-TP05** REVISION **(B)**

OWNER: _____
No. DESCRIPTION AMENDMENT DATE

0 10 20 30 40 50mm
PRINT REDUCTION BAR | A1 SHEET

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1 Second Floor Plan
1 : 100

2 Roof Plan
1 : 100

SITE STATISTICS

DEVELOPMENT SUMMARY		PROVIDED
EXISTING SITE COVERAGE	90.5%	
SITE AREA	657.0m ²	65.7% APPROX
SITE COVERAGE	427.0m ²	30% APPROX
SOFT LANDSCAPED / PERMEABLE AREA	230.0m ²	

CAR PARK STATISTICS

BEDROOMS NUMBER	1 BEDROOM	2 BEDROOM	CAR SPOTS REQUIRED	CAR SPOTS PROVIDED
GROUND FLOOR	1	3	4	4
FIRST FLOOR	3	1	4	4
SECOND FLOOR	0	2	2	2
TOTAL			10	10

APARTMENT STATISTICS

GROUND FLOOR					FIRST FLOOR				SECOND FLOOR					
Apt	Apt size	Bed	Pos	Car space	Apt	Apt size	Bed	Pos	Car space	Apt	Apt size	Bed	Pos	Car space
Apt 1	41m ²	1	42m ²	1	Apt 5	40m ²	2	35.5m ²	1	Apt 9	99m ²	2	14m ²	1
Apt 2	42m ²	2	45m ²	1	Apt 6	45m ²	1	0.5m ²	1	Apt 10	99m ²	2	15m ²	1
Apt 3	45m ²	2	45m ²	1	Apt 7	45m ²	1	0.5m ²	1					
Apt 4	48m ²	2	48m ²	1	Apt 8	73m ²	1	10.5m ²	1					

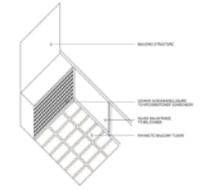
STORAGE STATISTICS

GROUND FLOOR					FIRST FLOOR					SECOND FLOOR				
Apt	Robes	Linen	Kitchen	Cage	Apt	Robes	Linen	Kitchen	Cage	Apt	Robes	Linen	Kitchen	Cage
Apt 1	3.2m ²	0.5m ²	3.2m ²	6.0m ²	Apt 5	6.3m ²	-	1.7m ²	0.0m ²	Apt 9	10m ²	0.5m ²	3.2m ²	6.0m ²
Apt 2	6.4m ²	-	1.5m ²	0.0m ²	Apt 6	3.5m ²	-	1.7m ²	0.0m ²	Apt 10	10m ²	-	3.2m ²	6.0m ²
Apt 3	4.0m ²	4.5m ²	1.5m ²	8.0m ²	Apt 7	3.5m ²	-	1.7m ²	0.0m ²					
Apt 4	0.5m ²	0.5m ²	2.0m ²	6.0m ²	Apt 8	3.5m ²	-	2.3m ²	0.0m ²					

28 SINGLE STOREY B/V TILED ROOF



DETAIL 'C' PLANTER BOX
DETAIL (TYPICAL)



DETAIL 'D' AIR CONDITIONER
CONDENSER LOUVER CABINET

LEGEND:

- OBS OBTAINED WHITE TRANSLUCENT GLASS
- GS/SD GLASS SLIDING DOOR
- DG DOUBLE GLAZED WINDOWS
- BI-FOLD DOORS OR BI-FOLD SCREEN
- T/C TENSION CABLES WITH CREEPER PLANTS
- AC LOCATION OF AIR CONDITIONER
- PAVING
- BLUE STONE
- FENCING

- LEGEND:
- IMPROVED LIVEABILITY
 - FULLY ACCESSIBLE
 - ROBUST
 - HIGH PHYSICAL SUPPORT

CLIENT:	Owner	SPECTRUM DESIGN GROUP	
No. DESCRIPTION AMENDMENT DATE		Apartment Development 30 Healey St. Moorabbin SECOND FLOOR & ROOF PLAN	
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MATERIAL AND COLOUR SCHEDULE

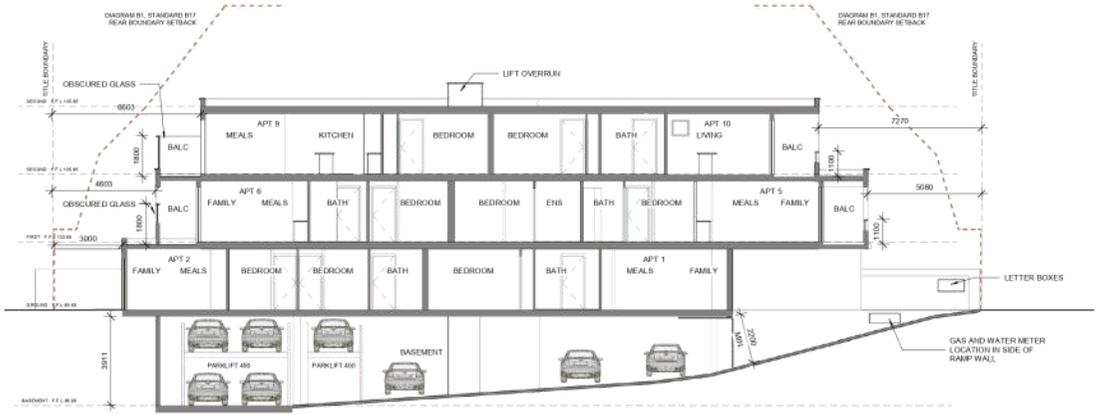
TYPE	MATERIAL	COLOUR
EXTERNAL WALL	BRICKWORK	EMPEROR BRICK - CHOEST OR SIMILAR
EXTERNAL WALL	RENDERED LIGHT WEIGHT CLADDING	NATURAL WHITE OR SIMILAR
EXTERNAL WALL	RENDERED LIGHT WEIGHT CLADDING	DULUX PAINT 'ENDLESS GREY' (CR24) OR SIMILAR
WINDOWS FRAME	BLACK FRAME AROUND WINDOWS	BLACK FRAME WITH GLAZING
WINDOWS	ALUMINIUM ANODIZED FRAMED WINDOWS AND DOORS	BLACK FRAME WITH GLAZING
BALCONIES	GLASS AND BLACK STEEL	BLACK HANDRAIL WITH CLEAR GLASS
BALCONIES	GLASS AND BLACK STEEL	BLACK STEEL HANDRAIL WITH WHITE TRANSLUCENT OR SEMI TRANSL. GLASS
FENCING	BRICKWORK	EMPEROR BRICK - CHOEST OR SIMILAR



CLIENT:	Owner	SPECTRUM DESIGN GROUP	
 PRINT REDUCTION (A4) A1 SHEET	No. DESCRIPTION AMENDMENT DATE	Apartment Development 30 Healey St. Moorabbin ELEVATIONS SCALE 1:100 DRAWN: Author APPROVED:	



1 Street Elevation
1:100



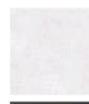
2 Section 1
1:100

MATERIAL AND COLOUR SCHEDULE

TYPE	MATERIAL	COLOUR
EXTERNAL WALL	BRICKWORK	EMPEROR BRICK - CHOEST OR SIMILAR
EXTERNAL WALL	RENDERED LIGHT WEIGHT CLADDING	NATURAL WHITE OR SIMILAR
EXTERNAL WALL	RENDERED LIGHT WEIGHT CLADDING	DULUX PAINT 'ENDLESS GRAY' (CR24) OR SIMILAR
WINDOWS FRAME	BLACK FRAME AROUND WINDOWS	BLACK FRAME WITH GLAZING
WINDOWS	ALUMINIUM ANODIZED FRAMED WINDOWS AND DOORS	BLACK FRAME WITH GLAZING
BALCONIES	GLASS AND BLACK STEEL	BLACK HANDRAIL WITH CLEAR GLASS
BALCONIES	GLASS AND BLACK STEEL	BLACK STEEL HANDRAIL WITH WHITE TRANSLUCENT OR BEAM TRANS. GLASS
FENCING	BRICKWORK	EMPEROR BRICK - CHOEST OR SIMILAR



EMPEROR BRICK
CHOEST
krausbricks



DULUX PAINT
'ENDLESS GRAY'
(CR24) OR
SIMILAR



NATURAL WHITE
OR SIMILAR



DULUX PAINT
'MONUMENT' OR
SIMILAR

CLIENT:	Owner	<p>SPECTRUM DESIGN GROUP</p>	<p>N</p>								
<p>0 10 20 30 40 50mm</p> <p>PRINT REDUCTION BAR A1 SHEET</p>											
<p>ALL RIGHTS RESERVED. THE COPYRIGHT OF THESE DRAWINGS INCLUDING ALL ATTACHED AND APPROPRIATE DOCUMENTS IS THE PROPERTY OF THE COMPANY. NEITHER THE PARTIAL NOR FULL REPRODUCTION OR MODIFICATION OF THESE DRAWINGS OR ANY PART THEREOF IS PERMITTED WITHOUT THE WRITTEN CONSENT OF THE COMPANY.</p>		<p>Apartment Development 30 Healey St. Moorabbin STREET ELEVATION & SECTIONS</p>	<p>REVISION</p>								
<table border="1"> <thead> <tr> <th>No.</th> <th>DESCRIPTION</th> <th>AMENDMENT</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		No.	DESCRIPTION	AMENDMENT	DATE					<p>SCALE 1:100</p> <p>DRAWN Author</p> <p>APPROVED</p>	<p>DRAWING No. 778-TP08</p> <p>REVISION B</p>
No.	DESCRIPTION	AMENDMENT	DATE								

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**ADVERTISED PLANS
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MATERIALS & COLOR PALETTE



1. EXTERNAL WALL
BRICKWORK
EMPEROR BRICK - CHOEST
OR SIMILAR



2. EXTERNAL WALL
RENDERED LIGHT WEIGHT
CLADDING
DULUX PAINT 'ENDLESS GRAY'
(CR24) OR SIMILAR



3. EXTERNAL WALL
NATURAL WHITE OR SIMILAR



4. FASADE FEATURE
DULUX PAINT 'MONUMENT'
OR SIMILAR

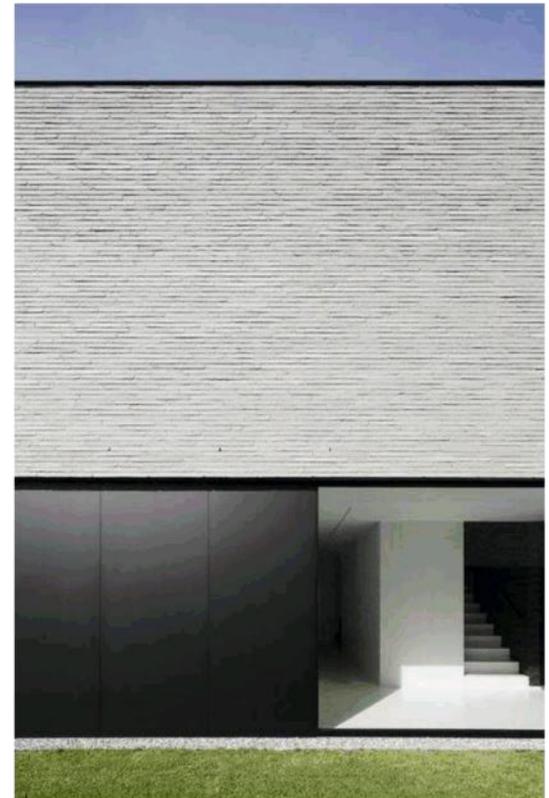


5. WINDOWS
ALUMINUM ANODIZED
FRAMED WINDOWS AND
DOORS

BLACK FRAME WITH
GLAZING



6. WINDOWS FRAME
BLACK FRAME AROUND
WINDOWS



CLIENT:

Owner



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Rev.	AMENDMENT	DATE

Apartment Development
30 Healey St. Moorabbin
COLOR BOARD

SCALE: 1 : 100
DRAWN: Author

JOB / DRAWING No. REVISION
778 TP11



10. Infrastructure and Open Space Reports

27 June 2022

Agenda Item No: 10.1

APPLICATIONS - SPORT AND RECREATION VICTORIA - LOCAL SPORTS INFRASTRUCTURE FUND 2022

Contact Officer: Carolyn Bell, Project Support Officer

Purpose of Report

This report presents applications to the Victorian Government's Local Sports Infrastructure Fund 2022/23 for Council endorsement.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Endorse the submission of the following project/s as applications to the Victorian Government's Sport and Recreation Victoria's Local Sports Infrastructure Fund 2022:
 - a) Female friendly change rooms at Walter Galt Reserve, Mordialloc;
 - b) Sports Lighting on the second sports fields at Walter Galt Reserve, Mordialloc;
 - c) Sport lighting upgrade at Bonbeach St. Chads Baseball Club; and
 - d) Upgrade of the playspace at Peter Scullin Reserve, Mordialloc.
2. Commit to providing the necessary funding in the 2022/23 capital budget to deliver the projects if the funding applications are successful.

1. Executive Summary

This report identifies potential projects for application to the Victorian Government's Community Local Sports Infrastructure Fund 2022 (LSIF). The LSIF is now open, and councils are invited to submit project proposals to Sport and Recreation Victoria (SRV) by 12 July 2022.

The recommended projects for application to the LSIF have been assessed and strongly align with the eligibility criteria and are identified as addressing current and existing issues impacting community recreation and sport.

This report seeks Council's endorsement of the recommended projects as applications to the LSIF. Without Council's endorsement of these applications, it is considered unlikely that funding from the Program will be received.

2. Background

On 19 May, Council received advice from the Minister for Community Sport, The Honourable Ros Spence, that the Victorian Government's Community Local Sports Infrastructure Fund 2022 (LSIF) is open with applications closing on the 12 July 2022. The LSIF provides funding opportunities to local government authorities to support the community to achieve better health, wellbeing, social and economic outcomes through construction, programming and activation of community sport and active recreation infrastructure.

The LSIF invites councils to submit funding facility improvements applications for the following funding categories (maximum funding grants are nominated below. Many funding categories allow for unlimited applications):

- Indoor Stadium/Aquatic Facilities - \$2.5M (no applications are proposed)
- Female Friendly Facilities – \$1,000,000
- Community Sports Lighting - \$250,000
- Community Facilities - \$300,000
- Recreation Planning - \$30,000 (no applications are proposed)

To be eligible for funding, Council is required to provide a matching funding ratio of 1:1 and must meet the funding assessment criteria for each funding category.

The critical dates for the submission, assessment and award of applications, as outlined by SRV are:

- Applications Close: 12 July 2022
- Applications assessment: July - August 2022
- Projects Announced: Early October 2022
- Funding Agreement's Executed: Mid October 2022
- Projects Commence Construction: April 2023

The LSIF key objectives are:

- Investing in high-quality community sport and active recreation infrastructure to boost participation opportunities;
- Investing in infrastructure that extends capacity and encourages flexible, multi-use, shared and integrated services and facilities;
- Advancing inclusive and accessible development by ensuring investments are universally designed, environmentally sustainable and strategically planned; and
- Encouraging collaboration with sporting clubs, leagues and associations, state sporting associations, schools, service providers, facility managers and community organisations to deliver outcomes.

3. Discussion

3.1 Council Plan Alignment

Goal Healthy and inclusive - We are progressive, inclusive and prioritise the wellbeing of all members of our community.

Direction support our community's physical wellbeing.

Successful applications to the LSIF will assist infrastructure developments that provide upgraded sport and recreation opportunities and assist in the promotion of healthy active lifestyles for the community. Furthermore, upgrades to sporting facilities will increase participation rates and provide much needed support to local sporting clubs.

3.2 Consultation/Internal Review

The recommended projects for application to the LSIF have been identified from eligible projects that Council has been working with community groups to provide. These recommended projects have also been compared against the LSIF's assessment criteria and are considered strong applications.

Following Council's endorsement, officers will work with the tenant clubs to further develop the applications and seek the relevant supporting documentation as required by the LSIF.

Should the applications be successful, further consultation regarding timing and any potential disruptions to the clubs' activities will occur.

Preliminary discussions have also been undertaken with representatives from SRV regarding the proposed applications.

3.3 Operation and Strategic Issues

3.3.1 Proposed Applications

3.3.1.1 Female Friendly

Walter Galt Reserve Pavilion Upgrade

Council is re-applying for the upgrade of the Walter Galt Pavilion Upgrade (after it was unsuccessful in the 2021/2022 round of LSIF funding). Council officers have received confirmation from Sport and Recreation Victorian that we are able to re-apply for this grant.

The existing pavilion is outdated and does not meet the minimum fit for purpose requirements, particularly relating to the number of changerooms and provision of female friendly facilities. The secondary playing surface does not have sports lighting, putting significant pressure on the club to organise training in the winter season to cater to all the members. The tenant winter club, the Mordialloc Braeside Junior Football Club, has one of the highest female participation rates of all clubs within Kingston.

The application proposes to provide additional changeroom facilities (pavilion extension) and retrofit and update the existing changerooms. Both sets of changerooms will meet regulatory and sporting standard requirements e.g. universal access, Female Friendly and DDA requirements.

3.3.1.2 Sport Lighting Upgrade

Two applications are proposed for nomination to this funding category. They include:

Walter Galt Reserve Secondary Oval

This project seeks to install sports lighting on the second playing field at Walter Galt Reserve to increase training and game capacity during the winter junior football season for the 650 members of the junior football club.

The Sports lighting will meet Australian Standards (series 2560.2.3) allowing local level junior competition and training. Site investigations and design development for this project have been completed.

3.3.1.3 Sport Lighting Upgrade

Bonbeach St. Chads Baseball Club

This project seeks to achieve sports lighting in accordance with the sporting standards as set by Baseball Australia. It is proposed to install new sports lighting on Diamond 1.

During the past 5 years Council has upgraded sports lighting at over 25 venues across the city. This project is considered a priority sports lighting project and is well aligned against the LSIF's eligibility/assessment criteria.

Due to the reserve being a former land fill, site investigations will be undertaken to determine the appropriate methodology and lighting design requirements to meet the site conditions.

3.3.1.4 Community Facilities

Peter Scullin Reserve Playspace Upgrade

Council is re-applying for this project after it was unsuccessful in the 2021/2022 round of LSIF funding. We have received confirmation from Sport & Recreation Victorian we are able to reapply for this grant.

In response to community feedback and input, Council has prepared a draft upgrade plan for the regional playspace at Peter Scullin Reserve. The upgraded playspace will be accessible and is planned to include water play, swings, coastal/nautical theme elements and interactive play features.

This project is strongly aligned against the LSIF's eligibility/assessment criteria.

4. Conclusion

4.1 Environmental Implications

Council will seek to use contractors who source local products and offer reuse or recycle initiatives that benefit Council, the broader community, and the environment. Some examples include:

- Upgrading sports lighting to LED uses less energy and has positive impact on the environment;
- Recycled materials and reuse of existing equipment (shade sails) are proposed to be incorporated within the playspace upgrade at Peter Scullin Reserve; and
- Use of LED fittings and timing/sensor switches within the planned change rooms lessens power usage.

4.2 Social Implications

Working together Council and SRV seek to achieve health and wellbeing benefits for the Kingston community.

4.3 Resource Implications

A summary of the estimated cost of the recommended projects is set out below:

**City of Kingston
Council Meeting**

Agenda

27 June 2022

Projects	Funding Category	Estimated Project Cost	Council \$	SRV \$	Club \$	Benefitting Clubs
Walter Galt Female Friendly Upgrade	Female Friendly Facility Fund	\$2.3M	\$1.3M	\$1M	Nil	Mordialloc Braeside Junior Football Club, Kingston Hawks Cricket Club, Community Groups
Walter Galt Sports Lighting	Sports Lighting	\$0.28M	\$0.155M	\$0.125M	Nil	Mordialloc Braeside Junior Football Club
Sports Lighting Upgrade Bicentennial Park	Sports Lighting	\$0.5M	\$0.375M	\$0.125M	Nil	Bonbeach St.Chads Baseball Club
Peter Scullin Reserve Playground Upgrade	Community Facilities	\$1.8M	\$1.5M	\$0.3M	NA	Young People, Broader Community
Totals		\$4.88M	\$3.33M	\$1.55M	\$0	

Applications to the LSIF will require Council's commitment to meet its funding obligations to deliver the projects. If all funding applications are successful, there are current provisions within the 2022/23 Council budget to meet in part Council's funding commitment, as shown below:

Projects	Funding Category	Estimated Project Cost	Council Commitment	Council Funding (LTFS)	Council Additional Funding Required (2022/23)
Walter Galt Female	Female Friendly	\$2.3M	\$1.3M	\$0.75M	\$0.55M

Projects	Funding Category	Estimated Project Cost	Council Commitment	Council Funding (LTFS)	Council Additional Funding Required (2022/23)
Friendly Upgrade	Facility Fund				
Walter Galt Sports Lighting	Sports Lighting	\$0.28M	\$0.155M	\$0.155M	\$0
Sports Lighting Upgrade Bicentennial Park	Sports Lighting	\$0.5M	\$0.375M	\$0.375M	\$0
Peter Scullin Reserve Playground Upgrade	Community Facilities	\$1.8M	\$1.55M	\$1.8M (2)	(\$0.25M)
Less Annual Provision (2022/23 Council budget)				\$0.345M (1)	(\$0.345M)
Totals		\$4.88M	\$3.33M	\$2.205M	(\$0.045M)

- (1) Council maintains a provision of \$345,000 (C0030 – Sport and Recreation Facility Grants) within its Long-Term Financial Plan (2022/23) to meet its commitments with funding applications. Subject to the outcome of the application process, this amount will be modified as part of the 2022/23 budget preparation.
- (2) Council’s 2022/23 Budget and Long-Term Financial Plan includes a provision of \$1.8M to upgrade the Peter Scullin playground. A contribution from the LSIF will lessen Council’s cost to deliver the playground.

5. Legal / Risk Implications

Improving community sports infrastructure improves the safety of participants and surrounding park users. This contributes to reduce Council’s overall risk.

Author/s: Carolyn Bell, Project Support Officer
 Reviewed and Approved By: Mark Stockton, Team Leader Active Kingston
 Bridget Draper, Manager, Active Kingston
 Samantha Krull, General Manager Infrastructure and Open Space

27 June 2022

Agenda Item No: 10.2

ASSET PLAN CONSULTATION FEEDBACK

Contact Officer: Kathy Van Heer, Team Leader Asset Management

Purpose of Report

The purpose of this report is to provide community feedback following stakeholder engagement on the attached Asset Plan.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Note the community engagement feedback on the attached consultation report; and
2. Adopt the attached Asset Plan to meet the legislative requirement under Local Government Act 2020.

1. Executive Summary

To meet the requirements of section 92 of the Local Government Act 2020 (Act), Council must develop and maintain an Asset Plan in accordance with its deliberative engagement practices by 30 June 2022.

The Asset Plan is a strategic public facing document developed to inform the community on how Council-controlled assets will be managed to achieve the Council Plan, Community Vision and to provide an asset commentary to the Long-Term Financial Plan.

Community consultation on the draft Asset Plan was undertaken for a four-week period from 10 May 2022 to 6 June 2022. The number of responses to the Asset Plan were limited. The Your Kingston Your Say webpage attracted 474 visitors, of which 121 visitors (26%) downloaded the Asset Plan, 93 visitors (20%) opened the survey and 23 visitors (5%) answered the survey questions.

Benchmarking was undertaken to gauge the level of response across similar councils in the south-east metropolitan region. From the benchmarking exercise, it was noted that where councils undertook consultation prior to the development of the Asset Plan through a consultation panel, as part of deliberative engagement or by means of survey to determine strategic themes, the online consultation responses were comparable to Kingston.

The Asset Plan is a high-level framework for asset management at Kingston and provides a summary of the infrastructure assets, their performance and actions required to achieve the strategic objectives outlined in the Council Plan 2021-25.

The scope of the Asset Plan is to provide information pertaining to maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council, for a period of at least the next 10 financial

years, through good asset management practices in accordance with Section 92 of the Local Government Act 2020 (Act).

More work is required to improve our asset knowledge, data capture and investment decisions, specifically for the open space, drainage and facilities assets. In addition, key strategies that will inform the asset plans for different asset classes are currently being developed, including the Playground Strategy, Kingston Community Services and Facilities Review, Active Recreation Opportunities Study and the Open Space Strategy.

Over the next two years we will be working towards improving our asset knowledge through several targeted improvement initiatives as detailed in Section 6 of the Asset Plan, in preparation for the next iteration of the Asset Plan in 2026. Once we have consistent information across all asset classes, we will be in a position to again deliberately engage in more detail with our community to quantify the impacts of our community's priorities and discuss asset performance.

A roadmap for continuous improvement for the Asset Plan has been included in the attached consultation report.

2. Background

The Act does not specifically state the core principles of an Asset Plan but has provided sufficient direction to enable development of a set of core principles. Subsequently, the development of sector guidance was led by Local Government Victoria in collaboration with representatives in the sector, to assist councils with the development of an Asset Plan. An Asset Plan Guidance 2022 document was released in March 2022.

The attached Asset Plan has been developed in consideration of the principles articulated in the guidance document and utilises the template designed by the Institute of Public Works Engineers Australia's (IPWEA) NAMS+ Asset Management Toolkit.

3. Discussion

3.1 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

This report addresses 2021-2022 Annual Action No. 100: Develop a 10-year Asset Plan.

3.2 Consultation/Internal Review

3.2.1 Community Vision (including Asset Plan) - Panel Consultation

In early 2021, Council embarked on a deliberative engagement program, Your Kingston Your Future, to partner with the community to develop its new Community Vision. The representative community panel also developed a series of recommendations for the Asset Plan, namely:

- Effective Asset Planning
- Accessibility of Council assets for all
- Sustainability and environmental impact of all assets

The Asset Plan was drafted following the consultation to ensure that it responded to these key themes.

Effective Asset Planning

Council has invested in a Corporate Asset Management Information System that is progressively being updated to document its assets. The Asset Plan articulates several improvement items to progress our asset maturity. Several projects are also currently in progress to support our asset maturity, namely:

- Collation of asset data for community facilities
- Development of open space asset data
- Improvements to mobile work order management
- Development of the data necessary for renewal modelling capability

Accessibility of Council assets for all

Whilst the Asset Plan is at the core of responding to how Council manages assets in consideration of fitness for purpose, within financial limitations, other physical, financial and locational accessibility needs are continually being addressed through the development of plans and strategies, such as:

- Kingston Community Services and Facilities Review
- Active Recreation Opportunities Study and Playground Strategy
- Kingston's Open Space Strategy

These key strategies that will inform Council's asset management plans for different asset classes, as well as renewal investment in the long-term capital program.

Sustainability and Environmental impacts of all assets

Recent strategic plans such as the Climate and Ecological Emergency Response Plan 2021 and Urban Cooling Strategy cast an environmental and sustainable lens over decision making. To support these strategies, baseline asset data is required so that lifecycle costs may consider the impacts of alternative considerations in purchasing sustainable products and promoting environmentally sustainable construction methods and solutions.

3.2.2 Your Kingston Your Say (YKYS) - Survey

Following the compilation of the draft Asset Plan, community and stakeholder feedback was sought through YKYS page, an online survey, social media, a footer advertisement on information bulletins, electronic direct mail, in addition to targeted information bulletins.

The engagement objectives for the Asset Plan were designed to:

- Provide an awareness and educate the community about the purpose of the Asset Plan and its benefits
- To gauge the level of support that the community has for the Asset Plan and
- To identify areas of focus in the Asset Plan

3.3 Operation and Strategic Issues

3.3.1 Online Consultation Results

Following the development of the draft Asset Plan, an online community engagement campaign was developed. The YKYS webpage attracted 474 visitors, of which 121 visitors (26%) downloaded the Asset Plan, 93 visitors (20%) opened the survey tool, and 23 visitors (5%) answered the survey questions.

Given the limited responses from the consultation undertaken on the draft Asset Plan, a benchmarking exercise was undertaken to gauge the level of response across councils in the south-east metropolitan region. From the benchmarking exercise, it was noted that where councils undertook consultation prior to the development of the Asset Plan, through a panel arrangement as part of deliberative engagement or by means of survey to determine strategic themes, the online consultation responses were comparable to Kingston. Where online consultation was the only mechanism to seek community feedback, the responses were more than 40 responses to survey questions. This was the case for one Council only.

The data gathered through benchmarking of similar neighbouring councils indicates a theme of limited responses, where councils actively engaged with the community prior to the development of the asset plan. No further action will be taken to seek additional feedback for this iteration of the Asset Plan.

Appendix 2 provides a detailed analysis of the survey responses, including outcome of benchmarking with south-east metropolitan councils.

3.3.2 Responding to consultation recommendations

The key recommendations that resulted from the Your Kingston Your Future community panel were:

- Effective Asset Planning
- Accessibility of Council assets for all
- Sustainability and environmental impact of all assets

Detailed responses to the above three items have been included in the Asset Plan to address how Council's Plan responds to the panel's recommendations.

Survey results, along with feedback to direct questions indicates that the community are interested in understanding how Council establishes priorities for projects.

More work is required to improve our asset knowledge and investment decisions, specifically for the open space, drainage and facilities assets. Over the next 2 years we will be working towards improving our asset knowledge through several targeted improvement initiatives as detailed in Section 6 of the Asset Plan, in preparation for the next iteration of the Asset Plan in 2026. Once we have consistent information across all asset classes, we will be in a position to again deliberatively engage with our community to quantify the impacts of our community's priorities and discuss asset performance.

A roadmap for continuous improvement for the Asset Plan has been included in the attached consultation report.

4. Conclusion

The attached Asset Plan is a high-level framework for asset management at Kingston and provides a summary of the infrastructure assets, their performance and actions required to achieve the strategic objectives outlined in the Council Plan 2021-25.

The scope of the Asset Plan is to provide information pertaining to maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council, for a period of at least the next 10 financial years, through good asset management practices in accordance with Section 92 of the Local Government Act 2020 (Act).

A panel was engaged prior to the development of the Asset Plan, as part of the Your Kingston Your Future deliberative engagement to partner with the community to develop a community

vision. Part of this engagement sought the community's priorities for the Asset Plan. The priorities and how the Asset Plan responds to them is detailed in the Asset Plan. Upon development of the draft Asset Plan, an online survey was conducted. The responses to the online engagement were limited. Benchmarking with neighbouring Councils indicates similar outcomes.

A number of improvement items has been included in the attached Asset Plan. A road-map for continuous improvement has been detailed in the attached consultation report.

4.1 Environmental Implications

Recent strategic plans such as the Climate and Ecological Emergency Response Plan 2021 and Urban Cooling Strategy have been referenced in the attached Asset Plan to support Council's decision making.

4.2 Social Implications

Whilst the Asset Plan is at the core of responding to how Council manages assets in consideration of fitness for purpose, within financial limitations, other physical, financial and locational accessibility, needs are continually being addressed through the development of plans and strategies as identified in the attached Asset Plan.

4.3 Resource Implications

A financial breakdown has been provided to elaborate on the planned budget by asset class. Improvement is required to better understand Kingston's renewal gap. Work is currently underway to improve asset knowledge and to build renewal modelling capability.

4.4 Legal / Risk Implications

The attached Asset Plan has been compiled with current available information to meet the requirements of section 92 of the Local Government Act 2020 (Act).

Appendices

Appendix 1 - Asset Plan - June 2022 (Ref 22/14218) 

Appendix 2 - Asset Plan Consultation Report Attachment for IC22/800 - June 2022 (Ref 22/149328) 

Author/s: Kathy Van Heer, Team Leader Asset Management
Reviewed and Approved By: Charles Turner, Manager Infrastructure
Samantha Krull, General Manager Infrastructure and Open Space

10.2

ASSET PLAN CONSULTATION FEEDBACK

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Asset Plan 2021/22 to 2030/31

April 2022



community inspired leadership

City of
KINGSTON

Document Version Control

Rev	Date	Revision Details	Author	Reviewer	Approved
A	26 April 2022	Draft – For Review	KVH	Internal	26/4/2022
B	27 June 2022	Draft – For Review	KVH	Council	

Acknowledgement of Traditional Owners

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, song lines, 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.

Executive Summary

The Asset Plan is a strategic, public facing document, developed to inform the community on how Council-controlled assets will be managed to achieve the Council Plan, Community Vision and provide an asset commentary to the Long-Term Financial Plan.

Council manage a portfolio of assets that have a combined value and replacement cost of \$1.7b. Council spends, on average \$97M per year on capital, maintenance and operational investment to manage these assets.

It is important to understand that decision making does not consider the asset in isolation, but within the context of the current and future service demand, total lifecycle cost and Council's ability to maintain the asset for the life of the asset to its optimal condition.

To that end, Council has developed a 10-year financial plan modelled on the available asset data, considering current asset performance and condition, risk-based inspection programs, regular maintenance regimes, operation and capital investment required to meet our service delivery targets.

In early 2021, Council embarked on a deliberative engagement program, Your Kingston Your Future, to partner with the community to develop its new Community Vision. The representative community panel also developed a series of recommendations for the Asset Plan, namely:

- Effective Asset Planning
- Accessibility of Council assets for all
- Sustainability and environmental impact of all assets

The Asset Plan was drafted following the consultation to ensure that it responded to these key themes.

Community consultation on the draft Asset Plan was undertaken for a four-week period from 10 May 2022 to 6 June 2022. The number of responses to the Asset Plan were limited.

To understand if council should take further steps to reach a greater percentage of the population, a benchmarking exercise was undertaken to gauge the level of response across similar council's in the south-east metropolitan region. From the benchmarking exercise, it was noted that where council's undertook consultation prior to the development of the Asset Plan through a consultation panel, as part of deliberative engagement or by means of survey to determine strategic themes, the online consultation responses were comparable to Kingston.

More work is required to improve our asset knowledge and investment decisions, specifically for the open space, drainage and facilities assets. Over the next 2 years we will be working towards improving our asset knowledge through several targeted improvement initiatives as detailed in Section 6. Once we have consistent information across all asset classes, we will be in a position to deliberately engage with our community to quantify the impacts of our community's priorities and update the Asset Plan ahead of the next four-yearly review.

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1.0 Introduction

The City of Kingston (Council) is located approximately 20km south of Melbourne, bound by Port Philip Bay to the East and surrounded by the cities of Bayside, Glen Eira, Monash, Greater Dandenong and Frankston. Figure 1 provides a snapshot of the municipality.



Figure 1 – Kingston Snapshot¹

¹ Council Plan 2021-25, p.11
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Council manage a portfolio of assets that have a combined value and replacement cost of **\$1.7b** as indicated in Figure 2. This includes property, plant, equipment and infrastructure (or a total of \$2.8b² including Land).

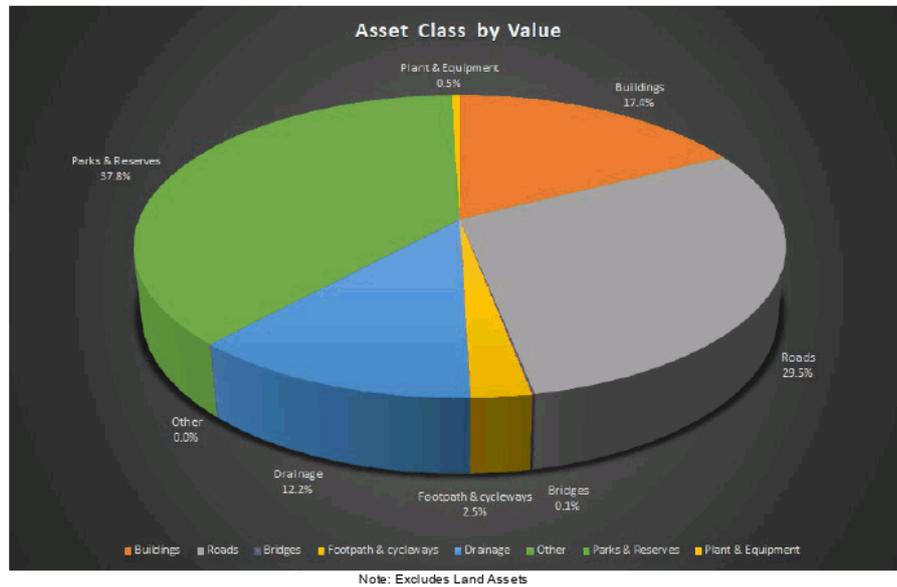


Figure 2 – Asset Replacement Values as percentage (%) of Total Value

These assets are predominantly used to provide services and amenity to our community. The standard to which they are maintained and the extent to which they are improved are a key consideration in setting and delivering on our community vision and Council Plan.

Without these assets, we could not provide our diverse range of services to the quality that our community expects.

The major challenges facing Council are changes in population and demographics, impacts of climate change and rate capping.

To ensure appropriate infrastructure and services are in place for current and future generations, Council is required to adopt an Asset Plan to guide investment decisions.

1.1 PURPOSE OF THE ASSET PLAN

The purpose of the Asset Plan is to:

- Demonstrate the responsible management of assets (and services provided from assets),
- Compliance with regulatory requirements, and to
- Communicate the scale of infrastructure investment required to sustainably deliver affordable services for the community in the foreseeable future.

² Annual Report 2020-21, p.77

The Asset Plan provides a summary of the infrastructure assets, their performance and actions required to achieve the strategic objectives outlined in the Council Plan 2021-25.

Council Plan 2021-25, including the Asset Plan, was formed following extensive deliberative engagement, that identified the community's aspirations for its future.

1.2 COMPLIANCE WITH LOCAL GOVERNMENT ACT 2020

This Asset Plan has been developed to align with the recommended approach as specified in Local Government Victoria's Asset Plan Guidance 2022 and utilises a template as developed by the Institute of Public Works Engineers Australasia's NAMS+ Asset Management Toolkit.

This plan encompasses all infrastructure assets that council own and manage (refer Table 1). Kingston has grouped community assets into three major asset classes: Recreation Spaces; Transport; and Community Facilities.

Table 1 – Asset Replacement Value

Asset Class	Quantity	Asset Replacement Value
Recreation Assets		
Parks and Reserves		\$655,744,523
Transport Assets		
Roads	619km	\$511,835,000
Drainage	846 km of drains 32,039 pits	\$211,692,000
Footpaths and Cycleways	1060km	\$44,267,000
Bridges	50 Bridges 68 Structures	\$1,945,000
Community Facilities Assets		
Buildings	194 habitable buildings 531 structures	\$303,000,336
Other Assets		
Plant and Equipment		\$8,312,961
Other minor assets		\$104,000
TOTAL		\$1,736,900,820

The scope of the Asset Plan is to provide information pertaining to maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council, for a period of at least the next 10 financial years, through good asset management practices, in accordance with Section 92 of the Local Government Act 2020 (Act)

1.3 STRATEGIC & LEGAL CONTEXT

There are new provisions of the Act, which require councils to take an integrated approach to strategic planning and reporting. Central to the Act is the Integrated Strategic Planning and Reporting Framework (ISPRF) which brings together the work of council in an integrated way so that the aspirations of the community can be expressed through all the plans and strategies that council prepares. ISPRF is a collation of the community’s vision and council’s objectives, plans, strategies, rating framework, resources, financial and the performance reporting requirements for reporting on council’s performance.

This Asset Plan, is part of a hierarchy of strategic, tactical and operational documents, which informs and documents our commitment to the community in providing efficient, safe and reliable services for current and future generations.

1.3.1 Asset Management Hierarchy

‘Asset Management is a systematic and integrated process that endeavours to provide cost effective management of asset infrastructure that supports the delivery of Council services to defined service level targets. Timely and targeted investment in asset infrastructure delivers financial and socially sustainable outcomes, which strives to meet current and future needs of the community’³

The hierarchy of asset management documentation collectively establishes the organisation’s asset management commitment, principles, objectives and processes, demonstrates accountability to the community and help guide decision making, as indicated in Figure 3.

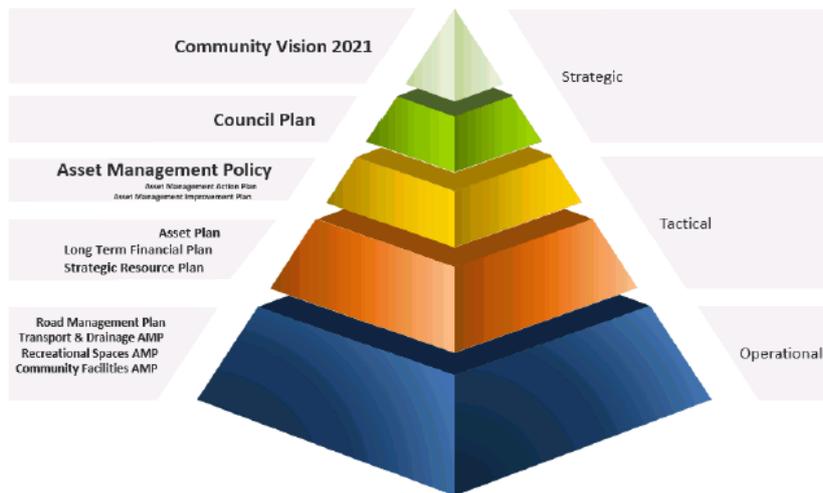


Figure 3 – Asset Management Hierarchy

³ City of Kingston - Asset Management Policy, 2021, p.2.

At each level of the hierarchy, the documentation addresses:

- the overarching vision and goals at a Strategic Level,
- the decision making at a Tactical Level and
- at the Operational Level, it defines the process and methods by which these goals and decision making are achieved.

1.3.2 Strategic level documents that define our goals and vision

Community Vision 2021

The Community Vision sets out the long-term aspirations of the community. The vision is incredibly important and will help guide decision making by Council and the community by articulating what we want Kingston to be.

Council Plan 2021-25

The Council Plan 2021-25 is a vital roadmap to set our course for the future, demonstrate accountability to the community, direct the organisation and help guide decision-making. It also helps us track our performance and meet the legislative requirements set out in the Local Government Act 2020.

1.3.3 Tactical level documents that define our decision making

Asset Management Policy & Strategy (2017-2021 version being updated)

This policy establishes the guiding principles and strategic direction for continuous improvement of Kingston Council's proficiency and maturity in its stewardship of built assets that Council manages on behalf of the community.

These principles and objectives are further articulated in the Community Vision 2021 and Council Plan 2021-25 where the need to align service outcomes with asset planning is reinforced.

- This strategic policy is underpinned by an **Asset Management Action Plan** that identifies the priorities and responsibilities for achieving continuous improvement toward best practice. The Asset Management Action Plan progress is overseen by the *Services and Asset Management Steering group (SAMS)*.
- **The Asset Management Improvement Plan** seeks to map a way forward to bring Asset Management at Kingston to a desired state. The Asset Management Improvement Plan progress is monitored by the *Asset Management Advisory Group (AMA)* and reported as required to the *Audit and Risk Committee*.

Asset Plan 2021/22 to 2030/31 (This document)

Council's goal in managing infrastructure assets is to meet the required level of service in the most cost-effective manner. This Asset Plan incorporates the asset management policy and strategy by incorporating a whole of lifecycle approach to forecast the outlays required to deliver the strategic objectives outlined in the Council Plan 2021-25.

Future operating, maintenance, and capital renewal outlays are based on sustaining current service levels. Meeting the demands of growth and changing circumstances are managed through the careful consideration of new projects and programs including the adoption of emerging technologies.

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The combined lifecycle costs are balanced with the funds made available in the 10-year Financial Plan ensuring services are provided at an affordable level.

Long Term Financial Plan 2021/22 to 2030/31

The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision.

Strategic Resource Plan 2020-2024

This Strategic Resource Plan is updated annually with the development of the Annual Budget and meets the legislative requirements specified in the Local Government Act 2020 and Local Government (Planning and Reporting) Regulations 2020.

The high-level plan demonstrates how Council will employ its financial and non-financial resources to achieve the Council Plan goals, key directions and objectives. It is a rolling four-year financial plan that ensures that Kingston remains sustainable in the medium to long term.

1.3.4 [Operation level documents that define our processes](#)

The Road Management Plan and Asset Management Plans have been developed for each Asset Class to document the processes by which these goals and decision making are achieved.

2.0 Organisational Context

Infrastructure assets provide a wide range of services to meet community needs. The Community Vision sets out the long-term aspirations of the community. The vision is incredibly important and will help guide decision making by Council and the community by articulating what we want Kingston to be. Following deliberative engagement, the following community vision and strategic objectives were defined for the next 4 years.

2.1 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.

2.2 COUNCIL'S VISION

We are an inclusive, resilient community with a thriving economy, where we all share a safe, sustainable environment.⁴

2.3 COUNCIL'S PURPOSE

Working with our community, we will protect and enhance wellbeing for current and future generations.⁵

2.4 COUNCIL'S STRATEGIC DIRECTIONS AND OBJECTIVES⁶

- Liveable: Our city will be a vibrant, enjoyable, and easy place to live.
- Sustainable: We prioritise our environment and reduce our impact on the earth.
- Prosperous: We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.
- Healthy and Inclusive: We are progressive, inclusive and prioritise the wellbeing of all members of our community.
- Safe: Our community will feel safe, and be safe, in all aspects of their lives.
- Well-governed: Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

⁴ Council Plan 2021-25, p.4

⁵ Council Plan 2021-25, p.4

⁶ Council Plan 2021-25, p.17-24

3.0 The Assets and Services we provide

3.1 ASSETS

Kingston manage diverse portfolio of assets, as illustrated in Figure 4. The complexity in managing assets include responsibility for strategic assessment of each asset type, consideration for its location (i.e. adjacent to a road or in a reserve), maintenance responsibilities, inspection regimes, planning for the longevity of each asset, considering financial limitations and organisation priorities and vision.

Over the next ten years we have budgeted a total of **\$591M**⁷ for renewing, improving and growing our assets.

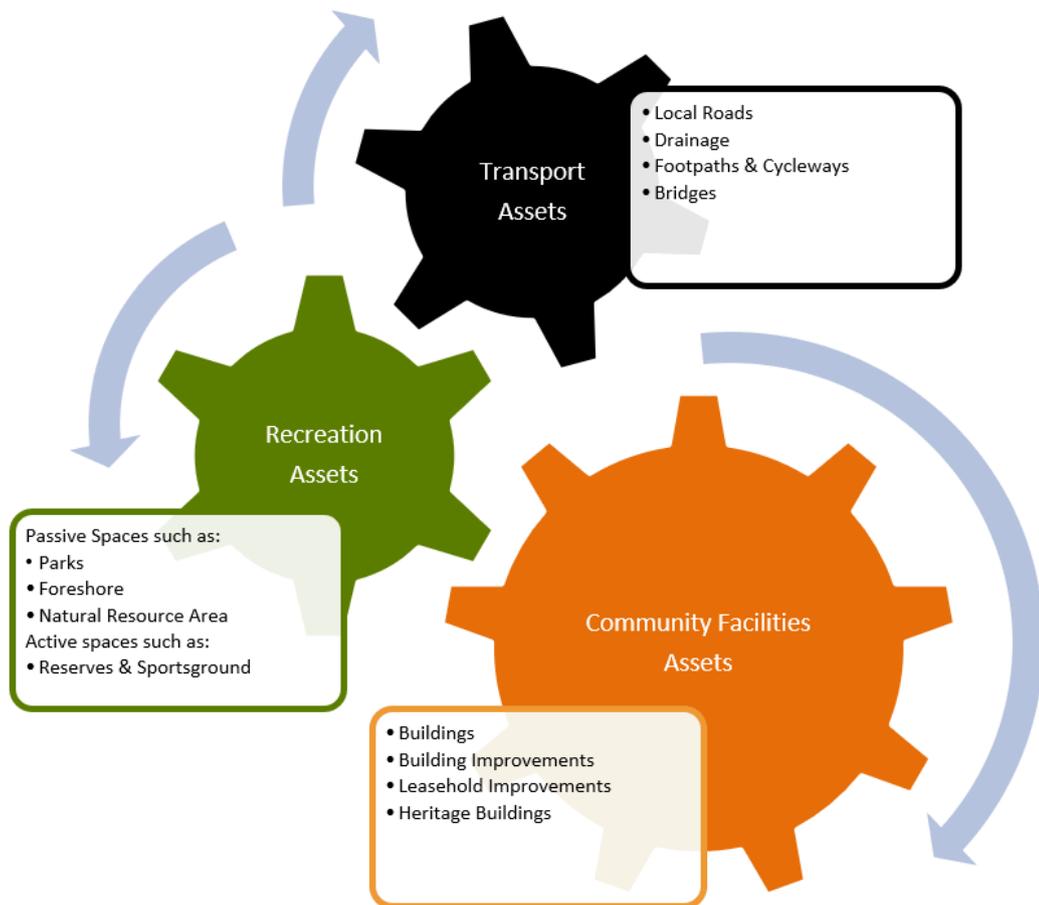


Figure 4 – Asset Types

⁷ Long Term Financial Plan 2021-31, p. 16
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3.2 SERVICES

The delivery of services is the primary reason for effective management of assets. A catalogue of the services provided by council is illustrated in Figure 5.



Figure 5 – Service Delivery⁸

This Asset Plan is linked with budgets and forecasts as outlined in Council's Long Term Financial Plan⁹. Ongoing affordability and financial stability are our key objectives in managing assets to deliver services.

Ensuring that assets are appropriate to manage services also considers the population and drivers for demand.

⁸ Climate and Ecological Emergency Plan 2021, p.22

⁹ Long Term Financial Plan 2021-31

4.0 Asset Planning

Asset Management seeks to ensure that Council manage our assets in the most cost-effective way to meet the required level of service. A formalised approach provides transparency to the community that we have considered the optimal solution in the management of various assets.

The asset lifecycle consists of 4 key phases: Acquisition, Operation & Maintenance, Renewal and Disposal, as indicated in Figure 6.



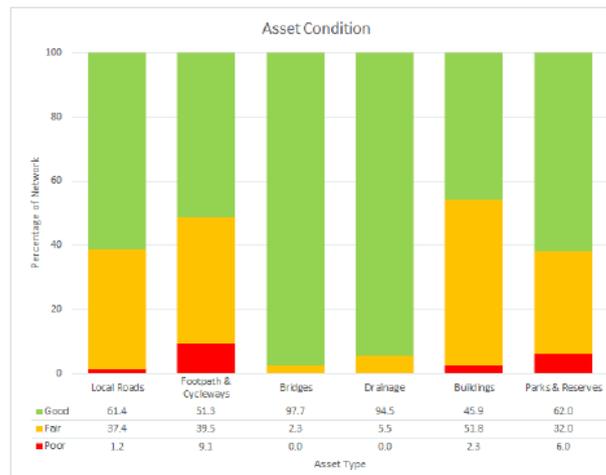
Figure 6 – Asset Lifecycle

It is important to understand that decision making does not consider the asset in isolation, but within the context of the current and future service demand, total lifecycle cost and Council's ability to maintain the asset for the life of the asset to its optimal condition.

To that end, Council has developed a 10-year financial plan modelled on the available asset data, considering current asset performance and condition, risk-based inspection programs, regular maintenance regimes, operation and capital investment required to meet our service delivery targets.

4.1 ASSET PERFORMANCE

The infrastructure assets supporting these services are overall in Fair to Good condition, as indicated in Figure 7.



Note: Condition of Drainage assets is based on age and condition of Parks & Reserve assets is based on indicative condition

Figure 7 – State of the Assets

At the time of writing this report, approximately 3% of the infrastructure assets are below desired performance levels. Based on 30 June 2021 Written Down Value¹⁰, the estimated replacement cost of these assets is \$56.2M or by asset class:

- \$39.3M of Recreational Assets (such as parks & reserves)
- \$6.9M of Community Facilities Assets, specifically buildings
- \$5.9M of Transport Assets, specifically local roads
- \$4M of Transport Assets, specifically footpaths

The main service challenges anticipated in the short to medium term are:

- The risk to recreation assets, (such as parks, reserves, park furniture etc) being utilised beyond their useful life. Whilst council conduct routine inspections of parks assets and regular scheduled maintenance activities, condition assessment of these assets is urgently required to consider lifecycle costing and appropriate intervention for renewal and rehabilitation. To meet this requirement, a condition assessment program is currently underway to improve our asset maturity.
- The preservation of footpath & cycleway assets from tree root damage needs to consider a balanced approach given our warming climate and the need to cool our urban environment.
- The complexity of assessing underground drainage assets means that any condition assessment requires costly closed-circuit television. As a result, current asset knowledge is age based and does not consider locational impacts to asset condition such as tree root damage. The municipality's proximity to Port Philip Bay means that ground water and tidal downstream river systems are always partially full. To improve our knowledge, a program of pipe inspections is currently underway to bridge our gap in our knowledge of this asset class.

¹⁰ Long Term Financial Plan 2021-31, p. 12
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The primary focus is to ensure the ongoing provision of safe and fit for purpose infrastructure, access to essential services, timely response to defects and failures ensuring interruptions to services is kept to a minimum.

4.2 FUTURE DEMAND

The main demands for new and/or altered services are created by:

- Increase in population
- Ecosystem degradation
- Ageing infrastructure
- Climate change

With Melbourne facing a growing population estimated to increase to 7.7 million people by 2051, all local councils are faced with the challenge of how to accommodate more people. For Kingston, this means planning for an additional 22,641 people by 2031.

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

There are development pressures for tourism, recreation, residential and commercial uses both on and adjacent to the foreshore. The impacts of climate change are likely to reshape the Bay as we know it. Increased wave action, storm surges and sea level rise will alter sand movements and increase erosion rates.

Combine with population pressures, catchment [ecosystem] degradation and ageing infrastructure the impacts on our coastline will escalate in coming years.¹¹

Warmer and drier conditions causing reduced stream flows, more severe droughts and extreme weather events may lead to ecosystem degradation. Loss of biodiversity will place greater stress on the personal and economic wellbeing of communities.¹²

These will be managed through a combination of applying non-asset solutions, managing existing assets and acquiring new ones. Demand management strategies include:

- **Integrated Water Cycle Strategy Action Plan**: which is actively planning on tangible outcomes addressing the impacts of stormwater quality owing to population growth in addition to supporting **Kingston's Climate and Ecological Emergency Response Plan 2021**.
- **Urban Cooling Strategy 2020**, which presents a vision for creating a "Cool Kingston" through the development of strategies and actions to address the impact of heat islands that are caused by temperature extremes.

¹¹ Climate Change Strategy 2018-25, p.5

¹² The State of Victoria Department of Environment, Land, Water & Planning (DELWP) 2015, *Climate Ready Victoria: Greater Melbourne*, DELWP, viewed 20 April 2022, <https://climatechange.vic.gov.au/__data/assets/pdf_file/0019/60742/Greater-Melbourne.pdf>

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- Council is updating the **Open Space Strategy** to evaluate the current public open space network, and identify gaps, issues and opportunities. The strategy will set the vision for the next 5-10 years, improve Council's future decision making related to the development and management of open spaces and strengthen Council's strategic planning and decision making. An action plan will be developed based on projected population growth, demographic changes, community access to the Green Wedge, LXRPs improvements, COVID and changing behaviours and expectation with the way the public engage with open space.
 - Council is reviewing provision of playgrounds across the City through the development of a **Playground Strategy** which will assess existing provision of playground assets and accessibility from residential properties. Current practice related to playground distribution is guided primarily by 'walkable catchments to playgrounds' and it is expected that a 20-minute neighbourhood approach will be incorporated as part of Council's playground asset renewal priorities.
 - **Sport & Recreation Strategy 2018**, which aims to provide strategic direction for the ongoing provision of sport and recreational facilities.
 - Council is undertaking an **Active Recreation Opportunities Study**, which will provide guidance to Council about equitable provision of active recreation infrastructure across our City, primarily in open space reserves. It will take a place-based approach and will align with health and well-being indicators, demographics, equitable access principles and community values for geographic locations.
 - **Coastal and Marine Management Plan 2021**, which was developed to achieve a balance between the management of social, cultural, environmental and economic values of our coastline and bay through appropriate and effective management of our marine and coastal area to address the increasing pressures from development, population growth, climate and aging and inadequate infrastructure.
 - Development of **Kingston Community Services and Facilities Review**: which considers the availability and accessibility to services, such as kindergartens, maternal and child health centres, libraries etc., per head of local municipal population.
 - **Public Toilet Strategy 2016**, which sets out a 10-year action plan to establish priorities for the replacement, refurbishment, removal of existing toilets and provision for appropriately located new facilities.

Maximising service delivery from our assets is our primary focus. Without timely maintenance and capital investment being undertaken when needed, a decline in service, increase in lifecycle costs and risk is likely to occur.

4.3 FINANCIAL SUMMARY

The available funding in Council's Long-Term Financial Plan (LTFP) for the next 10-years is \$974M (which includes capital investment and approximated maintenance/operational investment) or \$97M on average per year. Table 2 and 3 provides a detail view of the 10-year planned capital investment profile and indicative maintenance cost, respectively.

Table 2 – Capital investment

	Property	Plant & Equipment	Infrastructure							TOTAL By Year	
			Transport Assets				Community Facilities Assets	Recreation Assets	Other		
			Roads	Bridges	Footpaths & Cycleways	Drainage	Off-street car parks	Buildings	Parks & Reserves		Other
2021/22 - Actual										\$72,790,557	
New	\$5,932,631	\$378,799	\$1,144,170	\$900,000	\$870,000	\$0	\$200,000	\$835,000	\$3,759,657	\$899,172	
Expansion	\$1,358,485	\$198,200	\$224,600	\$0	\$50,000	\$60,000	\$29,000	\$1,188,237	\$30,774	\$0	
Renewal	\$15,825,373	\$2,806,242	\$5,223,380	\$0	\$1,335,554	\$2,692,926	\$403,431	\$2,540,683	\$2,585,432	\$297,862	
Upgrade	\$7,700,860	\$745,200	\$727,787	\$0	\$899,646	\$3,444,229	\$180,229	\$2,178,984	\$1,954,761	\$542,458	
Other	\$272,000	\$155,600	\$0	\$0	\$0	\$0	\$900,000	\$516,800	\$416,903	\$591,540	
2022/23										\$78,516,436	
New	\$1,595,000	\$360,000	\$815,000	\$1,450,000	\$1,170,000	\$0	\$750,000	\$130,000	\$375,000	\$1,445,000	
Expansion	\$6,502,700	\$944,000	\$205,000	\$0	\$0,000	\$200,000	\$274,000	\$424,000	\$29,400	\$0	
Renewal	\$24,920,710	\$2,957,055	\$5,045,087	\$0	\$1,453,399	\$2,574,495	\$249,500	\$1,777,800	\$3,401,100	\$635,000	
Upgrade	\$8,705,990	\$494,000	\$1,642,500	\$0	\$137,500	\$2,205,000	\$101,500	\$1,872,600	\$1,665,500	\$240,000	
Other	\$0	\$68,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,100,000	\$150,000	
2023/24										\$65,407,981	
New	\$1,239,508	\$220,000	\$415,000	\$750,000	\$190,000	\$0	\$0	\$100,000	\$925,000	\$2,125,000	
Expansion	\$5,455,017	\$104,000	\$205,000	\$0	\$0,000	\$240,000	\$285,000	\$2,275,000	\$0	\$0	
Renewal	\$13,305,842	\$1,389,910	\$5,075,087	\$0	\$1,498,399	\$2,899,495	\$283,000	\$2,618,500	\$3,325,000	\$135,000	
Upgrade	\$7,595,717	\$124,000	\$192,500	\$0	\$137,500	\$2,445,000	\$0	\$2,084,500	\$2,970,000	\$240,000	
Other	\$0	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,100,000	\$150,000	
2024/25										\$62,767,981	
New	\$869,592	\$220,000	\$415,000	\$750,000	\$1,190,000	\$0	\$0	\$100,000	\$275,000	\$625,000	
Expansion	\$1,540,183	\$104,000	\$205,000	\$0	\$0,000	\$50,000	\$0	\$0	\$0	\$0	
Renewal	\$15,824,258	\$1,845,084	\$5,445,087	\$0	\$1,003,399	\$3,284,495	\$0	\$1,997,500	\$3,854,600	\$0	
Upgrade	\$12,572,883	\$184,000	\$192,500	\$0	\$137,500	\$2,445,000	\$0	\$1,912,500	\$4,092,400	\$225,000	
Other	\$0	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$150,000	
2025/26										\$55,984,981	
New	\$300,000	\$220,000	\$415,000	\$0	\$190,000	\$0	\$0	\$100,000	\$200,000	\$625,000	
Expansion	\$578,500	\$104,000	\$205,000	\$0	\$0,000	\$50,000	\$0	\$0	\$0	\$0	
Renewal	\$16,551,300	\$1,637,019	\$5,795,087	\$0	\$1,078,399	\$3,609,495	\$0	\$1,257,500	\$3,287,894	\$0	
Upgrade	\$10,951,200	\$124,000	\$192,500	\$0	\$137,500	\$2,445,000	\$0	\$1,172,500	\$3,275,087	\$225,000	
Other	\$0	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	\$3,100,000	\$150,000	
2026/27										\$64,817,981	
New	\$8,300,000	\$160,000	\$415,000	\$0	\$190,000	\$0	\$0	\$100,000	\$1,200,000	\$425,000	
Expansion	\$2,843,462	\$114,000	\$205,000	\$0	\$50,000	\$50,000	\$0	\$15,000	\$0	\$0	
Renewal	\$17,916,224	\$2,501,279	\$6,922,500	\$0	\$1,087,500	\$5,855,000	\$0	\$527,500	\$2,249,956	\$0	
Upgrade	\$7,721,162	\$334,000	\$192,500	\$0	\$137,500	\$2,445,000	\$0	\$177,500	\$2,049,898	\$225,000	
Other	\$0	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	
2027/28										\$51,067,981	
New	\$1,700,000	\$20,000	\$415,000	\$0	\$190,000	\$0	\$0	\$2,100,000	\$800,000	\$425,000	
Expansion	\$2,076,638	\$104,000	\$205,000	\$0	\$50,000	\$50,000	\$0	\$515,000	\$0	\$0	
Renewal	\$14,343,219	\$1,666,025	\$7,272,500	\$0	\$1,112,500	\$4,080,000	\$0	\$917,500	\$2,682,500	\$0	
Upgrade	\$4,046,699	\$124,000	\$192,500	\$0	\$137,500	\$2,445,000	\$0	\$177,500	\$1,707,500	\$225,000	
Other	\$0	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	
2028/29										\$57,067,980	
New	\$125,000	\$20,000	\$415,000	\$0	\$190,000	\$0	\$0	\$8,100,000	\$125,000	\$425,000	
Expansion	\$1,116,800	\$104,000	\$205,000	\$0	\$50,000	\$50,000	\$0	\$530,000	\$0	\$0	
Renewal	\$18,437,672	\$1,711,265	\$7,272,500	\$0	\$1,112,500	\$4,180,000	\$0	\$880,000	\$2,040,000	\$0	
Upgrade	\$4,707,643	\$124,000	\$192,500	\$0	\$137,500	\$2,445,000	\$0	\$155,000	\$1,785,000	\$225,000	
Other	\$0	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	
2029/30										\$42,067,980	
New	\$225,000	\$20,000	\$415,000	\$0	\$190,000	\$0	\$0	\$5,100,000	\$125,000	\$425,000	
Expansion	\$66,000	\$104,000	\$205,000	\$0	\$50,000	\$50,000	\$0	\$80,000	\$0	\$0	
Renewal	\$9,636,476	\$1,737,010	\$7,622,500	\$0	\$1,137,500	\$4,405,000	\$0	\$430,000	\$2,040,000	\$0	
Upgrade	\$2,732,494	\$124,000	\$192,500	\$0	\$137,500	\$2,445,000	\$0	\$155,000	\$1,785,000	\$225,000	
Other	\$0	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	
2030/31										\$40,567,981	
New	\$625,000	\$160,000	\$415,000	\$0	\$190,000	\$0	\$0	\$100,000	\$125,000	\$425,000	
Expansion	\$06,000	\$114,000	\$205,000	\$0	\$0,000	\$50,000	\$0	\$80,000	\$0	\$0	
Renewal	\$10,665,468	\$2,603,271	\$7,972,500	\$0	\$1,162,500	\$4,630,000	\$0	\$430,000	\$2,040,000	\$0	
Upgrade	\$2,777,242	\$334,000	\$192,500	\$0	\$137,500	\$2,445,000	\$0	\$155,000	\$1,785,000	\$225,000	
Other	\$0	\$58,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150,000	
TOTAL										\$91,057,839.00	
By Asset Class	\$270,723,947.65	\$28,045,965.00	\$77,505,285.45	\$3,850,000.00	\$19,022,796.30	\$64,270,135.50	\$3,657,660.25	\$46,807,654.00	\$63,723,362.35	\$13,451,032.50	\$91,057,839.00

Table 3 – Indicative Maintenance Cost

	Transport Assets (Roads, Drainage, Signs,	Community Facilities Assets (Buildings)	Recreation Assets (Parks, Reserves,	TOTAL By Year
2021/22				\$33,488,431
Operation	\$3,864,855	\$4,942,234	\$3,024,242	
Maintenance	\$1,663,357	\$7,110,334	\$12,883,409	
Sub-Total				
2022/23				\$34,493,084
Operation	\$3,980,801	\$5,090,501	\$3,114,969	
Maintenance	\$1,713,258	\$7,323,644	\$13,269,911	
Sub-Total				
2023/24				\$35,527,876
Operation	\$4,100,225	\$5,243,216	\$3,208,418	
Maintenance	\$1,764,656	\$7,543,353	\$13,668,008	
Sub-Total				
2024/25				\$36,593,712
Operation	\$4,223,231	\$5,400,512	\$3,304,671	
Maintenance	\$1,817,596	\$7,769,654	\$14,078,048	
Sub-Total				
2025/26				\$37,691,524
Operation	\$4,349,928	\$5,562,528	\$3,403,811	
Maintenance	\$1,872,123	\$8,002,743	\$14,500,390	
Sub-Total				
2026/27				\$38,822,270
Operation	\$4,480,426	\$5,729,404	\$3,505,925	
Maintenance	\$1,928,287	\$8,242,826	\$14,935,402	
Sub-Total				
2027/28				\$39,986,938
Operation	\$4,614,839	\$5,901,286	\$3,611,103	
Maintenance	\$1,986,136	\$8,490,110	\$15,383,464	
Sub-Total				
2028/29				\$41,186,546
Operation	\$4,753,284	\$6,078,324	\$3,719,436	
Maintenance	\$2,045,720	\$8,744,814	\$15,844,967	
Sub-Total				
2029/30				\$42,422,142
Operation	\$4,895,883	\$6,260,674	\$3,831,019	
Maintenance	\$2,107,091	\$9,007,158	\$16,320,317	
Sub-Total				
2030/31				\$43,694,806
Operation	\$5,042,759	\$6,448,494	\$3,945,950	
Maintenance	\$2,170,304	\$9,277,373	\$16,809,926	
Sub-Total				
TOTAL				\$383,907,328

5.0 Consultation

5.1 YOUR KINGTON YOUR FUTURE¹³

It has now been widely acknowledged through Engage Victoria and Local Government Victoria (LGV) that whilst deliberative engagement is not mandatory for the first Asset Plan, it must accord with council's community engagement policy.

The community engagement undertaken on the Asset Plan, accords with Council's Community Engagement Policy 2021 and hence meets our obligations under the Act.

In early 2021, Council embarked on an ambitious engagement program, Your Kingston Your Future, to partner with the community to develop its new Community Vision. The representative community panel also developed a series of recommendations for the Asset Plan.

The key recommendations that resulted from the Your Kingston Your Future community panel were:

- Effective Asset Planning
- Accessibility of council assets for all
- Sustainability and environmental impact of all assets

5.1.1 Effective Asset Planning

Council has invested in a Corporate Asset Management Information System that is progressively being updated to document its assets. The Asset Plan articulates several improvement items to progress our asset maturity. A number of projects are also currently in progress to support our asset maturity, namely:

- Collation of asset data for Community Facilities into a central corporate asset registry
- Development of Open Space asset data
- Improvements to mobile work order management
- Develop the data necessary for renewal modelling capability

5.1.2 Accessibility of council assets for all

Whilst the Asset Plan is at the core of responding to how council manage our asset in consideration of its fitness for purpose, within our financial limitations, other physical, financial and locational accessibility needs are continually being addressed through the development of plans and strategies as detailed in section 4.2, such as:

- Kingston Community Services and Facilities Review
- Open Space Strategy

¹³ Council Plan 2021-25, p.9

-
- Playground Strategy

5.1.3 Sustainability and Environmental impacts of all assets

Recent strategic plans such as the Climate and Ecological Emergency Response Plan, 2021 and Urban Cooling Strategy casts an environmental and sustainable lens over decision making. To support this work, baseline asset data is required so that life-cycle costs may consider the impacts of alternative considerations in purchasing sustainable products and promoting environmentally appropriate construction methods and solutions.

Council committed to incorporating the panel's recommendations for the strategic plans to the maximum extent possible.

To find out more information on the process please visit kingston.vic.gov.au/vision

6.0 Improvement Plan

In March 2019 an Asset Management Internal Audit Report was completed, making several recommendations for improvement. Table 4 lists the 69 improvement items and status

Table 4 – Asset Management Improvement Action Plan

Improvement Action	Improvement Items
Development of an AM Improvement Action Plan	Completed
Develop and finalise an AM Strategy and associated external communications	In Progress
Update AM Policy to include identified gaps	In Progress
Complete high level information on asset LOS and financial forecasts for community panel	In Progress
Map services to assets/asset managers and align to service managers in IPS and TechOne	In Progress
Develop framework for Service Planning and Service Summary templates	In Progress
Develop Service Plans for services supported by Assets	In Progress
Document a standard template for Asset Management Plans	In Progress
Review and update AMP - Transport Infrastructure	In Progress
Review and update AMP - Stormwater	In Progress
Review and update AMP - Community Facilities	In Progress
Develop AMP - Recreational and Active spaces	In Progress
Review and improve renewal modelling tools (Not critical but must be done soon)	Not Commenced
Update draft AMP with new renewal modelling outputs - Transport Infrastructure	Not Commenced
Update draft AMP with new renewal modelling outputs - Stormwater	Not Commenced
Update draft AMP with new renewal modelling outputs - Community Facilities	Not Commenced
Update draft AMP with new renewal modelling outputs - Recreational and Active spaces	Not Commenced
Develop infographics templates for Summary AMP's and Summary Asset Plan	In Progress
Populate infographics templates with AMP outcomes	Not Commenced
Submission of Asset Plan for Council endorsement	In Progress
Implement a Parks assets data capture program	In Progress
Parks Assets - Establish condition assessment regime	In Progress
Establish playground equipment register in IPS (have location and status. This for equipment)	In Progress
Data capture and establishment of sportsfields asset register in IPS	In Progress
Data capture and establishment of foreshore assets register in IPS	In Progress
Establish detailed Parks asset register in IPS	In Progress
Configure IPS to load BBQ's data from GIS	In Progress
Establish interoperability between TechOne purchasing and IPS	Not Commenced
Implement mobility solution for Parks assets reactive/proactive mtce and link to IPS/costs	Not Commenced
Implement mobility solution for roads assets mtce/inspections and link to IPS/costs	Not Commenced
Migrate inspection history from Reflect to IPS	In Progress
Data capture of paths within reserves via field Intramaps and configuration in IPS	In Progress
Migrate bridges asset and condition data to IPS	In Progress
Record maintenance works/costs against bridges in IPS	In Progress
Migrate Community buildings asset high level inventory data from CAMS to IPS	In Progress
Migrate Contractors' data on fire services and HVAC to IPS	In Progress
Implement IPS Asset valuation and link to TechOne	In Progress
Improve reporting on outstanding works requests in Pathway (page 25 of audit report)	Not Commenced
Improve monitoring of programmed works by roads maintenance contractors (page 25)	In Progress
Establish data governance procedures	In Progress
Document procedures relating to asset lifecycle functions and processes	In Progress
Document Asset Handover Process from Capital/Construction (Park Masterplans, etc.)	In Progress
Document Asset Disposal process for all categories (Have a disposal Policy. May not be appropriate)	In Progress
Establish roles and responsibilities matrix for Asset & Service Management	In Progress
Develop AM Skills matrix and complete Skill Gap analysis	In Progress
Establish AM training initiatives based on Skill Gap analysis	In Progress
Establish a monitoring and reporting framework for AM Improvements	Completed
Develop and implement an Annual State of the Assets Report for Council	In Progress
Implement mobility solution for stormwater asset mtce/inspections and link to IPS/costs (Currently addressed based. Can now access GIS in the field)	In Progress
Implement mobility solution for building assets mtce/inspections and link to IPS/costs	Not Commenced
Data capture of street signage/furniture/lighting	Not Commenced
Establish asset register in IPS for street signage/furniture/lighting	Not Commenced
Migration of road re-surfacing history to IPS	In Progress
Document process for management and update of Public Road Register	In Progress
Establish Power BI reports for buildings mtce/activity costing and decommission CB1	Not Commenced
Update drainage data in IPS with as built data (ongoing)	In Progress
Configure picklists for trees for consistency in contractor data capture	In Progress
Configure IPS for public litter bins and migrate data from GIS	In Progress
Field verification of sports/parks lighting and accurate mapping and configuration in IPS	Not Commenced
Document requirements and establish dashboard reports in IPS for various user groups	In Progress
Document current configuration of IPS	In Progress
Configure all Asset Master List (AML) data, valuations and historic information in IPS	Not Commenced
Review/rationalise water tanks list and configure in IPS	Not Commenced
Establish contractors' ESM and HVAC inspections data in IPS	Not Commenced
Establish improved workflow procedure for leases and licences	In Progress
Set up IPS to cater for Unit Replacement Rate valuations	In Progress
Review approach for recording documentation on Trim	In Progress
Review feasibility of recording/sharing video capture information from JJ Richards, ARRB.	Not Commenced
Review IPS for digital twin and IoT device compatibility	Not Commenced



City of
KINGSTON

1230 Nepean Highway,
Cheltenham, VIC 3192
PO Box 1000, Mentone, VIC 3194

1300 653 356

131 450

info@kingston.vic.gov.au

kingston.vic.gov.au

Asset Plan Consultation Report

June 2022

community inspired leadership



1.0 Introduction

To meet the requirements of section 92 of the Local Government Act 2020 (Act), Council must develop and adopt an Asset Plan in accordance with its deliberative engagement practices by 30 June 2022.

This work began in 2021, when Council undertook a six-month deliberative engagement process, which saw us partner with the community to develop our new Community Vision and put together key strategic documents. The 'Your Kingston Your Future' consultation work was led by an independently selected community panel who provided us with recommendations and feedback on the 2021-25 Council Plan, Long Term Financial Plan, Health and Wellbeing Plan and the Asset Plan. Three of these plans were consulted on with the wider community and adopted in 2021.

Using feedback and recommendations provided to Council through the Your Kingston Your Future deliberative engagement process, a draft Asset Plan was developed in consultation with several internal stakeholders. As this will be the first Asset Plan for us and for most Australian councils, we are working towards continually improving our processes and asset knowledge. To that end, we have developed a plan for continuous improvement, by listening to our community. Table 1 provides a roadmap for the next 4-years.

Table 1 – Staged Improvement Road Map for Asset Plan

Asset Plan - Staged Improvement Road Map	2021				2022				2023				2024				2025				2026			
	Q1	Q2	Q3	Q4																				
Stage 1 Consultation: Understanding the Community Vision																								
Independent Research survey to find out what the community values most in their neighbourhoods																								
Your Kingston Your Future targeted engagement with community and workshops with community panel																								
Development of Council Plan 2021-25																								
Development of Long Term Financial Plan																								
Development of Health and Wellbeing Plan																								
Stage 2 Consultation: Developing an understanding of the community's priorities for assets																								
Draft Council's first Asset Plan																								
Consulting with Internal stakeholders																								
Asset Plan Guidance provided by Local Government Victoria																								
Community consultation on the draft Asset Plan through Your Kingston Your Say webpage, survey, emails to community groups, newsletters, Facebook & Instagram posts																								
Proposed - Adopt first Asset Plan by 1 July 2022 to accord with LG Act																								
Stage 3 Consultation: Build on what the community has told us by working towards detailed project listing for renewals, upgrades and new projects across all asset classes																								
Work on improving our asset knowledge for drainage and open space assets																								
Consolidate information on council buildings and structures into a central asset repository																								
Undertake research survey of local community and businesses to understand importance and demand for various assets																								
Using these community priorities coupled with improved asset knowledge, deliberately engage with the community to understand if the level of service for each asset is appropriate																								
Draft Council's second Asset Plan																								
Adopt second Asset Plan by 1 July 2026 to accord with LG Act																								

2.0 Promoting the draft Asset Plan

Whilst the consultation undertaken with the Community Panel accords with Council's Community Engagement Policy 2021 and meets our obligations under the Act, we wanted to provide the wider community with a fair opportunity, to review and provide feedback on the draft ten-year Asset Plan.

With the support of the Communications Team, a Communications and Engagement Plan was created, to outline the consultation's aims and the communications channels we could utilise to effectively promote this plan to target audiences who may be interested in providing feedback.

In May 2022, we put the draft Asset Plan out for wider community consultation for four weeks, from 10 May to 6 June 2022.

2.1 COMMUNICATIONS PLAN OBJECTIVES

The main objectives of the community engagement were:

- Provide an awareness and educate the community about the purpose of the Asset Plan and its benefits
- To gauge the level of support that the community has for the Asset Plan and
- To identify areas of focus in the Asset Plan

2.2 FEEDBACK CHANNELS

Promotion for this engagement campaign utilised a mix of in-person and online channels as summarised in the Table 2 below.

Table 2 – Stakeholder Feedback Channels

Method of Communication	Target Audience	Tally of Audience Reach
A dedicated webpage on "Your Kingston Your Say" webpage, including hosted online survey	All audiences were directed here.	<ul style="list-style-type: none"> • 474 visitors in total to the webpage. • 121 visitors (i.e. 25%) downloaded a copy of the Asset Plan. (153 downloads in total (i.e. 32%)) • 23 visitors provided survey feedback.
An email about the consultation opening for feedback.	Respondents to the Your Kingston Your Future consultation.	<ul style="list-style-type: none"> • 395 people were sent an email advising them about the Plan. • 301 people (i.e. 76% of the recipients) opened the email. • 59 people (i.e. 15% of the recipients), clicked on the link for more information.
Presentation of draft Asset Plan at a Service and Asset Management Steering (SAMS) Committee meeting.	Committee Members who are key internal stakeholders	<ul style="list-style-type: none"> • 12 Standing Members • In addition to invited guest presenters

Method of Communication	Target Audience	Tally of Audience Reach
Inclusion in the May edition of "My Community Life" e-newsletter	Largely senior community members and volunteers.	<ul style="list-style-type: none"> 628 recipients 256 recipients (i.e. 41% of the recipients) opened the e-newsletter. 22 recipients (i.e.4% of the recipients) clicked on the link to the Asset Plan webpage
A post on Council's public Facebook and Instagram pages	Broader municipality wide audience	<p>Instagram:</p> <ul style="list-style-type: none"> 450 people reached 7 likes (i.e. 2%) <p>Facebook:</p> <ul style="list-style-type: none"> 269 people reached 6 comments (i.e. 2%) 1 share (i.e. <1%)
A boosted social media 'dark post'	<p>Targeted towards a variety of engaged community groups and members, including:</p> <ul style="list-style-type: none"> local committee members community groups schools/school council members aged care homes RSL club members Sports clubs ROTARY Clubs, and 	<ul style="list-style-type: none"> 14,814 recipients 37,450 impressions 430 recipients (i.e. 3% of the recipients) clicked on the link to the Asset Plan webpage
Two mentions in Kingston News, Council's monthly corporate e-newsletter, the latter with a link when the consultation was open.	<p>Community members who are engaged in:</p> <ul style="list-style-type: none"> Council announcements Events and Consultations. 	<ul style="list-style-type: none"> 2672 recipients in April & May 2022 1142 recipients in May-22 (i.e. 40% of the recipients) opened the e-newsletter 1598 recipients in April-22 (i.e. 60% of the recipients) opened the e-newsletter.
An information bulletin	This was issued to an available database of local small business operators across the entire municipality, provided by the Business Team.	<ul style="list-style-type: none"> Posted out to 314 local business recipients.

3.0 Results

Although this consultation was off to a slow start, with only four responses to the survey in week one, the number of respondents at its conclusion compares well when benchmarked against other councils who have undertaken similar consultation on their Asset Plan (refer Section 4.0 for Benchmarking results).

3.1 CONSULTATION STATISTICS

The consultation statistics are as follows:

- Total number of visits to the YKYS Asset Plan webpage – 474
- Aware visitors – 403 (i.e. 85% of visitors) clicked on the page
- Informed visitors – 195 (i.e. 41% of visitors) visited multiple pages, provided feedback/downloaded docs.
- Number of visitors to download the Asset Plan – 121 (i.e. 26% of visitors)
- Number of visitors to the survey tool – 93 (i.e. 20% of visitors) clicked on or viewed the survey
- Number of visitors to complete the survey – 23 (i.e. 5% of visitors) completed/submitted survey responses

3.2 SURVEY QUESTIONS

The survey questions were as follows:

Q1. Does the asset plan provide the appropriate level of detail about how council manage our infrastructure assets? (YES/NO)

Q1.1 If you answered yes, what do you like about the plan?

Q1.2 [If you answered no] What can we do to improve the plan?

Q2. Has the plan appropriately addressed the comments raised during the deliberative engagement process?

Q2.1 [If you answered yes] How can we do better?

Q2.2 [If you answered no] What part of the plan requires further investigation?

OR I didn't read the comments raised

3.3 SURVEY RESULTS

Question One:	Yes	No
Does the asset plan provide the appropriate level of detail about how council manage our infrastructure assets?	10	12
<p>If yes, what did you like about the plan?</p> <p>Summary comments include:</p> <ul style="list-style-type: none"> • Sustainable infrastructure plans. • Clearly well thought out and well-planned take Kingston into the future. • The plan recognises good asset management practice and asset lifecycle considerations. 		
<p>If no, what can we do to improve the plan?</p> <p>Summary comments include:</p> <ul style="list-style-type: none"> • Spend some money on kids! Parks and playgrounds are hopelessly outdated and poorly maintained. • List exact assets instead of 'motherhood' statements. • Although there are many figures there seems little in the way of actual actions. • It would be useful to include practical examples of what improvements are included. • Although there are many figures there seems little in the way of actual actions. • Plan is lacking references to Green buildings and green infrastructure, re-using and recycling and how council will do things differently, how re-using and recycling means council is avoiding waste and diverting resources from the landfills that is such a problem for our community. • Older building within council need full audits and building assessments, i.e. Allen Mclean Hall, Chelsea Town Hall, Moorabbin seniors, Mordialloc yacht club, Mordialloc Island water supply. • Can you include reference to the public lighting policy as public lighting is not mentioned at all. • The amount of rates to run Kingston for all. • You talk about zero emissions but what are the plans at end of life, eg concrete footpaths are we reusing this as a material that can be crushed and used in road repairs for example. This complete cycle is not clear • More specific - the only useful decision-making info provided is that parks and buildings are most in need followed by roads and pathways/cycle, but future investment is primarily on renewal of roads. There are no specifics of say the top 50 assets in Kingston and the plan for maintenance, regeneration and promotion to the community. • A list of the community buildings that are included in the plan would be good as an appendix. 		

Question Two (opens with a statement):	Yes	No	I can't answer
<p>Feedback through Kingston's deliberative engagement process:</p> <p>In May 2021, Kingston Council engaged an independently selected community panel to discuss a number of our City's Strategic Plans, including Kingston's Ten-Year Asset Plan.</p> <p>The panel provided a number of recommendations around:</p> <ul style="list-style-type: none"> • establishing an effective asset planning process (aiming for multi-use assets that are available to everyone and provide a return on investment) • accessibility (ensuring our building and assets are safe and can be used by all community members of all-abilities), and • sustainability (focusing on achieving our aim towards a zero-emissions future by incorporating the best design elements). <p>Has the plan appropriately addressed the comments raised during the deliberative engagement process?</p>	3	2	17
Question Three:			
<p>What part of the plan requires further investigation?</p> <p>Summary comments include:</p> <ul style="list-style-type: none"> • Request for additional/ improved pathway network through parks in Clayton South and Clarinda, namely Namatjira park and Bald Hill park; • The removal of all landfill sites in Clayton South/Clarinda area; • The structuring of departs to have the money to operate to their full potential and the work they do for the Kingston Community; • Request for new playground in open space reserve off Erinka Cres, Patterson Lakes; • Request for additional public toilets in Patterson Lakes • Request to remove unsafe tree on Old Wells Rd shared user path • Request for public toilet at Gladesville Blvd playground 			

3.4 SURVEY RESULTS SUMMARY

Survey results, along with feedback to direct questions indicates that the community are interested in understanding how council establishes priorities for projects.

More work is required to improve our asset knowledge and investment decisions, specifically for the open space, drainage and facilities assets. Over the next 2 years we will be working towards improving our asset knowledge through several targeted improvement initiatives as detailed in Section 6 of the Asset Plan, in preparation for the next iteration of the Asset Plan in 2026. Once we have consistent information across all asset classes, we will be in a position to deliberately engage with our community to quantify the impacts of our community's priorities and discuss the trade-offs in asset performance.

4.0 Benchmarking

Benchmarking of other, similar, councils in the south-east metropolitan region indicates similar responses to Asset Plan consultation within neighbouring municipalities. The results of the benchmarking are summarised in Table 3 and comparison has been graphed in Figure 1

Table 3 – South-East Metropolitan Council Benchmarking Results

Council	Engagement Type <small>(1) Survey only (2) Panel only (3) Online only (4) Survey & Panel (5) Panel & Online (6) All of the above</small>	Online Consultation Visits to webpage	Online Consultation Asset Plan downloads	Online Consultation Visits to Survey	Online Consultation Responded to survey
Bayside	3	305	185	41	41
Boroondara	4	Did not consult online post development of Asset Plan			
Frankston	5	285	166	254	13
Kingston	5	474	121	93	23
Manningham	5	6	3	2	2
Maroondah	5	93	29	Submissions only	0 submissions
Monash	6	192	Information not available	Information not available	0
Stonnington	3	222	207	151	10
Whitehorse	5	52	Information not available	Submissions only	1 submission

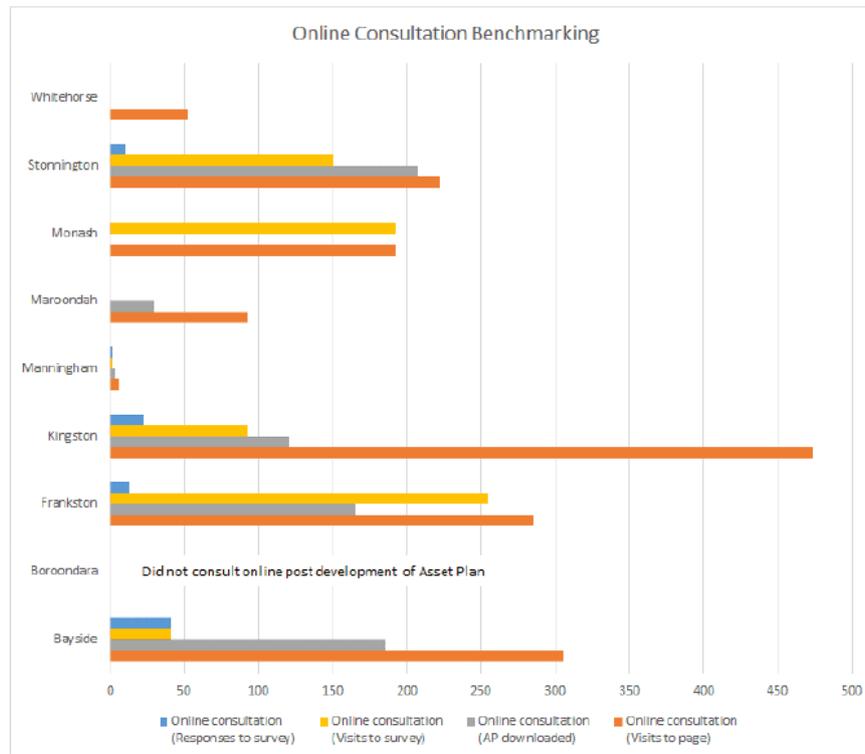


Figure 1 – Benchmarking comparison

5.0 Summary

The Asset Plan is a strategic, public facing document, developed to inform the community on how Council-controlled assets will be managed to achieve the Council Plan, Community Vision and provide an asset commentary to the Long-Term Financial Plan.

Council manage a portfolio of assets that have a combined value and replacement cost of \$1.7b. Council expends, on average \$97M per year on capital, maintenance and operational investment to manage these assets.

It is important to understand that decision making does not consider the asset in isolation, but within the context of the current and future service demand, total lifecycle cost and Council's ability to maintain the asset for the life of the asset to its optimal condition.

To that end, Council has developed a 10-year financial plan modelled on the available asset data, considering current asset performance and condition, risk-based inspection programs, regular maintenance regimes, operation and capital investment required to meet our service delivery targets.

In early 2021, Council embarked on a deliberative engagement program, Your Kingston Your Future, to partner with the community to develop its new Community Vision. The representative community panel also developed a series of recommendations for the Asset Plan, namely:

- Effective Asset Planning
- Accessibility of Council assets for all
- Sustainability and environmental impact of all assets

The Asset Plan was drafted following the consultation to ensure that it responded to these key themes.

Community consultation on the draft Asset Plan was undertaken for a four-week period from 10 May 2022 to 6 June 2022. The number of responses to the Asset Plan were limited.

To understand if council should take further steps to reach a greater percentage of the population, a benchmarking exercise was undertaken to gauge the level of response across similar council's in the south-east metropolitan region. From the benchmarking exercise, it was noted that where council's undertook consultation prior to the development of the Asset Plan through a consultation panel, as part of deliberative engagement or by means of survey to determine strategic themes, the online consultation responses were comparable to Kingston.

More work is required to improve our asset knowledge and investment decisions, specifically for the open space, drainage and facilities assets. Over the next 2 years we will be working towards improving our asset knowledge through several targeted improvement initiatives as detailed in Section 6 of the Asset Plan. Once we have consistent information across all asset classes, we will be in a position to deliberatively engage with our community to quantify the impacts of our community's priorities and update the Asset Plan ahead of the next four-yearly review.



City of
KINGSTON

 1230 Nepean Highway,
Cheltenham, VIC 3192
PO Box 1000, Mentone, VIC 3194

 1300 653 356

 131 450

 info@kingston.vic.gov.au

 kingston.vic.gov.au

27 June 2022

Agenda Item No: 10.3

DINGLEY RESERVE PAVILION - AWARD OF CONTRACT FOR CONSTRUCTION

**Contact Officer: Scott Francis, Acting Team Leader Capital Projects
Chao Ren, Manager Project Management Office**

Purpose of Report

The purpose of this report is to seek Council approval to award Contract CON- 22/033 Dingley Reserve Pavilion Redevelopment project to the recommended tenderer from the tender submissions received.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Receive the information and note the outcome of the tender assessment process for Contract CON-22/033 – Dingley Reserve Pavilion project, as set out in confidential Appendix 1 attached to this report;
2. Award Contract CON-22/033 – Dingley Reserve Pavilion project for the final adjusted fixed lump sum price of \$6,076,830 (exclusive of GST) to Allmore Constructions Pty Ltd, which includes all base works plus the inclusion of two Tender Options (TO01 & 02) for an extended open deck structure; and
3. Approve the allocation of a separate contingency, as set out in the attached confidential Appendix 2, and delegate authority to the CEO, or nominee, to expend this allowance to ensure the successful completion of the project.

1. Executive Summary

Tenders have been sought for the redevelopment of the Dingley Reserve Pavilion (Souter Pavilion) project via an open tender process. The project pre-tender estimate of the base construction is \$5,884,392 (ex GST). Following the tender evaluation and cost management process, the preferred tenderer is Allmore Constructions Pty Ltd for an adjusted lump sum price of \$5,708,419 (ex GST), to redevelop this facility, which is required to support and provide the Dingley community with local sporting and community facilities.

In addition, two tender options (TO01 & 02) for the open deck at level 1 and extension were considered as part of the tender process, with an additional cost of \$368,411 to Allmore Construction's lump sum price for the base construction. These tender options were subject to \$177,000 external Commonwealth Government funding, which was confirmed by Mark Dreyfus' office on 8 June 2022 (letter attached in Appendix 3).

It is also worth noting that additional items (e.g. management of contaminated soil, blinding concrete, soft spot rectification) has been included in the provisional sum and prime cost allowances.

With the base construction cost from Allmore Construction, the total project budget (including consultants fees, other costs and construction) will be \$6,737,419 which exceeds the endorsed total project budget of \$6,450,000. With the two tender options included, the project budget will be further pushed to \$7,105,830. Considering the additional grant funding of \$177,000, the total project budget will have a shortfall of \$478,830.

This report recommends that Council awards the Contract CON-22/033 – Dingley Reserve Pavilion project to Allmore Construction and endorses the adjustment of the project budget to support the inclusion of the two tender options.

Table 1: Detailed pricing summary

Pricing Component (excl GST)	Pre-Tender external QS estimate	Allmore Construction
Original Construction Contract Base Price	\$5,884,392	\$5,412,564
Provisional & Prime Cost Allowances	\$310,000	\$425,000
Updated Final Construction Contract Base Price	\$5,708,419	\$6,071,392
KCC Contract Contingency	\$449,000	\$449,000
Professional Fees	\$580,000	\$580,000
Tender Option TO01 & 02	\$181,524	\$368,411
Updated Total Project Price (incl two tender options)	\$7,014,916	\$7,105,830
Original Project Budget	\$6,450,000	
Additional Commonwealth Funding (confirmed)	\$177,000	
Updated Project Budget	\$6,627,000	
Variance (shortfall)	\$478,830	

2. Background

In accordance with the resolution of Council on 23 August 2021, officers have now completed detailed design and consultation for the redevelopment of the Dingley Reserve Pavilion, seeking tenders via an open tender process for the construction of the proposed new facility.

Tenders have been received and evaluated with officers now seeking Council approval to award CON-22/033 to the contractor considered by the Tender Evaluation Panel to offer best value to Council. Contractors who have submitted tenders have undergone a series of assessments in relation to insurances, experience, organisational capacity, financial status, OHS systems and compliance.

3. Discussion

3.1 Council Plan Alignment

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

Strategy: invest in high-quality community assets

The proposed construction of the new Dingley Reserve Pavilion is in direct response to the age and poor condition of the existing building at the site, and the need to support the ongoing provision of community infrastructure for local sporting and community groups within the municipality.

3.2 Consultation/Internal Review

Consultation has been undertaken with a wide range of internal and external stakeholders, who have all contributed towards the design of the proposed new facility. Community consultation was managed through the Your Kingston Your Say online portal during July 2021, as well as a community consultation event held on-site on the evening of 13 July 2021, following a mail out to local residents in the surrounding area. A second community information session planned for 17 July 2021 was unfortunately cancelled due to Covid-19 restrictions that were implemented at that time. The proposed concept was generally well received.

Subject to award of contract by Council, officers will provide further information to the public on the project and implementation program.

3.3 Operation and Strategic Issues

3.3.1 Tender evaluation

Tenders closed at 2.00pm on 12 May 2022 at which point five (5) tender submissions were received from the following contractors:

<i>Tenders Submission Received at Close of Tender Period (in alphabetical order)</i>
2Construct Pty Ltd
Allmore Constructions Pty Ltd
Ausbuid Construction Pty Ltd
Branach Manufacturing Pty Ltd*
CME Pty Ltd*
<i>*These tenderers provided non-conforming tenders including incomplete pricing that could not be properly considered or evaluated.</i>

The Tender Evaluation Panel (TEP) comprised the following officers:

- A/Senior Project Manager, PMO (Kingston)
- Project Manager, PMO (Kingston)
- Team Leader, Sports & Recreation (Kingston)
- Probity Advisor (Kingston)
- Senior Project Manager (Bridge42 Pty Ltd)
- Club representative (as an observer)

The evaluation criteria used to evaluate all tenders under CON-22/033 (listed in order of importance) were as follows:

(i) PASS/FAIL Criteria

- Compliance with OHS, Environmental and Insurance requirements
- Financial Capacity

(ii) Weighted Scored Criteria

- Previous Relevant Experience in projects of similar scale and scope
- Price / Financial Benefit to Council
- Ability to meet set time constraints
- Methodology
- Resources

Based on the application of the above criteria, the TEP undertook an interview with two shortlisted tenderers to identify any errors and/or omissions made within their initial tender submission.

In addition, the TEP also worked with the short-listed tenderers to consider a range of both cost savings and tender options, and to agree on a final adjusted lump sum tender price, based on the agreed final scope of works. Details of these are outlined in the confidential appendix attached (Appendix 1).

Cost savings include:

- Removal of PC Sum for Blinding Concrete, not required due to the structural methodology of screw pile construction
- Alternative manufacturer of the mechanical HVAC system
- Reduction of landscape scope of works
- Reduction in the quantum of wall tiling to wet areas in the amenities sections of the building
- Alternative selections for tiles, carpets and vinyl
- Alternative lift supplier
- Reduction in the amount of glazing to the north elevation
- Alternative acoustic ceiling material
- Proprietary metal shed for cricket equipment storage in lieu of a double skin brick shed
- Minor adjustments to some kitchen equipment suppliers

Tender options include:

- TO01 Open Deck at Level One
- TO02 Extended Open Deck at Level One
- TO03 Car park driveway and associated landscaping
- TO04 Electric Vehicle (EV) Charging bays
- TO05 External Shading Screen to foyer of New Building
- TO06 External Refurbishment of Exterior of Existing Building being retained

As a result of the above assessment process, details of which are included in the attached confidential appendices, the following final adjusted lump price for the short-listed contractor is outlined below:

Final Adjusted Tender Lump Sum – exclusive of all nominated tender options to be accepted and the correction of any stated errors/omissions by tenderers (excl. GST)

\$5,708,419

Final Adjusted Tender Lump Sum – inclusive of nominated tender options to be accepted (TO01 & TO02) and the correction of any stated errors/omissions by tenderers (excl. GST)

\$6,076,830

Based on the revised fixed lump sum offer detailed in this report and the attached confidential evaluation matrix, it is recommended that Council award Contract CON-22/033 Dingley Reserve Pavilion Construction project for the revised fixed lump sum price of \$5,708,419 (excl. GST) to Allmore Constructions Pty Ltd on the basis that their submission provides Council with the best overall value.

For the project to include the two Tender Options (TO01 & TO02) for the open deck and extended open deck structures, the contract award amount will increase to \$6,076,830 (excl GST) to Allmore Constructions. The stakeholders have been advocating for these two Tender Options to be included in the contracted works.

The two Tender Options (TO01 & TO02) were subject to \$177,000 external Commonwealth Government funding to the sports club, which was confirmed by Mark Dreyfus' office on 8 June 2022 (letter attached in Appendix 3).

A confidential tender evaluation matrix is attached to this report for Councillor information (Appendix 1).

It is requested that Council approve the allocation of a separate project contingency allowance, as identified in the confidential attachment, and to delegate authority to the CEO (or nominee) to expend this contingency as required to ensure the successful implementation of the project.

3.3.2 Program of Works

Subject to Council award of contract, the redevelopment of the Dingley Reserve Pavilion is expected to commence on site during August 2022 and is anticipated to be completed by September 2023.

Arrangements have been made to support the clubs operating from the Reserve throughout the construction works through the provision of temporary facilities and utilising an existing building that is being retained.

4. Conclusion

4.1 Environmental Implications

Relevant due diligence / site investigations including soil, vegetation and existing infrastructure assessments have been undertaken at the outset of the design process for this project.

Furthermore, the design of the proposed new building has been developed in accordance with Council's adopted Environmental Sustainable Design Policy 2021, which guides the environmental design standards for Council buildings.

4.2 Social Implications

The new sporting pavilion will provide state of the art facilities for a range of clubs who operate from the Dingley Reserve site. The current pavilion is small, poorly configured, and in very poor condition creating a limiting factor on the clubs operating from the

reserve in relation to administration, storage, change facilities and social/training spaces.

4.3 Resource Implications

The proposed budget for the redevelopment of the Dingley Reserve Pavilion is outlined below.

Redevelopment of Dingley Reserve Pavilion	FY21/22	FY 22/23	FY23/24	TOTAL
C0448 Dingley Reserve Pavilion	\$30,000	\$1,520,000	\$300,000	\$1,850,000
SRV grant		\$4,500,000		\$4,500,000
Combined Contribution (AFL, Cricket Vic, Club)		\$100,000		\$100,000
TOTAL	\$30,000	\$6,170,000	\$300,000	\$6,450,000

A breakdown of the final total project expenditure for the Dingley Reserve Pavilion, based on the award of Contract CON-22/033 as recommended, is included as a confidential appendix to this report for Councillor information (Appendix 1).

Subject to Council agreeing to award Contract CON-22/033 to the recommended tenderer, there is a shortfall in total project funding of \$478,830 (excl GST), which is in addition to the \$177,000 Commonwealth Government grant funding towards the Tender Options 01 and 02. This budget shortfall is inclusive of the separate contract contingency allowance and all professional fees.

4.4 Legal / Risk Implications

Failure to provide appropriate community infrastructure is likely to have reputational risks for Council and will impact on future residents needs in this part of the municipality.

Appendices

Appendix 1 - CON-22-033 Dingley Reserve Pavilion Tender Evaluation Price Evaluation Appendix 1 (Ref 22/158988) - Confidential

Appendix 2 - CON-22-033 Dingley Reserve Pavilion Tender Evaluation Scoring Matrix Appendix 2 (Ref 22/158985) - Confidential

Appendix 3 - Mark Dreyfus MP_Federal Funding Souter Oval Pavilion (Ref 22/171672) 

Author/s: Scott Francis, Acting Team Leader Capital Projects
Chao Ren, Manager Project Management Office

Reviewed and Approved By: Samantha Krull, General Manager Infrastructure and Open Space

10.3

DINGLEY RESERVE PAVILION - AWARD OF CONTRACT FOR CONSTRUCTION

1 Mark Dreyfus MP_Federal Funding Souter Oval Pavilion 173



MARK DREYFUS QC MP

FEDERAL MEMBER FOR ISAACS



City of Kingston
PO Box 1000
Mentone VIC 3194.

Wednesday, 8 June 2022

Chief Executive Officer
Peter Bean

Mayor
Cr Steve Staikos

Deputy Mayor
Cr Jenna Davey-Burns

Councillors
Cr Cameron Howe, Cr Chris Hill, Cr George Hua, Cr Georgina Oxley, Cr Hadi Saab, Cr David Eden, Cr Tamsin Bearsley, Cr Tim Cochrane, Cr Tracey Davies

Proposed Souter Oval Pavilion rebuild Federal Funding Commitment

Dear Chief Executive Officer, Mayor, Deputy Mayor and Councillors,

I write to confirm the Albanese Federal Government's commitment to invest \$177,000 towards the proposed Souter Oval Pavilion rebuild.

Yours sincerely,

Mark Dreyfus QC MP
Federal Member for Isaacs

MEDIA RELEASE**MARK DREYFUS MP
MEMBER FOR ISAACS****MARK DREYFUS HITS THE SWEET SPOT FOR THE DINGLEY
SPORTS AND RECREATION CLUB UPGRADE**

Federal Member for Isaacs, Mark Dreyfus MP, today announced that an Albanese Labor Government will invest \$177,000 towards the Souter Oval Pavilion rebuild.

"The City of Kingston's planned rebuild of the Souter Oval Pavilion will transform the facility into a first-class sports hub for our community." Mr Dreyfus said.

"All clubs love a good deck with a view where everyone can cheer on their team. That's why I was delighted to help out when the club approached me for additional funding to help them expand the planned deck to something bigger and better when the upgrades kick-off."

The City of Kingston's Mayor welcomed the commitment from Mr Dreyfus.

"Local sporting clubs are very much the heart and soul of our communities". said Mayor Cr Steve Staikos.

"The City of Kingston continues to work tirelessly to modernise many sporting pavilions across Kingston, this announcement from Mr Dreyfus is very welcome news. When the \$6.1 million Souter Oval Pavilion upgrades are complete, they will revitalise the area and deliver a big win for local AFL and Cricket teams. The new facilities will provide these clubs with a place they can truly be proud of."

"I am immensely proud of all the local families and volunteers that have helped make our club what it is today," said Shane Campbell, President of the Dingley Dingoes Cricket Club.

"We are all very excited about the planned upgrades, and we want to get the best possible result we can for the community. Working with Mayor Cr Steve Staikos, we proposed the deck extension funding proposal to Mark and I want to thank him for securing this much needed investment." said Clint Brooks, President of the Dingley Dingoes Football Club.

TBA**MEDIA CONTACTS:****STEPHEN SPENCER (DREYFUS) 0423 596 573**

Authorised by Paul Erickson, ALP, Canberra.

27 June 2022

Agenda Item No: 10.4

CON 21/028 LEISURE CENTRES SUPPLY, DELIVERY AND STORAGE OF CO2 (CARBON DIOXIDE)

Contact Officer: Michael Eddington, Centre Director

Purpose of Report

The purpose of this report is to seek approval to award contract 21/028 for the Supply, Delivery and Storage of CO2 (Carbon Dioxide) at Waves Leisure Centre to BOC Limited.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Award CON-21/028 to BOC Australia for the supply, delivery and storage of Co2 for an initial five year term with the option for a further two, two (2) year extensions equating potentially to a nine year term;
2. Note the total cost of the full nine year term is estimated to be \$877,107.62 excl GST based on the schedule of rates;
3. Approve an additional contract contingency of 15% to accommodate fluctuations in Co2 usage through increased bather loads, and unplanned water treatment requirements, up to a total contract value of \$1,008,673 excl GST; and
4. Authorise the Chief Executive Officer or delegate to approve the execution of the contract extension options, as detailed within the contract (2 x 2 year options).

1. Executive Summary

This report presents the recommendation to proceed with appointing BOC Limited (BOC) as the successful tenderer for the Supply, Delivery and Storage of Co2 (Carbon Dioxide) at Waves Leisure Centre for an initial period of five (5) years with a possible two, two (2) year extensions (total 9 years), to be exercised at Council's discretion.

This contract consists of a schedule of rates for:

- Supply of Carbon Dioxide (CO2) per KG
- Storage Facility Hire (Monthly Fee)
- Carbon Dioxide (CO2) leak monitoring (Monthly Fee)

The estimated value of the contract for the potential nine years is \$877,107.62 exclusive of GST.

2. Background

Public Aquatic facilities are required to adhere to the Victorian Health Regulations which have very stringent parameters for maintaining pool water quality to suitable and safe levels for bathers.

Carbon Dioxide (Co2), amongst other chemicals is a primary chemical utilised in all commercial pool settings to assist in the control of water quality chemistry, namely the pH levels.

Waves Leisure Centre has utilised Co2 continually for this process over the years. The previous contract, with Air Liquide, for the supply of Co2 and suitable storage units at the Centre ceased in 2019.

Since that time the Centre has been operating on a month to month service arrangement with the current providers Air Liquide until a purchasing process was undertaken.

Initial quotations were sought by known commercial suppliers Air Liquide (incumbent), Supagas and BOC as key suppliers in Victoria but due to the estimate cost of the contract exceeding procurement thresholds, a tender process was required.

Prior to tendering, the specification was reviewed and updated to include all current and future occupational health & safety requirements, regular maintenance and a gas leak monitoring system.

A public tender was advertised via tenderlink, and in The Age on Saturday 15 May 2021, closing Thursday 10 June 2021. Prospective tenderers were invited to bid for the contract in accordance with the specification, with one (1) submission received from BOC Limited.

The submission was assessed, by the tender panel, in accordance with the agreed evaluation criteria set out in the RFT Specification documents:

- 40% Price of the overall contract
- 30% Capacity to deliver the required infrastructure and Services
- 30% Methodology for safe delivery and storage

The outcome of a thorough evaluation process by the evaluation panel (including both quantitative and qualitative elements) concluded that **BOC Limited** was identified as providing the best value to Council overall to undertake this contract. (Refer attachment 1 – Tender Evaluation Report)

3. Discussion

3.1 Council Plan Alignment

Strategic Direction: Healthy and inclusive - We are progressive, inclusive and prioritise the wellbeing of all members of our community.

Strategy: support our community's physical wellbeing

Waves Leisure Centre is an important community asset for the City of Kingston, attracting attendances of over 500,000 per annum. It is essential that Council provides our customers with a safe and enjoyable environment that meets both legislative and community expectations. Water quality is a key component in maintaining this safe and enjoyable experience at the Centres, and it is therefore crucial that Council manage and procure appropriate providers that can respond to the changing needs of our facilities.

3.2 Consultation/Internal Review

Water quality chemistry is highly technical and driven by the public health regulations. Officers conduct regular and ongoing reviews of the regulations, as well as industry benchmarking, and expert advice to determine the most appropriate and responsive methods for maintaining water quality.

Internal consultation was also held with Council's Contracts and Legal teams to determine the most appropriate procurement process and to review the resulting submission.

With only 1 submission received, liaison and review by Procurement & Contracts was utilised to ensure an appropriate evaluation process was carried out.

Council is required to accept and agree to the terms and conditions of BOC for this contract, as opposed to those specially detailed within tender documentation, therefore internal legal advice was also sought to review the terms and conditions.

3.3 Operation and Strategic Issues

3.3.1 Limited supply chain options within Victoria

Due to the commercial quantities and storage facility requirements for this service, there are limited providers within the industry.

3.3.2 Cost Escalations

When compared to current pricing with the incumbent provider, the cost within the BOC submission has increased. BOC do however provide a greater oversight and adherence to OHS requirements, which now include a Co2 Gas Leak monitoring system and regular servicing of the storage vessel and associated equipment. The inclusion of these risk management processes reduces the risk to Council and users should any issues occur. Currently these items are not undertaken within the existing contract arrangements.

As part of their tender submission, tenderers were asked to provide a schedule of rates which includes a rate per Kilogram (KG) of CO2. An estimated usage figure per annum has been set at 30,000 KG based on historical data and usage at Waves Leisure Centre.

Balancing water quality is highly variable and as a result there are likely fluctuations of this usage based on many factors including higher bather load and use of facility and unplanned water treatment requirements. This is easily managed within the daily operations of the facility, however, will impact the total overall cost value of this contract during the contract term.

3.3.3 Supplier specified Terms and Conditions

The BOC submission requires Council to adhere to the service terms and conditions of their organisation. This is common practice for this type of provider and is similar to other utility contracts. Internal review by the Procurement & Contracts and Legal teams has been conducted to ensure that this adheres to common practice at Council for such services, and that these terms and conditions are acceptable.

4. Conclusion

4.1 Environmental Implications

BOC limited is a national company holding ISO 14001 accreditation. Throughout the evaluation of this contract BOC demonstrated the company's commitment to environmental initiatives. ISO 14001 is an internationally agreed standard that sets out the requirements for an environmental management system. It helps organisations improve their environmental performance through more efficient use of resources and reduction of waste, gaining a competitive advantage and the trust of stakeholders. A significant amount of CO₂ is re-captured from industrial processes. This re-captured CO₂ is then condensed and purified before being sold and transported to customers. The re-capturing of CO₂ from industrial processes reduces the impact of CO₂ emissions from these industries into the atmosphere. When CO₂ is transported in Bulk form as opposed to smaller cylinders, this further reduces harmful impacts on the environment by reducing fuel usage due to less frequent deliveries. BOC recognises that all industrial and chemical processes have impacts on the environment. It seeks to reduce impacts on the environment - both those due to its own processes and those due to more general human activity.

Public Aquatic facilities are required to adhere to the Victorian Health Regulations which have very stringent parameters for maintaining pool water quality to suitable and safe levels for bathers. Water Quality at our Leisure Facilities is paramount to maintain, which in turn allows the delivery of safe facilities and programs at Waves.

Carbon Dioxide (Co₂), amongst other chemicals is a primary chemical utilised in all commercial pool settings to assist in the control of water quality chemistry, namely the pH levels. When added to the pool water there is a chemical reaction and no Co₂ is released to atmosphere. Whilst the control of pH can be supplemented utilising other chemicals such as acid based products, these still require the utilisation of Co₂ to maintain water quality.

Additional controls including monitoring, regular servicing and better storage will be a key part of this contract to further ensure there are no Co₂ leaks into the atmosphere.

4.2 Social Implications

BOC are a local employer through their Gas & Gear stores. Several of these stores are located within the municipality and can also be utilised to assist in servicing this contract.

4.3 Resource Implications

The contract has been tendered as an initial 5-year term with 2 options of 2-year extensions as determined by Council.

The anticipated value of the full-term contract has been calculated using the tenderers schedule of rates, and the estimated usage figure for the Centre. Based on these items, it is estimated that the contract value is expected to be \$877,107.62 exclusive GST over the 9-year life of the contract.

Given the likely fluctuations with usage and pricing of Co₂ over a 9-year timeframe, officers are seeking Council to approve an additional 15% contingency, bringing the total estimated contract spend to \$1,008,673.

Costs for this contract can be accommodated within the existing operational budget for Waves Leisure Centre and will be reviewed annually based upon the agreed escalations detailed with the contract over the life of the contract.

The 2022/23 draft budget includes adequate financial provision for Co2 as per the proposed agreement with BOC.

Legal / Risk Implications

This contract will see our current OHS risks reduced with BOC undertaking and maintaining suitably assessed requirement for the delivery & storage of Co2. As a public aquatic facility, Waves Leisure Centre are required to meet the Victorian Health regulations to remain operational.

BOC have been assessed as a Level 1 Contractor within the Amalgamated Councils of Victoria OHS Contractor Management System. (Refer attachment 2 – Contractor Compliance Certificate).

Under this contract Council will be adhering to BOC terms and conditions. These conditions have been reviewed by our internal procurement and legal teams with any risk acceptable for this contract.

Appendices

Appendix 1 - CON-21/028 - Supply and Delivery of CO2 Tender Evaluation Report (Ref 22/152456) - Confidential

Appendix 2 - Certificate of Compliance BOC Limited(2) (Ref 21/294162) 

Author/s: Michael Eddington, Centre Director
Reviewed and Approved By: Bridget Draper, Manager, Active Kingston
Samantha Krull, General Manager Infrastructure and Open Space

10.4

CON 21/028 LEISURE CENTRES SUPPLY, DELIVERY AND STORAGE OF CO₂ (CARBON DIOXIDE)

1	Certificate of Compliance BOC Limited(2)	183
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CERTIFICATE OF COMPLIANCE
AMALGAMATED COUNCILS OF VICTORIA

BOC Limited

Have been assessed and have provided sufficient evidence to be Compliant as a Level 1 Contractor within the Amalgamated Councils of Victoria OHS Contractor management system.

Date: Friday, 8 October 2021

This assessment remains valid for a period not exceeding 2 years from the issue date.

Certification will be suspended upon the expiry of Insurance Policies, Licences and Certification documents.

Repeated or serious safety breaches may lead to the cancellation of this certification.

Compliance to Level 1 allows the contractor to undertake tasks assessed as High Risk Construction, Extreme, High, Medium and Low Risk

community inspired leadership



27 June 2022

Agenda Item No: 10.5

DISC GOLF FEASIBILITY REPORT

Contact Officer: James Prideaux, Team Leader Sport and Recreation

Purpose of Report

The purpose of this report is to provide an overview of the site feasibility assessment and recommendation of a preferred location for a second permanent Disc Golf Course in the South of Kingston.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Endorse Bicentennial Park as the preferred site for a 9-hole permanent Disc Golf Course in the south of Kingston;
2. Authorise officers to engage in community consultation for the design and course layout at Bicentennial Park; and
3. Receive a report at a future Council Meeting detailing the feedback from community consultation and on the course layout.

1. Executive Summary

This report provides a summary and background information on the process conducted to gather appropriate data, conduct site suitability assessment, and choose a preferred location for a permanent disc golf course in the South of Kingston.

As a free activity, Disc Golf encourages social activity for all community members, ages and abilities. It is a sport that can be enjoyed by anyone, and participants can make it as intense or as leisurely as they wish. The basics of the sport are very easy to learn, and it can be easily adapted for those who are less mobile or have a disability. Families and groups can attend together, or participants can play on their own, and choose to complete as many or few holes as they like. Discs can be borrowed free of charge from local libraries within Kingston and returned once participants have finished the course.

In May 2021, Active Kingston responded to a Notice of Motion 9/2021 for a Disc Golf trial at Bicentennial Park in Chelsea and investigated the ability and process to be able to conduct the trial.

At the September 2021 Council Meeting, Council resolved that:

1. *Endorse a Disc Golf trial at Bicentennial Park in Chelsea to be run in October/November 2021 or later (subject to Covid restrictions); and*
2. *Receive a report with a summary of the trial outcomes, assessing the need and possible future locations and cost implications for a second permanent Disc Golf facility in Kingston.*

Active Kingston worked in partnership with Melbourne Disc Golf Club to plan and organise the trial at Bicentennial Park. Feedback collected via consultation with the community and stakeholders as part of the trial period onsite at Bicentennial Park, resulted in 180 surveys received with 100% of the feedback being positive about the activity and overwhelmingly supportive of a permanent course being developed.

To determine the site for a permanent course in the south of Kingston, four sites were selected for a more in-depth feasibility assessment against several criteria. The four sites reviewed were:

- Bicentennial Park in Chelsea
- Edithvale Common in Edithvale
- Aspendale Gardens Wetlands Area (adjacent to Ebb Street Reserve)
- Yammerbrook Nature Reserve in Aspendale Gardens

Disc Golf consultants (RAD) were engaged to review each site against the criterion and most importantly assess the ability of the site to accommodate a suitable course layout.

The outcomes of the Site Feasibility assessment demonstrated strongly that Bicentennial Park in Chelsea is the preferred site for the permanent Disc Golf course. This site enables a 9-hole course with the potential to expand into an 18-hole course in the future.

A 9-hole course at Bicentennial Park will create a fun and challenging layout for both beginner and advanced participants. It is proposed to take the draft concept course layout design (Appendix 2) for broader community consultation and a risk assessment will be undertaken by an external risk consultant to determine if any adjustments need to be made to the course design.

The community consultation will be open for 4 weeks during August. A further report will be returned to Council with the outcomes of the community consultation on the layout and a recommendation to endorse the construction of a permanent course.

Updated initial cost estimates for the installation of a 9-hole course is in the range of \$200k-\$250K, a more detailed cost plan will be developed for the final layout. Costs associated with this include site investigations, geo-technical investigations, course design, course signage, course equipment, and course installation.

2. Background

On the 26 April 2022, Council resolved:

That Council:

1. *Note the outcomes, feedback and data gained from the trial at Bicentennial Park which supports the provision of a new permanent course in the south of Kingston;*

2. *Endorse the allocation of \$40,000 to engage a sports consultant to undertake preliminary planning and detailed site feasibility assessment in the south of Kingston, including a cost plan to develop a permanent course; and*
3. *Receive a further report at the June 2022 Council Meeting on the outcomes of the feasibility assessment which will provide a preferred location, concept plan of the course layout, and cost plan for a permanent Disc Golf facility in the south of Kingston for consideration.*

Kingston's first Disc Golf course was established at Bald Hill Park in Clarinda in 2019 and has been a very popular and well utilised facility since it opened. The course was designed in conjunction with the Melbourne Disc Golf Club and was built to meet both the needs of players for competitions, as well as regular and casual users. It is a free activity that can be enjoyed by all ages and abilities and is a great family friendly activity. Melbourne Disc Golf have 73 members and typically have 30-40 attend the social days run once a month at Bald Hill Park.

This activity aligns with Council's Sport and Recreation Strategy and Health and Wellbeing Plan, encouraging a healthy, active lifestyle connected to our local community. The ongoing maintenance costs for the facility and infrastructure are low after installation.

The trial conducted at Bicentennial Park in February 2022 was used to gauge interest about whether a permanent disc golf course should be installed in the south of Kingston. Conducting the trial at Bicentennial Park was extremely successful and attracted new recreational users to the park.

The success of the trial was measured through usage numbers and feedback from the participants. Over the 3 weekends that the trial was conducted, 180 surveys were completed. Onsite observations suggest that there were many more participants over the trial period who did not fill in the survey. From analysing the surveys received, the following key data has been summarised:

- 100% of attendees would like to see a permanent disc golf course installed
- 65% of people were residents from Kingston
- 50% of participants attended with people who were under 16 years of age
- Not a single negative comment was received about the trial course
- 75% of participants were over the age of 31

Based on the positive feedback and overwhelming success of the trial, Council resolved at the April 2022 Council meeting to support a second permanent course in the south of Kingston. This report provides a site feasibility assessment to determine the preferred site.

3. Discussion

3.1 Council Plan Alignment

Strategic Direction: Healthy and inclusive - We are progressive, inclusive and prioritise the wellbeing of all members of our community.

Strategy: support our community's physical wellbeing

The 2018 Kingston Sport and Recreation Strategy and Council's Public Health and Wellbeing Plan support the provision of unstructured sporting participation opportunities as well as social/family recreation activities and low-cost physical activities.

3.2 Consultation/Internal Review

A mini trial course consisting of four (4) temporary disc golf baskets was set up at Bicentennial Park in Chelsea with the assistance of Melbourne Disc Golf and in consultation with the Open Space team.

The trial, conducted over three weekends in February 2022, resulted in over 180 surveys completed, enabling officers to gauge the interest and suitability of a potential permanent Disc Golf course at either Bicentennial Park or another suitable location in the south of Kingston.

Following the success of the trial and positive feedback received, a site feasibility assessment to determine the preferred site location was completed. Initial internal consultation has been conducted with the Open Space, Events and Traffic and Transport teams on the potential benefits, constraints, conflicts and issues for the site and the layout design for the proposed course. Further internal consultation and broader community consultation will be conducted on the preferred site.

The Melbourne Disc Golf Club has provided significant guidance and input on the possibility of a permanent Disc Golf Course in the south of Kingston and provided assistance throughout the trial process.

3.3 Operation and Strategic Issues

3.3.1 Site Feasibility Assessment

The course location and selection process commenced with a review of possible locations for a disc golf course in 2017. This was part of the initial process that determined location and subsequent installation of a course at Bald Hill Park in Clarinda.

To determine the site for a course in the south of Kingston, the sites in the initial 2017 assessment were revisited and the following four (4) sites were highlighted for a further in-depth site assessment to be conducted.

- Bicentennial Park in Chelsea
- Edithvale Common in Edithvale
- Aspendale Gardens Wetlands Area (adjacent to Ebb Street Reserve)
- Yammerbrook Nature Reserve in Aspendale Gardens

Experienced Disc Golf Design consultants, RAD (Recreation Activity Design) were engaged to undertake the following processes on all four (4) sites.

- Step 1 Review Assessment from 2017 Disc Golf Site analysis
- Step 2 Shortlist possible sites for detailed assessment.
- Step 3 Assess sites against the following primary criteria of:
 - Course Design Layout - Environment
 - Local Community and Neighbourhood School Accessibility
 - Amenities and Parking
 - Transport Accessibility
 - Existing Recreation Facilities
 - Park Connectivity
 - Club Development/Events and Sustained Participation,
 - Safety and Risk Management
 - Environmental Impact
 - Proximity to Resources for Disc Hire
 - Size for course (9 or 18 holes)

Step 4 From the assessment of these criteria the preferred site was confirmed.

3.3.2 Site Feasibility Assessment Outcomes

Meets Criteria - ✓

Does not meet Criteria - X

Excellent	Average	Poor
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Criteria	Summary of Criteria	Bicentennial Park, Chelsea	Edithvale Common	Aspendale Gardens Wetlands Area (adjacent to Ebb Street Reserve)	Yammerbrook Nature Reserve
Course Design Layout - Environment	The potential to create a fun and challenging course layout for both beginner and advanced participants is based on the potential to utilise the site's topography - including changes in elevation, diversity in fauna and density of foliage.	✓	✓	✓	✓
Local Community and Neighbourhood School Accessibility	Proximity to local schools and community groups, encouraging student and local resident participation through excursions and after school/work and weekend play at the venue.	✓	✓	✓	✓
Amenities and Parking	Public toilets and facilities close by and accessible. Sufficient parking for users.	✓	✓	X	X
Transport Accessibility	The site's proximity to public transport and local bike path network to improve accessibility for visitors travelling without vehicle access.	✓	✓	✓	✓
Existing Recreation Facilities	The site's proximity to other recreational facilities and playgrounds, helping to create a hub for leisure activities in the area.	✓	✓	✓	X
Park Connectivity	Potential for utilising disc golf to improve connectivity of existing park facilities and path networks.	✓	✓	✓	✓
Club Development, Events and Sustained Participation	The capacity to deliver an exciting, challenging and sustainable facility design for players of all abilities - leading to consistent participation and the potential for hosting events by a formalised local club.	✓	✓	✓	✓
Safety and Risk Management	Ability to create a course design layout to meet the required standards and expectations of the client, whilst mitigating potential risks associated with the injury of participants and other park users.	✓	✓	✓	✓
Environmental Impact	The site will not require any vegetation removal and no negative environmental impact on vegetation	✓	✓	✓	X
Proximity to Resources for Disc Hire	Resources and facilities close by, and accessible for Disc Hire by local residents and casual participants.	✓	✓	✓	✓
Size of Course - 9 or 18 hole	The site is sufficient in size to accommodate a 9-hole course and an 18-hole course	✓	✓	✓	✓

The preferred and most suitable site for the location of the permanent course is Bicentennial Park Chelsea. The site in Chelsea is close to Public Transport options, close to the Chelsea activity Centre and located in the park with existing recreation and sport facilities.

The site is an ideal size to create a 9-hole or potential future expanded 18-hole course, with the ability to create a fun and challenging course layout for both beginner and advanced participants, based on the site's topography including varied elevation changes. The proposed course design layout caters to challenge new and seasoned players alike. There is ample space to avoid conflict with residential fence boundaries and existing sporting facilities. The is sufficient space to create natural fairways without conflict with existing paths, roads and other activities to provide a safe environment for all park users.

The site is in proximity to residential housing and provides excellent opportunity for public accessibility. The Park is located within a 2km radius of 8 local schools and Learning Centres, has excellent parking spaces available in main carpark and surrounding streets, with numerous public transport options nearby.

Toilets, shelter, and barbeque facilities are all located within close walking distance of the site. The established playground area located near to the proposed start for the course includes, skatepark, basketball court, play space, fitness track and offers an ideal gateway for park visitors to discover the disc golf course. There are many opportunities to highlight disc golf facilities with multiple access points to existing path network and park entry points.

Bicentennial Park has been supported as the preferred location through internal stakeholder consultation, including the Open Space, Traffic and Infrastructure and Events Teams. The final course design will consider further internal feedback and ensure the course does not interfere with current park users, including events conducted at the park.

The Chelsea Library is located under 1km from Bicentennial Park and will provides the perfect location for the hiring of discs to casual and new users to disc golf.

The three other sites assessed were deemed not suitable and not preferred due to the following keys points:

Edithvale Common – This site was deemed a reasonably good option with some key criteria including, transport accessibility, local schools and community accessibility, park connectivity and sustained participation criteria being rated well. The site is close to other facilities and has good connectivity with the area. The site however does have some limitations including the size and ability to have a 9-hole course or larger, parking and toilet amenities being limited, an environmental impact as located close to the adjacent wetlands and site having limited trees and changes in topography.

Aspendale Gardens Wetlands Area – This site was deemed not a suitable location with most criteria not rating sufficiently including local schools and community accessibility, amenities and parking, transport accessibility, existing recreation facilities, and ability to maintain consistent participation. The main reason for the site being not suitable include its ability to not cater for a full 9-hole course, limited parking and lack of amenities, and potential environmental impact being in close proximity to the natural wetlands.

Yammerbook Reserve – This site was deemed not a suitable location due to not rating well including local schools and community accessibility, amenities and parking, transport accessibility, existing recreation facilities, and ability to maintain consistent participation. The site also did not meet criteria in some key areas including environmental impact as the reserve is a nature reserve and natural wetland providing limited opportunities to develop and use for Disc Golf.

Refer to Appendix 1 for further detail.

3.3.3 Course Layout Concept

The course layout concept has been designed to meet both the needs of players for competitions, as well as regular and casual users. Disc Golf encourages social activity for all community members, ages and abilities. It is a sport that can be enjoyed by anyone, and participants can make it as intense or as leisurely as they wish.

Based upon the site assessment and the current users within the park, the 9-hole option is recommended. The concept design (refer Appendix 2) allows for the ability to have 2 baskets per hole within this concept, to have an 18-hole course option. Consultants have proposed two baskets and one pad instead of the two pads one basket as is in place at Bald Hill Park. This recommended method will enable less construction and soil disturbance, and provide ongoing easier maintenance, and less of an environmental impact to the site.

Disc Golf courses are designed based upon key design elements (Refer to Appendix 1) which includes the following: Space available for course, hole count that is devisable by three (9, 12, 18, 24 or 27 holes), length of holes, holes that designate the best flight path, tees specification, targets or hole baskets, signage requirements, par standards for the course layout, and layout of fairways.

Bicentennial Park also allows for future development of an additional 9-holes to make a stand-alone 18-hole course that would provide a regional level competition course to support and develop the growing sport of Disc Golf in Kingston and surrounding areas, as well as supporting the further growth of Melbourne Disc Club. This could be investigated as another option in the future.

The Melbourne Disc Golf Club have expressed their preference for a stand-alone 18-hole option to conduct competitions and tournaments. The club utilise the course at Bald Hill Park for competitions, with that site having a 9-hole reverse course that allows for 18-holes. The ability to conduct activities, competition, and event days on a stand-alone 18-hole course is their preference. A 9-hole course with options to extend or play the course as an 18-hole reverse course would allow the club to continue to develop and increase their club membership numbers and participation levels with Disc Golf.

3.3.4 Costs for the preferred site permanent course

The costs for the construction of a new 9-hole course are estimated to be between \$200k and \$250k. This includes the supply and installation of the equipment including baskets, pads, and signage, provision of discs, and course pamphlets/guides for users.

There is likely to be additional costs associated with the management of any soil contamination issues with a permanent establishment of a Disc Golf course at Bicentennial Park. These costs will be explored further and presented to Council in the final report.

Ongoing maintenance of the course will be able to be absorbed within the current operational maintenance budget, as the equipment, once installed has minimal maintenance requirements and approximate life span of 10 years.

3.3.5 Risk Assessment

A Risk Assessment review will be completed by a risk consultant on the finalised course layout design at Bicentennial Park. The assessment will provide feedback and deliver a risk management report and include the following key aspects:

- Review any relevant information relating to the proposed course including the proposed layout of the course, existing risks, and suitability assessments
- Conduct a site inspection to confirm existing park conditions/activities and key public facilities / locations within the park and/or within proximity of the park, as well as any existing relevant risk mitigation strategies such as signage, tree plantings that may act as barriers.
- Identify strategies which may address the risk exposures related to the proposal, in particular any recommended re-alignment of holes, relocating tee positions, and the like to minimise Council's risk exposure where possible.
- Consider and make reference to:
 - Likely flight trajectory of flying discs;
 - Existing activities conducted within the park and;
 - Liability exposure of Council.

Permanent signage would be installed around the park to advise park users of the course and activity taking place to mitigate health and safety issues.

3.3.6 Next Steps

Officers will carry out community consultation on the design layout of the course at Bicentennial Park over four weeks during August. A further report will be returned to Council with the outcomes of the community consultation on the layout and recommendation to endorse the construction of a permanent course.

4. Conclusion

4.1 Environmental Implications

The sport of Disc Golf is a low impact activity requiring no site-specific environmental modifications. The site recommended for a permanent Disc Golf course will have limited impact on the environment i.e. no loss of vegetation.

The course will involve permanent baskets that will not impact the environment. With the preferred site for a permanent course, being located at Bicentennial Park (a former landfill site), an environmental/contamination assessment to inform the management of risks due to soil contamination and other latent soil condition issues will be undertaken. It is anticipated that any works would need to be strictly managed through an Environmental Management Plan.

4.2 Social Implications

Disc Golf is a free activity that can be enjoyed by all ages and abilities and is a great family friendly activity. This activity fits in well with both our Sport and Recreation Strategy and Health and Wellbeing Plans. These encourage a healthy, active lifestyle connected to our local community. The service need for sport and recreation activities

is varied across Kingston and forms a key part of the planning and development process for active recreation activities

Provision of a low cost, informal sporting activities for residents in the south of the municipality broadens opportunities for participation in physical activity.

4.3 Resource Implications

In 2019, the cost to construct and implement the Bald Hill Course was \$138,000. For this preferred site and taking into account cost escalations for materials and labour, as well as site geotechnical investigations, it is likely to be in the order of between \$200k - \$250k. Following community consultation and confirmation of the final course design layout a full detailed cost plan will be undertaken.

There is currently no allowance in the capital works program for this project.

4.4 Legal / Risk Implications

The provision of future management and maintenance of a permanent facility will be responsive to risk assessment requirements. Potential risk of Disc Golf as an activity causing personal injuries to other users or the park, and or damage to nearby private property such as parked cars or negatively impacting the experience of existing park users would be assessed. A Risk Assessment review will be completed by a risk consultant on the finalised course layout design.

Permanent signage would be installed around the park to advise park users of the course and activity taking place to mitigate health and safety issues.

Appendices

Appendix 1 -

FDS_Disc_Golf_Site_Suitability_Assessment_Report_Document_2022_Jun15 (Ref 22/166625)  [↓](#)

Appendix 2 - CHELSEA BICENTENNIAL PARK_RAD DWG No. CD-PH-6_9 Hole_18 Basket (002) (Ref 22/158007)  [↓](#)

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

10.5

DISC GOLF FEASIBILITY REPORT

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DISC GOLF

✉ info@rad-creations.com

🌐 www.rad-creations.com

📞 +61411 34 64 94



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Kingston City Council Disc Golf Course Site Suitability Assessment Report

Prepared by Recreation Activity Design (RAD)

This document is the assessment report of four sites within the Kingston City Council to determine the suitability and preferability of a disc golf course.

The investigation and assessment of potential sites for the activity of disc golf, includes the consideration of several factors to help ascertain the suitability of a particular location. These criteria are chosen with the goal of finding the most realistic and safe solution for creating a sustainable disc golf facility, designed to cater for participants, coexist with other park facilities and users and enhance the park experience for all visitors for many years to come. A summary of the criteria used to assess a site's suitability can be found on page 4.

The course design process is the important component to consider when creating a disc golf facility. An experienced designer with a vast knowledge of the sport, understanding of how discs fly and the people of varying skill levels who throw them, should be engaged to ensure the facility is safe and sustainable for all park users for years to come. The course design elements considered by a designer can be found in the appendix attached.

Accompanying the assessment of each site in this document are 5 concept plans of a potential disc golf course layout and a basic cost plan for the course design, equipment supply and installation services required to deliver the disc golf course project (27 basket/18 tee option).

There are many factors which we consider when assessing whether a space is best suited for a dual basket or dual tee course. A dual tee course is ideal for a park which is laid out in such a manner that many of the disc golf holes may be visible from one vantage point. Dual tee in this case offers less of a visual impact, by using a smaller tee sign and tee pad level with the ground.

When the space and layout of the park permits, a dual basket course can be a more suitable way of adding value to the facility. If the disc golf course layout can be designed to utilise the treed areas and the sections of the park which are not running side by side, there is less chance a new player can be confused by which basket to play to. Also most notably, a disc golf basket has a much smaller physical footprint than a concrete tee pad, which is important when considering the environmental and visual impact of the overall facility.

The dual basket method would be suitable for Bicentennial Park as there is more space available to activate. The design technique is potentially a more cost effective method to provide a way to offer users of all skill levels multiple ways to enjoy the course. Baskets also assist people navigating a simpler course layout as there is only one tee pad for all holes.

NB: The concept design layouts submitted are purely conceptual and based on a brief site visit. The final course layout would only be submitted after the design component in the quote is fully completed.

Report Findings

Of the four sites assessed using our site suitability criteria, we have determined in this assessment that Chelsea Bicentennial Park is the most suitable and recommended location for a sustainable disc golf course facility that will provide the most benefit to the existing local disc golf player base, attract visitor to the area and cater for the expected growth in local community participation.



Disc Golf Course Site Suitability Assessment Report

SITE SUITABILITY CRITERIA	CRITERIA SUMMARY	DOES MEET CRITERIA - TICK				DOES NOT MEET CRITERIA - X
		EXCELLENT	AVERAGE	POOR	POOR	
		CHELSEA BICENTENNIAL PARK	EDITHVALE COMMON	ASPENDALE GARDENS WETLANDS AREA (Adjacent To EBB Street Reserve)	YAMMERBROOK NATURE RESERVE - ASPENDALE	
Course Design Layout - Environment	The potential to create a fun and challenging course layout for both beginner and advanced participants is based on the potential to utilise the site's topography - including changes in elevation, diversity in fauna and density of foliage.	✓	✓	✓	✓	
Local Community & Neighbourhood School Accessibility	Proximity to local schools and community groups, encouraging student and local resident participation through excursions and after school/work and weekend play at the venue.	✓	✓	✓	✓	
Amenities & Parking	Public toilets and facilities close by and accessible. Sufficient parking for users.	✓	✓	X	X	
Transport Accessibility	The site's proximity to public transport and local bike path network to improve accessibility for visitors travelling without vehicle access.	✓	✓	✓	✓	
Existing Recreation Facilities	The site's proximity to other recreational facilities and playgrounds, helping to create a hub for leisure activities in the area.	✓	✓	✓	X	
Park Connectivity	Potential for utilising disc golf to improve connectivity of existing park facilities and path networks.	✓	✓	✓	✓	
Club Development, Events & Sustained Participation	The capacity to deliver an exciting, challenging and sustainable facility design for players of all abilities - leading to consistent participation and the potential for hosting events by a formalised local club.	✓	✓	✓	✓	
Safety & Risk Management	Ability to create a course design layout to meet the required standards and expectations of the client, whilst mitigating potential risks associated with the injury of participants and other park users.	✓	✓	✓	✓	
Environmental Impact	The site will have no negative environmental impact.	✓	✓	✓	X	
Proximity to Resources for Disc Hire	Resources and facilities close by, and accessible for Disc Hire by local residents and casual participants.	✓	✓	✓	✓	
Size of Course - 9-hole or 18-hole	The site is sufficient in size to accommodate a 9-hole course and an 18-hole course	✓	✓	✓	✓	

Disc Golf Course Site Suitability Assessment Report

SITE SUITABILITY CRITERIA	CRITERIA SUMMARY	CHELSEA BICENTENNIAL PARK
Course Design Layout - Environment	The potential to create a fun and challenging course layout for both beginner and advanced participants is based on the potential to utilise the site's topography - including changes in elevation, diversity in fauna and density of foliage.	<ul style="list-style-type: none"> • Excellent overall sized area to enable the design of a full 18 basket course with 18 separate holes. • Very good variation in the topography of the site provides sufficient changes in elevation to enable an exciting & challenging course design layout for participants of all skill levels. • Diverse variety of flora with a wide range in foliage density helping create natural fairways. • Excellent opportunity to create a contrasting range of hole designs with various lengths and levels of difficulty.
Local Community & Neighbourhood School Accessibility	Proximity to local schools and community groups, encouraging student and local resident participation through excursions and after school/work and weekend play at the venue.	<ul style="list-style-type: none"> • The site is bordered by residential housing, so provides excellent opportunities for accessibility to the public. • Three local schools, a children centre and lifestyle villages located within a 2km radius of the park provides additional access.
Amenities & Parking	Public toilets and facilities close by and accessible. Sufficient parking for users.	<ul style="list-style-type: none"> • Ample parking space offered on Scotch Parade and the park's main car park. • Toilets, shelter and barbeque facilities located within close proximity.
Transport Accessibility	The site's proximity to public transport and local bike path network to improve accessibility for visitors travelling without vehicle access.	<ul style="list-style-type: none"> • Edithvale-Aspendale Gardens PTV Metropolitan Bus route 858 provides opportunities for local access via stops along Thames Promenade. • Chelsea train station located within 1km of park.
Existing Recreation Facilities	The site's proximity to other recreational facilities and playgrounds, helping to create a hub for leisure activities in the area.	<ul style="list-style-type: none"> • Excellent existing recreational facilities located with proposed park and surrounding areas which would offer an ideal gateway for park visitors entry in discovering disc golf. • Established playground located near to course start includes, skatepark, basketball court, playspace, fitness track. • Other recreational facilities and clubs within or nearby to the park include the Chelsea Sports Women's Centre, Baseball Club, Chelsea Bowling Club and Recreation Reserve and Pony Club.
Park Connectivity	Potential for utilising disc golf to improve connectivity of existing park facilities and path networks.	<ul style="list-style-type: none"> • Excellent potential to highlight disc golf facility with multiple access points to existing path network and park entry points. • Opportunity to link existing playground area with other park facilities and improve overall recreation connectivity.
Club Development, Events & Sustained Participation	The capacity to deliver an exciting, challenging and sustainable facility design for players of all abilities - leading to consistent participation and the potential for hosting events by a formalised local club.	<ul style="list-style-type: none"> • The site presents an excellent opportunity to create a course design layout catered to challenge new and seasoned players alike. • Located amongst a dense residential area and nearby to many schools and community/sporting groups, there is great potential for local club development, the running of local leagues and the hosting of sanctioned Australian Disc Golf tour events.
Safety & Risk Management	Ability to create a course design layout to meet the required standards and expectations of the client, whilst mitigating potential risks associated with the injury of participants and other park users.	<ul style="list-style-type: none"> • Excellent potential to activate park space without encroaching on existing facilities. • Playground can operate as a key access point for the disc golf course start, with the course infrastructure installed at a safe distance from the area. • No need for crossing fairways with ample park area and tree coverage. • No requirement to have fairways crossing paths or near to roads. • Ample park space to avoid conflict with residential fence boundaries and existing facilities such as the baseball fields. • Excellent visibility of fairways for all parks users with professional and considered course design. • The avoidance of unnecessary slips or falls offered through the site specific location of tee locations and installation of stable tee pads. • Sufficient foliage to create natural fairways and provide cover from paths and roads.
Environmental Impact	The site will have no negative environmental impact.	<ul style="list-style-type: none"> • Located on old landfill site.
Proximity to Resources for Disc Hire	Resources and facilities close by, and accessible for Disc Hire by local residents and casual participants.	<ul style="list-style-type: none"> • Located approximately 900m to Chelsea Library
Size of Course - 9-hole or 18-hole	The site is sufficient in size to accommodate a 9-hole course and an 18-hole course	<ul style="list-style-type: none"> • Site can accommodate a 9-hole course and an 18-hole course

Disc Golf Course Site Suitability Assessment Report

SITE SUITABILITY CRITERIA	CRITERIA SUMMARY	EDITHVALE COMMON
Course Design Layout - Environment	The potential to create a fun and challenging course layout for both beginner and advanced participants is based on the potential to utilise the site's topography - including changes in elevation, diversity in fauna and density of foliage.	<ul style="list-style-type: none"> • Sufficient area to accommodate for the design of a short-medium length 9 hole (9 basket/ 9 tee) course with average length holes of approximately 60-90 metres. • Limited variation in elevation change and limited number of usable trees restricts ability to create a diverse and sustainable course design layout to engage users. • Area could be enhanced through a detailed tree planting design scheme.
Local Community & Neighbourhood School Accessibility	Proximity to local schools and community groups, encouraging student and local resident participation through excursions and after school/work and weekend play at the venue.	<ul style="list-style-type: none"> • The site is located next to residential housing, providing opportunities for accessibility to the public. • Approximately 4 local schools are located within a 2km radius of the park, providing additional access for organised physical education activities.
Amenities & Parking	Public toilets and facilities close by and accessible. Sufficient parking for users.	<ul style="list-style-type: none"> • Accessibility to the area via park entrance on Edithvale Road. • Cricket clubhouse on site with limited opening hours of toilets.
Transport Accessibility	The site's proximity to public transport and local bike path network to improve accessibility for visitors travelling without vehicle access.	<ul style="list-style-type: none"> • Sufficient parking within the park for low levels of use. • Sufficient access via public transport with the PTV Metropolitan Bus routes 898 and 902 located on Kinross Road and Edithvale Road respectively.
Existing Recreation Facilities	The site's proximity to other recreational facilities and playgrounds, helping to create a hub for leisure activities in the area.	<ul style="list-style-type: none"> • Existing recreational facilities include cricket oval and cricket nets located within the park. • Nearby sporting and recreational facilities include a bowling club, golf courses and the various facilities found in the adjacent Edithvale Recreation Reserve. • The presence of these facilities would help to increase awareness of a disc golf course due to the increase in the presence of park goers and the area's current status as a sporting precinct.
Park Connectivity	Potential for utilising disc golf to improve connectivity of existing park facilities and path networks.	Established park pathways around the entire space offers a natural guide for the course design to follow. Whilst the main cricket oval area is not suitable for use as a disc golf course, the park areas south and north could be activated. The disc golf course would provide the opportunity to activate the used space and improve the park's overall recreational connectivity.
Club Development, Events & Sustained Participation	The capacity to deliver an exciting, challenging and sustainable facility design for players of all abilities - leading to consistent participation and the potential for hosting events by a formalised local club.	<ul style="list-style-type: none"> • The site presents a limited opportunity to create a course design layout catered to offer users sustained engagement. • Whilst the area is located within an already established sporting district, the ability of hosting events to cater for the current participation numbers in the disc golf community would be limited due to the area available.
Safety & Risk Management	Ability to create a course design layout to meet the required standards and expectations of the client, whilst mitigating potential risks associated with the injury of participants and other park users.	<ul style="list-style-type: none"> • Satisfactory potential to activate park space without encroaching on existing facilities. • No need for crossing fairways with sufficient park area. • Suitable tree coverage and foliage to create fairways and provide cover from paths and roads. • Could be improved with a tree planting scheme. • No requirement to have fairways crossing paths or near to roads. • Sufficient park space to avoid conflict with residential fence boundaries and existing facilities such as the cricket area. • The avoidance of unnecessary slips or falls offered through the site specific location of tee locations and installation of stable tee pads.
Environmental Impact	The site will have no negative environmental impact.	<ul style="list-style-type: none"> • Located close to Natural wetlands and area subject to flooding.
Proximity to Resources for Disc Hire	Resources and facilities close by, and accessible for Disc Hire by local residents and casual participants.	<ul style="list-style-type: none"> • Located approximately 200m from Edithvale Family and Childrens Centre
Size of Course - 9-hole or 18-hole	The site is sufficient in size to accommodate a 9-hole course and an 18-hole course	<ul style="list-style-type: none"> • Site can accommodate a short/medium 9-hole course

Disc Golf Course Site Suitability Assessment Report

SITE SUITABILITY CRITERIA	CRITERIA SUMMARY	ASPENDALE GARDENS WETLANDS AREA (ADJACENT TO EBB STREET RESERVE)
Course Design Layout - Environment	The potential to create a fun and challenging course layout for both beginner and advanced participants is based on the potential to utilise the site's topography - including changes in elevation, diversity in fauna and density of foliage.	<ul style="list-style-type: none"> • Sufficient area to accommodate for the design of a short length 9 hole (9 basket/ 9 tee) course with average length holes of approximately 50-85 metres. • Limited variation in elevation change and limited number of small trees only restricts ability to create a diverse and exciting course design layout to engage users. • Natural wetlands may provide accessibility issues during wet seasons.
Local Community & Neighbourhood School Accessibility	Proximity to local schools and community groups, encouraging student and local resident participation through excursions and after school/work and weekend play at the venue.	<ul style="list-style-type: none"> • The site is bordered by residential housing, so provides opportunities for accessibility to the public. • Approximately 6 local schools are located within a 2km radius of the park, providing additional access for organised physical education activities.
Amenities & Parking	Public toilets and facilities close by and accessible. Sufficient parking for users.	<ul style="list-style-type: none"> • Accessibility to the area via park entrance on Brown's Lane. • Cricket clubhouse on site with limited opening hours of toilets.
Transport Accessibility	The site's proximity to public transport and local bike path network to improve accessibility for visitors travelling without vehicle access.	<ul style="list-style-type: none"> • Limited access via public transport with the PTV Metropolitan Bus routes 706 and 708 nearest stops located approximately 400m from the existing playground.
Existing Recreation Facilities	The site's proximity to other recreational facilities and playgrounds, helping to create a hub for leisure activities in the area.	<ul style="list-style-type: none"> • Existing recreational facilities only include the Brown's Reserve cricket oval.
Park Connectivity	Potential for utilising disc golf to improve connectivity of existing park facilities and path networks.	<ul style="list-style-type: none"> • Established park pathways around the entire space offers a natural guide for the course design to follow. However, the fenced off wetlands area limits the ability for a course design to circumnavigate the space. Instead the design would have to "double back" and restrict the possible design area. • The disc golf course would however provide the opportunity to activate the used space and improve the park's overall recreational connectivity.
Club Development, Events & Sustained Participation	The capacity to deliver an exciting, challenging and sustainable facility design for players of all abilities - leading to consistent participation and the potential for hosting events by a formalised local club.	<ul style="list-style-type: none"> • The site presents a limited opportunity to create a course design layout catered to offer users sustained engagement. • The ability of hosting events to cater for the current participation numbers in the disc golf community would be limited due to the area available.
Safety & Risk Management	Ability to create a course design layout to meet the required standards and expectations of the client, whilst mitigating potential risks associated with the injury of participants and other park users.	<ul style="list-style-type: none"> • Satisfactory potential to activate park space without encroaching on existing facilities. • No need for crossing fairways with ample park area. • Limited tree coverage and foliage to create natural fairways and provide cover from paths and roads. Could be improved with a tree planting scheme. • No requirement to have fairways crossing paths or near to roads. • Ample park space to avoid conflict with residential fence boundaries and existing facilities such as the cricket oval. • Excellent visibility of fairways for all parks users with professional and considered course design. - The avoidance of unnecessary slips or falls offered through the site specific location of tee locations and installation of stable tee pads.
Environmental Impact	The site will have no negative environmental impact.	<ul style="list-style-type: none"> • Natural wetlands may provide accessibility issues during wet seasons.
Proximity to Resources for Disc Hire	Resources and facilities close by, and accessible for Disc Hire by local residents and casual participants.	<ul style="list-style-type: none"> • Located approximately 2km to Aspendale Gardens Community Centre
Size of Course - 9-hole or 18-hole	The site is sufficient in size to accommodate a 9-hole course and an 18-hole course	<ul style="list-style-type: none"> • Site can accommodate a short 9-hole course

Disc Golf Course Site Suitability Assessment Report

SITE SUITABILITY CRITERIA	CRITERIA SUMMARY	YAMMERBROOK NATURE RESERVE - ASPENDALE
Course Design Layout - Environment	The potential to create a fun and challenging course layout for both beginner and advanced participants is based on the potential to utilise the site's topography - including changes in elevation, diversity in fauna and density of foliage.	<ul style="list-style-type: none"> • Sufficient area to accommodate for the design of a short length 9 hole (9 basket/ 9 tee) course with average length holes of approximately 35-60 metres. • Limited variation in elevation change and limited tree spacing restricts ability to create a diverse and sustainable course design layout to engage users. • Natural wetlands may provide accessibility issues during wet seasons. • Natural "fairways" created by existing tree planting designs have grown over and would require some light clearing to create a usable space.
Local Community & Neighbourhood School Accessibility	Proximity to local schools and community groups, encouraging student and local resident participation through excursions and after school/work and weekend play at the venue.	<ul style="list-style-type: none"> • The site is bordered by residential housing, providing opportunities for accessibility to the public. • Approximately 4 local schools are located within a 2km radius of the park, providing additional access for organised physical education activities.
Amenities & Parking	Public toilets and facilities close by and accessible. Sufficient parking for users.	<ul style="list-style-type: none"> • Limited street parking available only. • No toilets located within the park.
Transport Accessibility	The site's proximity to public transport and local bike path network to improve accessibility for visitors travelling without vehicle access.	<ul style="list-style-type: none"> • Accessibility to the area via park entrance on Kearney Drive. • Limited street parking available only. • Limited access via public transport with the PTV Metropolitan Bus route 708 nearest stop located approximately 800m from the existing playground.
Existing Recreation Facilities	The site's proximity to other recreational facilities and playgrounds, helping to create a hub for leisure activities in the area.	<ul style="list-style-type: none"> • Existing recreational facilities include an established children's playground located on Kearney Drive. • A concrete half court basketball court is also located in the same area. • The presence of these facilities would help to increase awareness of a disc golf course due to the increase in the presence of park goers.
Park Connectivity	Potential for utilising disc golf to improve connectivity of existing park facilities and path networks.	<ul style="list-style-type: none"> • Established park pathways around the entire space offers a natural guide for the course design to follow. • Space to utilise for a disc golf course is restricted however due to the limited open space between the pathways and thick groups of vegetation. • The disc golf course would however provide the opportunity to activate the used space and improve the park's overall recreational connectivity.
Club Development, Events & Sustained Participation	The capacity to deliver an exciting, challenging and sustainable facility design for players of all abilities - leading to consistent participation and the potential for hosting events by a formalised local club.	<ul style="list-style-type: none"> • The site presents a limited opportunity to create a course design layout catered to offer users sustained engagement. • The ability of hosting events to cater for the current participation numbers in the disc golf community would be limited due to the area available.
Safety & Risk Management	Ability to create a course design layout to meet the required standards and expectations of the client, whilst mitigating potential risks associated with the injury of participants and other park users.	<ul style="list-style-type: none"> • Satisfactory potential to activate park space without encroaching on existing facilities. • No need for crossing fairways with sufficient park area. • Suitable tree coverage and foliage to create natural fairways and provide cover from paths and roads. • Could be improved with a tree trimming/clearing plan. • No requirement to have fairways crossing paths or near to roads. • Sufficient park space to avoid conflict with residential fence boundaries and existing facilities such as the playground area. • Limited visibility due to dense tree coverage of fairways would need to be addressed to help in avoiding blind spots. • Additional signage would be recommended. • The avoidance of unnecessary slips or falls offered through the site specific location of tee locations and installation of stable tee pads.
Environmental Impact	The site will have no negative environmental impact.	<ul style="list-style-type: none"> • Natural "fairways" created by existing tree planting designs have grown over and would require some light clearing to create a usable space • Natural wetlands may provide accessibility issues during wet seasons.
Proximity to Resources for Disc Hire	Resources and facilities close by, and accessible for Disc Hire by local residents and casual participants.	<ul style="list-style-type: none"> • Located approximately 900m to Aspendale Gardens Community Centre
Size of Course - 9-hole or 18-hole	The site is sufficient in size to accommodate a 9-hole course and an 18-hole course	<ul style="list-style-type: none"> • Natural wetlands may provide accessibility issues during wet seasons.



Concept Layout Designs



CHELSEA BICENTENNIAL PARK DISC GOLF COURSE - 18 HOLE CONCEPT DESIGN LAYOUT
 27 target baskets
 18 tee areas
 1 main course sign

CHELSEA BICENTENNIAL PARK
 Thames Promenade & Scotch Parade
 Chelsea VIC 3196

RAD DWG No. CD-PH-2
 Date: 30-05-2022



CHELSEA BICENTENNIAL PARK DISC GOLF COURSE - 18 HOLE CONCEPT DESIGN LAYOUT
 27 target baskets
 18 tee areas
 1 main course sign

CHELSEA BICENTENNIAL PARK
 Thames Promenade & Scotch Parade
 Chelsea VIC 3196

RAD DWG No. CD-PH-2
 Date: 30-05-2022



CHELSEA BICENTENNIAL PARK DISC GOLF COURSE - 18 HOLE CONCEPT DESIGN LAYOUT
 10 target baskets
 10 tee areas
 1 main course sign

CHELSEA BICENTENNIAL PARK
 Thames Promenade & Scotch Parade
 Chelsea MA 02156

RAD DWG No. CD-216-6
 Date: 07-06-2022



CHELSEA BICENTENNIAL PARK DISC GOLF COURSE - 9 HOLE DUAL TEE CONCEPT DESIGN LAYOUT
 5 target baskets
 10 tee areas
 1 main course sign

CHELSEA BICENTENNIAL PARK
 Thames Promenade & Scotch Parade
 Chelsea MA 02156

RAD DWG No. CD-216-4
 Date: 07-06-2022



CHELSEA BICENTENNIAL PARK DISC GOLF COURSE - 9 HOLE DUAL BASKET CONCEPT DESIGN LAYOUT
 16 target baskets
 9 tee areas
 1 main course sign

CHELSEA BICENTENNIAL PARK
 Thames Promenade & Scotch Parade
 Chelsea MA 02156

RAD DWG No. CD-216-9
 Date: 07-06-2022



CHELSEA BICENTENNIAL PARK DISC GOLF COURSE - 9 HOLE CONCEPT DESIGN LAYOUT
 5 target baskets
 9 tee areas
 1 main course sign

CHELSEA BICENTENNIAL PARK
 Thames Promenade & Scotch Parade
 Chelsea MA 02156

RAD DWG No. CD-216-4
 Date: 07-06-2022



Project Cost Plan

COMPANY NAME Kingston City Council
PROJECT Design & Supply: 18 Hole Disc Golf Course

DESCRIPTION	QUANTITY	UNIT PRICE
DISC GOLF COURSE LAYOUT DESIGN	1.00	7,495.00
RAD ACE DISC GOLF TARGET BASKET	28.00	650.00
TEE SIGNS	18.00	325.00
MAIN COURSE MAP SIGN	1.00	1,600.00
DISC GOLF COURSE GRAPHIC DESIGN	1.00	2,495.00
TEE PAD INSTALLATION	18.00	795.00
COURSE EQUIPMENT INSTALLATION	1.00	34,980.00
Total (GST exclusive)		\$ 84,930.00

Appendix - 1a. Course Design Elements

1. SPACE: The first decision is to determine what type of course you would like to develop and whether enough space is available for that type of course. The amount of space available can sometimes depend on whether brush and trees can be removed to create fairways. Ideally, a well balanced course has a mixture of holes that go completely thru the woods, partially thru woods and mostly in the open. Fairways in the woods typically range from 15 ft wide pinch points up to 40 feet wide. A few larger trees sometimes need to be removed to create fair flight paths. Most new courses are being developed with two sets of tees to better serve the different skill levels of players in the community, even if both sets aren't installed right away due to budget constraints. Four primary player skill levels (Gold, Blue, White and Red) have been defined with design guidelines for each level (see www.pdga.com/documents/design-skill-level-guidelines). Public courses are usually designed with a combination of Blue & Red or White & Red tees to meet the needs of most players. Well developed disc golf areas and private facilities can sometimes justify installing a few of the longest, most challenging courses with permanent Gold tees for the highest player level. Even then, it makes sense to also install a set of shorter tees to serve White or Red level players. A full length Championship course can require more than one acre per hole depending on foliage density (more trees, less acreage required). However, a small recreational course can sometimes fit 2-3 holes per acre depending on terrain. (Read the document on Acreage Guidelines for more detailed information at www.pdga.com/documents/course-design-acreage-guide)

2. HOLE COUNT: Most courses are 9 or 18 holes. There are several with 12, 24 or 27 holes. It's better to install a well designed, dual tee 12-hole course than it is to install a cramped 18-hole course on the same piece of land. It's tradition the number of holes be divisible by 3 but is not required.

3. LENGTH: Most courses should have at least one configuration for beginners and casual recreational players that rarely averages more than 250 feet per Par 3 hole (75 meters). This works out to a maximum of 4500 ft (1350m) for an 18-hole Par 54 course or 2250 feet (675m) for a 9-hole Par 27 course. The shortest length range is 3600-4300



feet (1080-1290m) for a land constrained 18-hole Par 3 public course. No hole should effectively be shorter than about 100 feet (30m) even on courses for beginners. If land is available, recreational courses can have several par 4 holes and even a par 5 hole for beginner skill levels. This can get a recreational course up to the low 5000s for length. Alternative longer configurations are achieved by installing another set of tees and/or target positions on most holes. Typical 18-hole course setups for amateur White level players range from 4500-6000 feet (1350-1800m). Course setups longer than 6000 feet (1800m) ranging up to 10,000 feet are primarily for better players at the Blue or Gold level and for tournament play. These courses should again have several par 4s and even a par 5 or two as land is available. There is no maximum length allowed for a hole. The longest holes in the world can get to 1500 feet (458m). See Course Design Guidelines for PDGA Skill Levels & Divisions.

www.pdga.com/documents/design-skill-levelguidelines Hole length is measured from front of the tee to the target along the fairway route the designer intended players of that skill level to throw. For doglegs or water carries, the only time the straight line, crow flies, measurement should be used is if the designer intended players of that skill level to be able to throw over the tree tops to shorten the dogleg or throw straight completely over the water.

4. HOLE NOTES: There should be at least one flight path that can be negotiated at the skill level the route is designed for. There should be more than one flight path or type of throw (including rollers) available on several of the holes. There should not be too many objects within 33 ft (10m) of each target. Any object near the target should not be so large that a player cannot find an unobstructed flight path by stretching sideways, throwing from a low stance, throwing through or over the top of the object. A player throwing from the shortest (or only) tee on a hole should not be "forced" to throw over water that is normally greater than 18" deep (50cm). Include a flight path (usually to the left) that allows a player to avoid throwing over deeper water. Any normally dry trenches, some occasionally filled with seasonal water under 18" deep, that are regularly in play should have appropriate paths down and out to be able to take a stance as needed and/or retrieve discs.

5. TEES: Hard surface tee pads of textured cement or asphalt are preferred. Typical size for pads at the longer tee positions is 5 ft (1.5m) wide by at least 12 ft (3.5m) long. Maximum size at the front line of the pad is about 6 ft (2m) wide with a length up to 20 ft (6m) long. The back end might flare out to 10 feet (3m) wide. Minimum rectangular size is 4 feet (1.2m) wide and 10 feet (3m) long. If you need to conserve materials, make tee





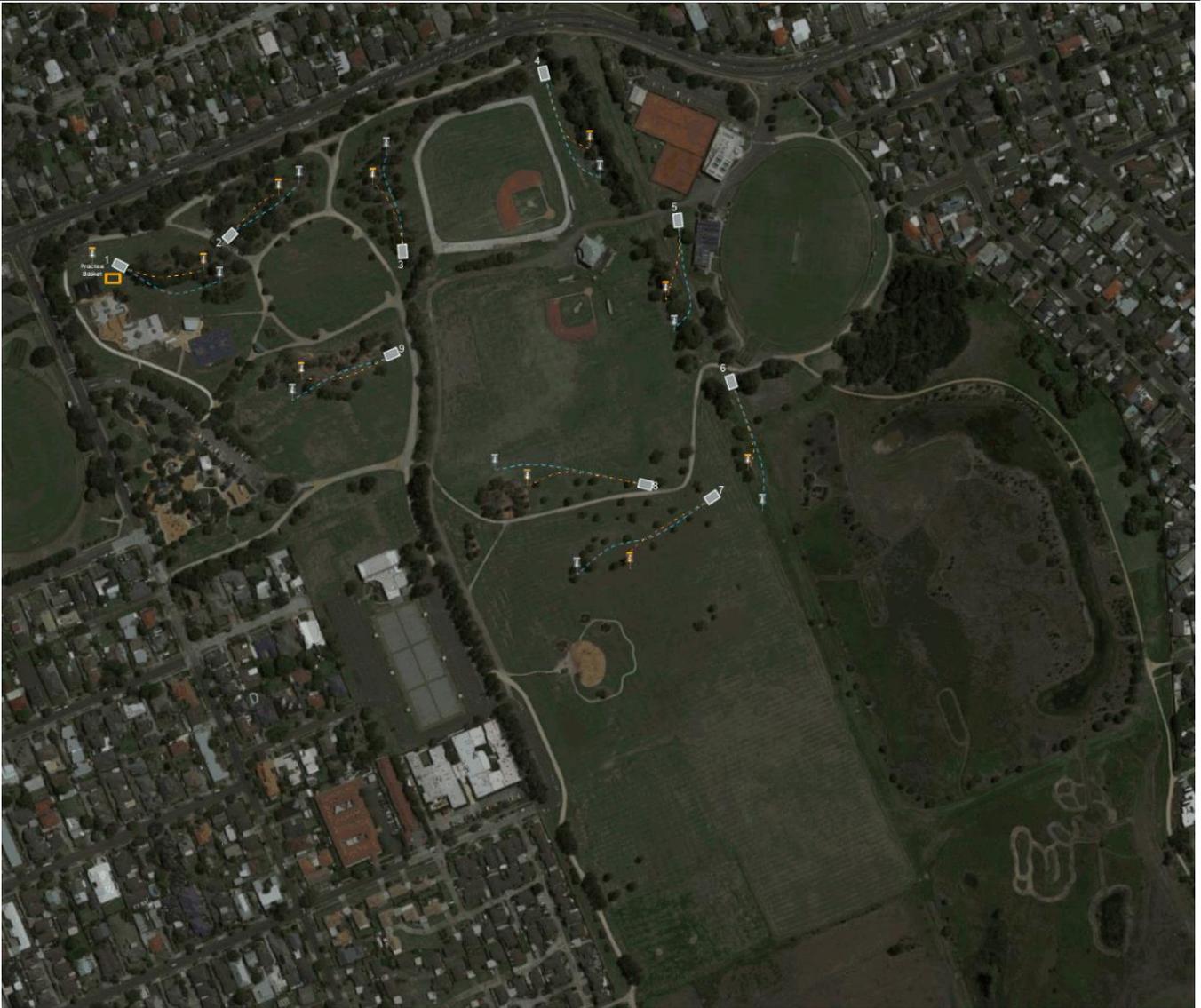
pads shorter on short or downhill holes and longer on long holes. For example, a hard surfaced tee pad at the top of a hill on a short hole might only need to be 8 ft long because most players will just stand at the front edge of the tee to make their throws. Non-hard surface tee areas should be even surfaced and not contain protruding rocks or roots. Tee areas should be level from left to right. They should not slope too sharply from front to back. Without hard surfaced or rubber tee pad, the front edge of tee area must be indicated by the front edge of a tee board buried flush in the ground or by the imaginary line between two stakes or flags that mark the front edge. Beyond the front of each tee pad and either side should be adequate room for follow-thru so a player doesn't risk twisting an ankle, falling off a ledge or whacking their arm on a tree or sign. If possible, provide adequate level ground for a run-up behind each tee pad, especially on longer holes. Avoid major obstructions that severely block the flight path up to 20 feet in front of tee. On courses with alternate tees on some holes, the tee surfaces in the shorter positions should always be better or at least equal in quality to those in longer positions. For example, avoid designs where the long tee pads are cement and short tee pads are grass or dirt, especially when there are no tee signs. The designated color for each set of tees used for course layout identification on scorecards should match one of the four recognized player skill levels that set of tees was designed for: Gold, Blue, White or Red. Sometimes there's no room for two tees on every hole. Just make sure to mark each tee on single tee holes with both colors. Course managers are encouraged to move toward these color guidelines when the opportunity presents itself for new installations, redesigns or course upgrades when their current color(s) do not match the PDGA guidelines.

6. **TARGETS:** Any marked object or post could serve as a target but the basket/chain style are preferred. Make sure homemade targets do not have sharp edges to injure players or damage discs. Locally fabricated targets for sale or to be installed on public land must not have elements that violate any target manufacturers' patents. Higher tier PDGA sanctioned events are expected and sometimes required to use better and more consistent target models. PDGA approved targets at the Basic, Standard and Championship levels are listed here: www.pdga.com/tech-standards Manufacturers are required to produce targets so the height of the basket rim above the playing surface will be 82 cm +/- 6 cm. Targets should be installed level with the ground below them even though course developers may install some targets where the height falls outside the 76-88 cm manufacturing range. The PDGA Course Committee suggests that no more than 6 targets out of 18 be installed outside the manufactured height range with just 2 or 3 being preferred. Targets suspended from above can be fun for recreational play but there should be a way to secure it from swinging freely during sanctioned play

7. SIGNS: Install a rules sign prominently before the first tee or post the rules on an information board (if there is one). Signs or marker arrows on or near each target should indicate the direction to next tee (as needed). Signs should indicate Out-of-Bounds (OB) boundaries and any other areas players should avoid. Ideally, the OB lines bordering non-uniform boundaries like water/grass or gravel/grass should be identified with markers flush with the ground or white tipped stakes if possible. The primary tee on each hole should have permanent signs indicating the hole number, length(s), teeing direction (if needed) and par for that skill level (see next section). When a hole has more than one target location, it's helpful if the current location can be identified on the sign. Try to have some sort of sign by or on the alternate tee positions even if it's just the hole number and length.

8. PAR: Par should be set for each tee/basket position combination on a hole based on the player skill level they were designed for. www.pdga.com/documents/design-skill-level-guidelines provides assistance to determine pars. This document: www.pdga.com/documents/par-guidelines provides a more specific way to determine par based on length and foliage elements of holes for each player skill level. The hole length used to determine par (not for the signs) should be adjusted up or down based on a 3-to-1 factor (i.e. 30 feet adjustment for every 10 feet elevation change) if the hole has a significant upslope or downslope. So players know what standard has been used for par, it should be indicated on scorecards and tee signs as Blue Par or Red Par, which hopefully matches the tee color(s) used. When less precise estimates are used to determine par (i.e., not using color skill levels), use the terms Expert or Pro Par for longer tees and Standard or Amateur Par for shorter tees. The terms Women's, Senior's or Junior tees should not be used.

9. LAYOUT: Fairways should not cross one another and should be far enough apart so errant throws aren't regularly in the wrong fairway. Fairways should not cross or be too close to public streets, sidewalks or too near private property and other busy areas where non-players congregate. Absolutely avoid designs where players might throw into blind areas where non-players could be walking on a well-defined park pathway. Avoid hazardous areas such as swamps and thorny or poisonous foliage. Tees and targets should be far enough from the targets and fairways of other holes. The tee for the first hole should ideally be the closest to the regular parking area. The target for the last hole should not be too far from the parking area and relatively close to the first tee. If possible, try to locate at least one other hole in the middle of course near the parking area. Try to minimize the amount of walking between holes while keeping paths as much out of other fairways as possible



CHELSEA BICENTENNIAL PARK DISC GOLF COURSE - 9 HOLE DUAL BASKET CONCEPT DESIGN LAYOUT

- 18 target baskets
- 9 tee areas
- 1 main course sign

CHELSEA BICENTENNIAL PARK
Thames Promenade & Scotch Parade
Chelsea VIC 3196

RAD DWG No. CD-PH-6
Date: 07-06-2022

11. Customer and Corporate Support Reports

27 June 2022

Agenda Item No: 11.1

INFORMAL MEETINGS OF COUNCILLORS

Contact Officer: Gabrielle Pattenden, Governance Officer

Purpose of Report

To provide copies of the Informal Meetings of Councillors records in line with Rule 1 of Chapter 6 of the Governance Rules to support openness and transparency of Governance processes.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

RECOMMENDATION

That Council receive the report.

1. Executive Summary

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

2. Background

The Governance Rules requires that Informal Meetings of Councillors records are reported to the next possible meeting of Council. This seeks to promote openness and transparency of Council decision making.

3. Discussion

3.1 Council Plan Alignment

Goal 5 - Our well-governed and responsive organisation

Direction 5.1 - Support decision making to provide an efficient and effective council which embodies the principles of democracy

The reporting of Informal Meetings of Councillors meets the requirements of the Rules and is critical to Direction 5.1.

3.2 Consultation/Internal Review

Not applicable to this report

3.3 Operation and Strategic Issues

3.3.1 Governance Rules requirements

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

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

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

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

A standard Informal Meeting of Councillors form will be used as the record for the purposes of the Rules. These form the appendices to the report.

Rule 6 of Chapter 5 of the Rules requires Councillors attending a meeting under the auspices of Council (to which an Informal Meeting of Councillors falls under) to disclose a conflict of interest and leave the room whilst the matter is being considered.

4. Conclusion

4.1 Environmental Implications

Nil

4.2 Social Implications

Tabling Informal Meetings of Councillors records supports disclosure and transparency of Council operations.

4.3 Resource Implications

Nil.

4.4 Legal / Risk Implications

Nil.

Appendices

Appendix 1 - Informal Meetings of Councillors Record - Planning CIS 6 June 2022 (Ref 22/163594)  [↓](#)

Appendix 2 - Informal Meetings of Councillors Record - Governance and Policy Committee 7 June 2022 (Ref 22/171849)  [↓](#)

Appendix 3 - Informal Meetings of Councillors Record - Strategic CIS 14 June 2022 (Ref 22/171787)  [↓](#)

Author/s: Gabrielle Pattenden, Governance Officer
Reviewed and Approved By: Phil DeLosa, Manager Governance
Dan Hogan, General Manager Customer and Corporate Support

11.1

INFORMAL MEETINGS OF COUNCILLORS

1	Informal Meetings of Councillors Record - Planning CIS 6 June 2022	221
2	Informal Meetings of Councillors Record - Governance and Policy Committee 7 June 2022	225
3	Informal Meetings of Councillors Record - Strategic CIS 14 June 2022	227

Informal Meetings of Councillors Record

Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



Meeting Details

Date: 6 June 2022

Time: 6.00pm

Meeting Location: Online via the Zoom platform

Meeting Reason: Planning Councillor Information Session

Attendees:

Councillors

Cr Steve Staikos (Mayor)
Cr Jenna Davey-Burns (Deputy Mayor)
Cr Tamsin Bearsley
Cr Tracey Davies
Cr Chris Hill
Cr George Hua
Cr Hadi Saab

Officers

Peter Bean, Chief Executive Officer
Jonathan Guttman, General Manager Planning and Place
Samantha Krull, General Manager Infrastructure and Open Space
Tony Ljaskevic, Acting General Manager Customer and Corporate Support
Mark Patterson, Acting General Manager Community Strengthening
Phil De Losa, Manager Governance
Emily Scopel-Reed, Governance Officer Integrity
Juliette Wittich, Communications Advisor – Advocacy Campaigns
Jaclyn Murdoch, Manager City Development
James Leonard, Acting Planning Appeals Coordinator
Nikolas Muhlechner, Team Leader Statutory Planning
Paul Marsden, Manager City Strategy
Astrid Di Carlo, Executive Manager Legal
Patrick O’Gorman, Governance Officer

Guests

Andrew Brenchley, Acting Program Director - Southern
Gemma Boucher, Deputy Director, Stakeholder Relations and Communications LXP
Johanna Nuttall, Project Manager LXP
Andrew Hayes, Director Cox Architecture

Apologies

Cr David Eden
Cr Cameron Howe
Cr Georgina Oxley

Summary of Matters Discussed:

- 1 Apologies
- 2 Declaration by Councillors, Officers and Contractors of any Conflict of Interest
- 3 Notes of CIS of 16 May 2022
- 4 Individual Ward Briefings
- 5 Councillor Weekly Update and Executive Updates

[continued over page](#)

1 of 2

Informal Meetings of Councillors Record

Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



- 6 Briefing from Level Crossing Removal Project
- 7 YourGround Project - Kingston Results and Response
- 8 Draft Agenda - Planning Committee - See Separate Agenda
 - 4.1 KP-2019/825 - 252-258 Lower Dandenong Road, Mordialloc
 - 4.2 KP-2021/595 - 1-4 Nepean Highway, Aspendale (Lot 1 on TP011006P)
 - 4.3 KP-2021/767 - 30 Healey Street, Moorabbin
 - 4.4 KP-2021/532 - 453 Boundary Road, Heatherton
 - 4.5 KP-2021/845 - 71 Argus Street, Cheltenham
 - 4.6 KP-2021/763 - 370-440 Old Dandenong Road and 100 Tootal Road (part), Dingley Village
 - 4.7 KP-2021/664 1126-1146 Centre Road, Oakleigh South
 - 4.8 KP-2021/695 - 8 Plant Grove, Heatherton
- 9 Report on Legal Expenditure

*This report is designated as **confidential** by the CEO in accordance with the provisions of the Local Government Act 2020*
- 10 *By exception:*
Response to Resolution - Tree Removals Over 8m in Height - Planning and Local Law
- 11 *By exception:*
Planning Delegations Policy Emails - May 2022
- 12 Governance Rules
- 13 Invitations
- 14 Councillor/CEO Discussion

Conflict of Interest Disclosures:

Councillor Disclosures:

Name of Councillor: Cr Steve Staikos

Explanation of the nature of the conflict: General
Item 4.7 - KP-2021/664 1126-1146 Centre Road, Oakleigh South of the Draft Planning Committee Agenda

Councillor left the meeting prior to discussion: YES

Time left: 8.10pm

Time returned: 8.17pm

Informal Meetings of Councillors Record

Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



Officer Disclosures:

Name of Officer: Jaclyn Murdoch, Manager City Development

Explanation of the nature of the conflict: General
Item 4.7 - KP-2021/664 1126-1146 Centre Road, Oakleigh South of the Draft Planning Committee Agenda

Councillor left the meeting prior to discussion: YES/NO

Time left: 8.10pm Time returned: Did not return

Completed by: Emily Scopel-Reed, Governance Officer Integrity

Date: 6 June 2022

Brief Explanation – Governance Rules Chapter 6:

If there is a meeting of Councillors that:

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

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

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

Some examples of an Informal Meeting of Councillors will include:

- Councillor briefing session;
- Meeting / briefing of one or more Ward Councillors;
- Advisory committee where one or more Councillor/s is present;
- Budget discussion;
- Workshop re key Council priorities;
- Site inspection;
- Preliminary planning conference

If you require further clarification, please contact the Governance team.

Informal Meetings of Councillors Record

Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



Meeting Details

Date: 7 June 2022

Time: 5.30pm

Meeting Location: via Microsoft Teams

Meeting Reason: Governance Committee

Attendees:

Councillor/s:

Cr Steve Staikos (Mayor)
Cr Jenna Davey-Burns (Deputy Mayor)

Officer/s:

Peter Bean, Chief Executive Officer
Tony Ljaskevic, General Manager Corporate Services
Phil DeLosa, Manager Governance
Patrick O’Gorman, Governance Officer
Claire Sinni, Diversity and Inclusion Coordinator

Apologies:

Cr Jenna Davey-Burns (Deputy Mayor)
Cr Hadi Saab

Summary of Matters Discussed:

1. Apologies
2. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
3. Notes of Governance Committee of 9 May 2022
4. VAGO Sexual Harassment Training for Councillors
5. Councillor and Staff Interaction Policy
6. Strategic Advisory Committee Members Presenting to Councillors
7. Scan of Local Government
8. Other Business

Conflict of Interest Disclosures:

Councillor Disclosures: Nil

Officer Disclosures: Nil

Completed by: Patrick O’Gorman

Date: 22/06/2022

[continued over page](#)

1 of 2

Informal Meetings of Councillors Record

Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



Meeting Details

Date: 14 June 2022

Time: 6.00pm

Meeting Location: Online via the Zoom Platform

Meeting Reason: Strategic Councillor Information Session

Attendees:

Councillor/s:

Cr Steve Staikos (Mayor)
 Cr Jenna Davey-Burns (Deputy Mayor)
 Cr Tamsin Bearsley
 Cr Tim Cochrane (arrived at 6.05pm)
 Cr Tracey Davies
 Cr David Eden
 Cr Chris Hill (arrived at 6.05pm)
 Cr George Hua
 Cr Georgina Oxley
 Cr Hadi Saab (arrived at 6.10pm)

Officer/s:

Peter Bean, Chief Executive Officer
 Jonathan Guttmann, General Manager Planning and Place
 Samantha Krull, General Manager Infrastructure and Open Space
 Tony Ljaskevic, General Manager Customer and Corporate Support
 Mark Patterson, Acting General Manager Community Strengthening
 Tracey Cheeseman, Manager Advocacy, Engagement and Communications
 Phil De Losa, Manager Governance
 Patrick O'Gorman, Governance Officer
 Gabrielle Pattenden, Governance Officer
 Alan West, Principal Environment Officer
 Paul Marsden, Manager City Strategy
 Bridget Draper, Manager Active Kingston
 Mark Stockton, Team Leader Sport and Recreation Major Projects
 Kathy Van Heer, Team Leader Asset Management
 Chao Ren, Manger Project Management Office
 Peter Gillieron, Acting Manager Property Services
 Ange Marshall, Manager Finance

Apologies:

Nil

Summary of Matters Discussed:

1. Apologies
 2. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
 3. Notes of the Strategic CIS Meeting of 16 May 2022
- Strategic Briefings
4. Meeting Planner
 5. Councillor Weekly Update and Executive Updates
 6. Advocacy Update
 7. Youth Advisory Committee Notes
 8. Access and Equity Advisory Committee Meeting Notes
 9. Draft Kingston Integrated Water Strategy
 10. Draft Agenda - Council Meeting

[continued over page](#)

1 of 2

Informal Meetings of Councillors Record

Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



10. Infrastructure and Open Space Reports
 - 10.1 Disc Golf Feasibility Report
 - 10.2 Applications - Sport and Recreation Victoria - Local Sports Infrastructure Fund 2022
 - 10.3 CON 21/028 Leisure Centres Supply, Delivery and Storage of Co2 (Carbon Dioxide)
 - 10.4 Asset Plan Consultation Feedback
 - 10.5 Dingley Reserve Pavilion - Award of Contract for Construction
11. Customer and Corporate Support Reports
 - 11.1 Governance Rules
 - 11.2 Quick Response Grants
 - 11.3 Appointment and Authorisation of Officer - Planning and Environment Act 1987
12. Chief Finance Office Reports
 - 12.1 Sale of Land Rear of 9 Holmby Rd Cheltenham
 - 12.2 Cultural & Recreational Land Agreements: Policy Adoption
 - 12.3 Adoption of the 2022/23 Budget, 2022-2032 Financial Plan and 2022-2026 Revenue & Rating Plan
13. Notices of Motion
 - Nil

Other Business

11. CEO Employment Matters
Councillor/CEO Only Discussion

Conflict of Interest Disclosures:

Councillor Disclosures: Nil

Officer Disclosures: Nil

Brief Explanation – Governance Rules Chapter 6:

If there is a meeting of Councillors that:

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

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

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

Some examples of an Informal Meeting of *Councillors* will include:

- Councillor briefing session;
- Meeting / briefing of one or more Ward Councillors;
- Advisory committee where one or more Councillor/s is present;
- Budget discussion;
- Workshop re key Council priorities;
- Site inspection;
- Preliminary planning conference

If you require further clarification, please contact the Governance team.

27 June 2022

Agenda Item No: 11.2

APPOINTMENT AND AUTHORISATION OF OFFICER - PLANNING AND ENVIRONMENT ACT 1987

Contact Officer: Marilyn DeBenedictis, Governance Compliance Officer
Kelly Shacklock, Team Leader Organisational Governance

Purpose of Report

The purpose of this report is to authorise an officer for the purposes of the *Planning and Environment Act 1987* (the Act) and regulations made under that Act.

Disclosure of Officer / Contractor Conflict of Interest

No Council officers 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:

1. In the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, Kingston City Council resolves that the member of Council staff referred to in the instrument attached (refer to appendix) be appointed and authorised as set out in the instrument.
2. The instrument come into force immediately on resolution and remain in force until such time as the officer is no longer employed, contracted or otherwise engaged to undertake the duties on behalf of Kingston City Council, unless Council determines to vary or revoke it earlier.

1. Executive Summary

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

2. Background

This request for authorisation is due to the appointment of a new staff member. As the *responsible authority* under the *Planning and Environment Act 1987*, Council can authorise officers under section 147(4) of the *Planning and Environment Act (PE) Act*.

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

The following instrument is proposed and made under the PE Act to ensure the officer is authorised to administer the function, powers and duties of their role and to meet legislative compliance obligations.

3. Discussion

3.1 Council Plan Alignment

Goal Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.
Direction hold ourselves to the highest standard of governance and integrity.

3.2 Consultation/Internal Review

The administration for the appointment and authorisation of officers is undertaken by the Governance team. Governance maintains the register of authorised officers, produces the draft instruments for approval by the relevant authority and, upon approval, organises the issuing of authorised officer identity cards.
The Team Leader Vegetation and Planning Compliance has been involved in the development of this Instrument.

3.3 Operation and Strategic Issues

The proper appointment and authorisation of officers is an essential governance requirement for Council enforcement functions. New authorisations are required when new staff join Council or existing staff are appointed to roles requiring authorisation. Reviews are undertaken regularly to ensure all officers have the appropriate authorisations to carry out their roles effectively.

4. Conclusion

Authorisation under the *Planning and Environment Act 1987* is essential to empower the officer to carry out their role on behalf of Council.

4.1 Environmental Implications

Not applicable

4.2 Social Implications

Not applicable

4.3 Resource Implications

Not applicable

4.4 Legal / Risk Implications

The proper appointment and authorisation of officers is important as the Instruments may be used in Court to demonstrate that a person purporting to be an authorised officer was duly authorised to take the action or make the decision they made. If the appointment and authorisation are not properly made, the officer's actions or decisions could be deemed invalid.

Appendices

Appendix 1 - S11A Instrument of Appointment - Planning and Environment Act - Senior Vegetation Management Officer - Richard Owers (Ref 22/157961)  

Author/s: Marilyn DeBenedictis, Governance Compliance Officer
Kelly Shacklock, Team Leader Organisational Governance
Reviewed and Approved By: Phil DeLosa, Manager Governance

11.2

APPOINTMENT AND AUTHORISATION OF OFFICER - PLANNING AND ENVIRONMENT ACT 1987

- 1 **S11A Instrument of Appointment - Planning and Environment Act - Senior Vegetation Management Officer - Richard Owers 233**



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

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

Richard Owers

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 its execution;
- (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 27 June 2022.

27 June 2022

Agenda Item No: 11.3

QUICK RESPONSE GRANTS

Contact Officer: Gabrielle Pattenden, Governance Officer

Purpose of Report

To seek Council's consideration of Quick Response Grant applications received.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council approve the following Quick Response Grant applications:

- Country Women's Association of Victoria Inc, Mentone Branch - \$700.00
- Chelsea Community Support Services - \$1500.00
- Kingston Toy Library - \$1500.00

That Council not approve the following Quick Response Grant application:

- Make a Difference Dingley Village

1. Executive Summary

The Quick Response Grants Program gives individuals and community groups the opportunity to apply for small grants required at short notice to help them achieve their goals and ambitions.

This Program responds to the community's need for a form of grant that is flexible and efficient in terms of the time between application and approval and applies to smaller amounts of funding to a maximum of \$1,500.00.

Quick Response Grants are a category under Council's Community Grants Program.

2. Background

In April 2019 Council revised the Quick Response Grants Guidelines. Grant applications are checked for eligibility in line with a set of criteria outlined in the Guidelines. An application must be submitted to Council and considered for approval at a Council Meeting.

Any not-for-profit group, school or community organisation providing services within the City of Kingston may apply.

Individuals must be a resident of the City of Kingston and participating in an activity in an unpaid capacity and not as a requirement of any formal course of study or of their employment. Individuals can apply for a grant to assist them to participate in a sporting, educational, recreational or cultural activity; other pursuit of a personal development nature; which will have a clear benefit to the community.

Community groups can apply for a grant to assist with the provision of a service, program or activity used by or of benefit to Kingston residents.

3. Discussion

3.1. Council Plan Alignment

Goal 3 - Our connected, inclusive, healthy and learning community

Direction 3.4 - Promote an active, healthy and involved community life

3.2. Operation and Strategic Issues

3.2.1. Assessment of Application Criteria

Applications for Quick Response Grants are assessed against the criteria outlined in the guidelines as follows:

- Are funds needed at short notice or can they wait for the Annual Grants program?
- Does the proposed activity/event/project benefit the City of Kingston residents?
- Has the applicant demonstrated a clear need for funds?
- Has the applicant received any other funding from Council?
- That the organisation is a not-for-profit and has a bank account in the name of organisation.
- Can the project be funded under any other Council grant program?

4. Applications

Name:	Country Women's Association of Victoria Inc – Mentone Branch	
Amount requested:	\$700.00	
Description of Project/Event:	<p>Purchase of wool to knit and crochet blankets and beanies for the homeless and needy in the community.</p> <p>Currently our members knit and crochet items as we see the need, using their own funds or leftover donated wool. acquiring a grant will allow our community group to purchase exactly what we want. The act of making the items provides interest and purpose to our members. The donation of blankets, hats and scarves help those in need in the Kingston Community, helping to stave off the cold during autumn and winter.</p>	
How the funds will be used:	<p>\$700 will allow us to purchase enough wool to make 100 adult hats or if we buy a mix of wool and acrylic yarn we can make both blankets and hats. A single size blanket uses approx 1-1.2kg of wool and a hat uses approx 100g.</p>	
Assessment Criteria:	<ul style="list-style-type: none"> • The applicant meets the eligibility criteria • Funds are needed at short notice • The activity/event/project benefits the City of Kingston residents • The applicant has demonstrated a clear need for funds • The applicant has not received any other funding from Council for this project • The applicant is an individual or not for profit organisation • The project cannot be funded under any other Council Grant program 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓
Grants received in current or last financial year		
<p>\$800 Annual Community Grant was paid in Aug'19</p>		
Officer Comment:		
<p>This application meets the assessment criteria and is recommended for approval for an amount of \$700.00.</p>		

**City of Kingston
Council Meeting**

Agenda

27 June 2022

Name:	Chelsea Community Support Services	
Amount requested:	\$1500.00	
Description of Project/Event:	<p>We would like to purchase 30 electric throw blankets for our community members experiencing financial hardship as this in turn leads to them decreasing the use of heating appliances due to concerns of being unable to pay their winter power and gas bills. For clients from vulnerable groups like the elderly and those with poor health this can have a significant detrimental effect on their overall health. The blankets use the same electricity per hour as a light bulb making them a desirable alternative for clients that need to stay warm but can not afford to run a traditional heater. The minimal carbon foot print is also a bonus. We were able to run this support program last winter due to unexpected additional funding we received in response to the pandemic. The feedback we got was unanimously positive, clients reported a great sense of comfort and wellbeing inside their homes over the winter and our client with hip issues reported a marked decrease in the pain they experienced whilst using the blanket. We are requesting funding to be able to offer this support to clients this winter.</p>	
How the funds will be used:	30 electric throw blankets purchased at \$50 per unit	
Assessment Criteria:	<ul style="list-style-type: none"> • The applicant meets the eligibility criteria • Funds are needed at short notice • The activity/event/project benefits the City of Kingston residents • The applicant has demonstrated a clear need for funds • The applicant has not received any other funding from Council for this project • The applicant is an individual or not for profit organisation • The project cannot be funded under any other Council Grant program 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓
Grants received in current or last financial year		
\$109k Annual Grant - Sep'21		
\$106k Partnership Grant - Aug'20		
Officer Comment:		
This application meets the assessment criteria and is recommended for approval for an amount of \$1500.00.		

**City of Kingston
Council Meeting**

Agenda

27 June 2022

Name:	Make a Difference Dingley Village	
Amount requested:	\$1496.00	
Description of Project/Event:	Make A Difference (MADDV) is based in the City of Kingston, and has been supporting the local community for over 30 years. We were established by the local community to support the local community, providing assistance to those vulnerable and in crisis. We see at least 100 families each week, seeking our assistance. MADDV has long provided vouchers for grocery shopping, assisted with utility bill payment, and provided pantry supplies amongst other support. Our concern has turned to the lack of fresh food available, so we now also offer families a box of fresh fruit and vegetables to ensure nutritious meals can be made and children do not go hungry.	
How the funds will be used:	Purchasing fresh fruit and vegetable boxes for clients in crisis.	
Assessment Criteria:		
• The applicant meets the eligibility criteria		X
• Funds are needed at short notice		✓
• The activity/event/project benefits the City of Kingston residents		✓
• The applicant has demonstrated a clear need for funds		✓
• The applicant has not received any other funding from Council for this project		✓
• The applicant is an individual or not for profit organisation		✓
• The project cannot be funded under any other Council Grant program		✓
Grants received in current or last financial year		
\$1.5k Grant - Aug'21		
\$33.3k Grant - Sep'21		
\$1.5k Grant - Mar'21		
\$5.0k Grant - Nov'20		
\$29.4k Grant - Nov'20		
\$1.5k Grant - Jun'20		
Officer Comment:		
This application is not recommended for approval as the applicant has received the maximum amount of \$1500.00 in Quick Response Grants in the current financial year.		

Name:	Kingston Toy Library	
Amount requested:	\$1500.00	
Description of Project/Event:	Electricity testing and tagging for OHS compliance. We have recently purchased new electrical equipment - heating/cooling inverters and tablets through the federal government's stronger communities grant. We also have not been able to undertake tagging and testing during the lock down periods over the past couple of years. Therefore, we are overdue to undertake this work and need to do it quickly. We would like to purchase our own portable testing appliance so we can have qualified members undertake	
How the funds will be used:	To purchase a test and tag equipment and if we can find a community member to volunteer their time to undertake the testing we will employ an electrician.	
Assessment Criteria:		
• The applicant meets the eligibility criteria		✓
• Funds are needed at short notice		✓
• The activity/event/project benefits the City of Kingston residents		✓
• The applicant has demonstrated a clear need for funds		✓
• The applicant has not received any other funding from Council for this project		✓
• The applicant is an individual or not for profit organisation		✓
• The project cannot be funded under any other Council Grant program		✓
Grants received in current or last financial year		
\$750 Childrens Week Grant - Oct'21		
\$2k Annual Grant - Aug'21		
\$550 Childrens Week Grant - Oct'20		
\$1.5k Quick Response Grant - Oct'20		
\$2k Grant - Sep'20		
Officer Comment:		
This application meets the assessment criteria and is recommended for approval for an amount of \$1500.00.		

4.1. Conclusion

The grant applications in this report have been assessed according to the assessment criteria approved by Council in the Quick Response Guidelines.

4.2. Environmental Implications

N/A

4.3. Social Implications

The allocation of Quick Response Grants allows for Council to provide funds on a small scale to groups and individuals or towards projects or events that are consistent with Council's strategic directions and of benefit to Kingston's residents and community.

4.4. Resource Implications

Funds for Quick Response Grants are allocated by Council through its annual budget process.

4.5. Legal / Risk Implications

N/A

Author/s: Gabrielle Pattenden, Governance Officer
Reviewed and Approved By: Phil DeLosa, Manager Governance

27 June 2022

Agenda Item No: 11.4

GOVERNANCE RULES

Contact Officer: Patrick O'Gorman, Governance Officer

Purpose of Report

This report presents amendments to the Governance Rules aimed at enhancing Council decision making processes. Council is required to undertake a community engagement process in accordance with the Local Government Act 2020 before adopting any changes.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That pursuant to section 60(4) of the Local Government Act 2020, Council proceed with community consultation in relation to amendments to the Governance Rules as attached in Appendix 1.

1. Executive Summary

Council is required to have a set of rules that governs the meeting procedures for Council Meetings and Delegated Committee Meetings known as the Governance Rules (the Rules). A review of the Rules has been conducted to enhance Council decision making in the best interests of the Kingston community.

In addition, there have been amendments to the Local Government Act 2020 which require rules that allow the participation of Councillors at Council Meetings and Delegated Committee Meetings by electronic means of communication. Council is required to amend the Governance Rules to include the changed provisions by 2 September 2022.

Changes include (but is not limited to) the following matters:

- participation by Councillors at Council Meetings and Delegated Committee meetings by electronic means of communication
- extended time for community members/visitors to speak at Council Meetings/Delegated Committee meetings
- the ability for multiple objectors & applicants to speak to one planning item at Planning Committee meetings
- rules regarding the submission of petitions/joint letters
- rules regarding the submission of notice of motions

A complete list of all amendments is found in Appendix 2 of this report.

Prior to formal adoption, Council must undertake a process of community consultation in the development of these Rules in accordance with section 60(4) of the Act. Appendix 1 provides the draft amendments to the Governance Rules that if endorsed will proceed to consultation. Consultation will involve a broad process as outlined in section 3.2 of this report.

A final report to present the findings of the community consultation and to adopt the final version of the Governance Rules will be presented at the August 2022 Council Meeting.

2. Background

The Governance Rules were first adopted by Council at the August 2020 Council Meeting, as part of the implementation of the Act. This is the first review of the Rules since adoption.

During the pandemic, Council Meetings and Delegated Committee Meetings were conducted in accordance with interim legislation that allowed for Councillor attendance via electronic means of communication. This has led to the review by the State Government of the traditional requirement of in person attendance at Council Meetings.

The Regulatory Legislation Amendment (Reform) Act 2022 received Royal Assent on 29 March 2022 and includes reforms relating to virtual council meetings. From 2 September 2022, councils and regional libraries will be able to conduct virtual meetings in accordance with the relevant Governance Rules.

The State Government also released a Ministerial guideline to guide Councils in making changes to the Rules. The Ministerial Guideline is found in Appendix 3.

These reforms will be incorporated into Division 2, Part 3 of the Act, which relates to the procedures for Council decision making, including the holding of meetings (being council meetings, joint meetings of councils, delegated committee, and joint delegated committee meetings).

3. Discussion

3.1 Council Plan Alignment

Goal 5 - Our well-governed and responsive organisation
Direction 5.4 - A responsive and well managed organisation

Council is committed to complying with our statutory responsibilities under the Local Government Act 2020.

3.2 Consultation/Internal Review

Internal consultation

The Governance Rules were presented to the March & April meetings of the Governance and Policy Committee to gain feedback and invite suggested amendments outside of the legislative requirements to the Act.

The draft Governance Rules were presented to Councillors at a briefing session on Monday, 6 June for feedback.

Community consultation

After endorsement from Council, a process of community engagement will be undertaken to comply with the Act and Council's Community Engagement Policy. To ensure community feedback is maximised, the following consultation will be undertaken:

- Directly contacting community members who have participated through Public Question Time at Council Meetings in 21/22 financial year;
- Directly contacting regular attendees of Council Meetings;
- Directly contacting members of all Strategic Advisory Committees;
- Potential inclusion in e-newsletters (if dates align) such as Kingston News, My Community Life etc;
- Advertisement on TV screens at key Council facilities including Customer Counter, Kingston Libraries, Waves Leisure Centre, Family & Children's Hubs;
- Your Kingston Your Say page and survey;
- Social media posts on Council's corporate channels; and
- Provide copy and image for Councillors to share on their Councillor social media channels.

3.3 Operation and Strategic Issues

3.3.1 Proposed changes

The proposed changes to the Rules are comprehensively outlined in Appendix 2.

4. Conclusion

4.1 Environmental Implications

Not applicable.

4.2 Social Implications

The Governance Rules are integral to Council decision-making to give effect to the overarching governance principles in the Act and to ensure best practice governance in accordance with the Good Governance Framework.

4.3 Resource Implications

Not applicable.

4.4 Legal / Risk Implications

Council must adopt the Governance Rules by 2 September 2022.

Appendices

Appendix 1 - Draft Governance Rules June Council Meeting 2022 (Ref 22/80705)  

Appendix 2 - Governance Rules - Amended Provisions - June 2022 Council Meeting (Ref 22/170201)  

Appendix 3 - Ministerial Good Practice Guidelines MGPG 3 virtual meetings (Ref 22/169644)  

Author/s: Patrick O'Gorman, Governance Officer

Reviewed and Approved By: Phil DeLosa, Manager Governance

11.4

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City of
KINGSTON

Governance Rules

20/168524

GOVERNANCE RULES

Introduction

1. Nature of Rules

These are the Governance Rules of Kingston City Council, made in accordance with section 60 of the *Local Government Act 2020*.

2. Date of Commencement

These Governance Rules commence on 1 September 2020.

3. Contents

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Framework
Chapter 2	Meeting Procedure for Council meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Meeting Procedure for Community Asset Committees
Chapter 5	Disclosure of Conflicts Of Interest
Chapter 6	Miscellaneous
Chapter 7	The Common Seal
Chapter 8	Election Period Policy

4. Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

Act means the *Local Government Act 2020*.

Chief Executive Officer means the Chief Executive Officer of Kingston City Council and includes an Acting Chief Executive Officer.

Community Asset Committee means a Community Asset Committee established under section 65 of the Act.

Council means Kingston City Council.

Council meeting has the same meaning as in the Act and includes a *Council meeting* conducted remotely.

Council meeting conducted remotely means a *Council meeting* or a joint meeting of councils which is attended by one or more Councillors by electronic means of communication and conducted in accordance with rule 60 of Chapter 1 of these Rules.

Delegated Committee means a Delegated Committee established under section 63 of the Act.

Mayor means the Mayor of *Council*.

these Rules means these Governance Rules.



City of
KINGSTON

Chapter 1

Governance Framework

20/168524

Chapter 1 – Governance Framework

1. Context

These Rules should be read in the context of and in conjunction with:

- (a) the overarching governance principles specified in section 9(2) of the *Act*; and
- (b) the following documents adopted or approved by *Council*:
 - Good Governance Framework
 - Public Transparency Policy

2. Decision Making

- (a) In any matter in which a decision must be made by *Council* (including persons acting with the delegated authority of *Council*), *Council* must consider the matter and make a decision:
 - (i) fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
 - (ii) on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations
- (b) *Council* must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of *Council* is entitled to communicate their views and have their interests considered).
- (c) Without limiting anything in paragraph (b) of this sub-Rule:
 - (i) before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) must identify the person or persons whose rights will be directly affected, give notice of the decision which *Council* must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made;
 - (ii) if a report to be considered at a *Council meeting* concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
 - (iii) if a report to be considered at a *Delegated Committee* meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and
 - (iv) if a member of Council staff proposes to make a decision under delegation and that decision will directly affect the rights of a person or persons, the member of Council staff must, when making that decision, complete a Delegate Report that records that notice of the decision to be made was given to the person or persons and such person or persons were provided with an opportunity to communicate their views and their interests considered.



City of
KINGSTON

Chapter 2

Meeting Procedure for Council Meetings

20/168524

Chapter 2 – Meeting Procedure for Council meetings

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Part A – Introduction

1. Title

This Chapter will be known as the "Governance Rules".

2. Purpose of this Chapter

The purpose of this Chapter is to:

- 2.1 provide for the election of the Mayor and any Deputy Mayor;
- 2.2 provide for the appointment of any Acting Mayor; and
- 2.3 provide for the procedures governing the conduct of *Council meetings*.

3. Definitions and Notes

3.1 In this Chapter:

"*absolute majority*" means the number of Councillors which is greater than half the total number of the Councillors of *Council*;

"*abstain*" means where a Councillor present at the meeting does not vote (is taken to have voted against the question);

"*agenda*" means the notice of a meeting setting out the business to be transacted at the meeting;

"*Chair*" means the Chairperson of a meeting and includes a Councillor who is appointed by resolution to chair a meeting under section 61(3) of the *Act*;

"*minute book*" means the collective record of proceedings of *Council*;

"*municipal district*" means the municipal district of *Council*;

"*notice of motion*" means a notice setting out the text of a motion, which it is proposed to move at the next relevant *Ordinary Council Meeting*

"*notice of rescission*" means a *notice of motion* to rescind a resolution made by *Council*; and

"*Ordinary Council Meeting*" means a *Council Meeting* fixed under Rule 9.

"*Special Council Meeting*" means a *Council Meeting* not fixed by Council under Rule 11

"*written*" includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and *writing* has a corresponding meaning.

3.2 Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.

Part B – Election of Mayor

Introduction: This Part is concerned with the annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

4. Election of the *Mayor*

The election of the *Mayor* will occur at a *Council Meeting* in accordance with the Act, which is known as the *Annual Statutory Meeting*.

The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the Act.

5. Method of Voting

The election of the *Mayor* must be carried out by a show of hands.

6. Determining the election of the *Mayor*

- 6.1 The *Chief Executive Officer* must open the meeting at which the *Mayor* is to be elected, and invite nominations for the office of *Mayor*.
- 6.2 Nominations do not require seconding.
- 6.3 The *Chief Executive Officer* shall ask each nominee, other than when self-nominated, if they accept the nomination.
- 6.4 Once nominations for the office of *Mayor* have been received and accepted, the following provisions will govern the election of the *Mayor*:
 - 6.4.1 if there is only one nomination, the candidate nominated must be declared to be duly elected;
 - 6.4.2 if there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates;
 - 6.4.3 in the event of a candidate receiving an *absolute majority* of the votes, that candidate is declared to have been elected;
 - 6.4.4 in the event that no candidate receives an *absolute majority* of the votes, and it is not resolved to conduct a new election at a later date and time, the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates;
 - 6.4.5 if one of the remaining candidates receives an *absolute majority* of the votes, he or she is duly elected. If none of the remaining candidates receives an *absolute majority* of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an *absolute majority* of the votes. That candidate must then be declared to have been duly elected;
 - 6.4.6 in the event of two or more candidates having an equality of votes and one of them having to be declared:
 - (a) a defeated candidate; and

- (b) duly elected

the declaration will be determined by lot.

6.4.7 if a lot is conducted, the *Chief Executive Officer* will have the conduct of the lot and the following provisions will apply:

- (a) each candidate will draw one lot;
- (b) the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
- (c) as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be *written* on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" *written* on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates unless there is only one candidate remaining, in which case that candidate will be declared to have been duly elected).

Note: Section 26 of the *Act* requires that before the election of the *Mayor*, a *Council* must determine by resolution whether the *Mayor* is to be elected for a 1 year or 2 year term.

7. Election of Deputy Mayor and Chairs of Delegated Committees

Any election for:

- 7.1 any office of Deputy Mayor; or
- 7.2 *Chair of a Delegated Committee*

will be regulated by Rules 4-6 (inclusive) of this Chapter, as if the reference to the:

- 7.3 *Chief Executive Officer* is a reference to the *Mayor*; and
- 7.4 *Mayor* is a reference to the Deputy Mayor or the Chair of the *Delegated Committee* (as the case may be).

8. Appointment of Acting Mayor

If *Council* has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- 8.1 resolving that a specified Councillor be so appointed; or
- 8.2 following the procedure set out in Rules 5 and 6 (inclusive) of this Chapter, at its discretion.

Part C – Meetings Procedure

Introduction: This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a meeting. Collectively, the Divisions describe how and when a meeting is convened, when and how business may be transacted at a meeting.

Division 1 – Notices of Meetings

9. Dates and Times of Meetings Fixed by Council

Subject to Rule 11, *Council* must from time to time fix the date, time and place of all *Council meetings* which are known as *Ordinary Council Meetings*.

10. Council May Alter Meeting Dates

Council may change the date, time and place of any *Ordinary Council meeting* which has been fixed by it and must provide reasonable notice of the change to the public.

11. Meetings Not Fixed by Council

11.1 The *Mayor* or at least 3 Councillors may by a *written* notice call a *Council meeting* which is known as a *Special Council Meeting*.

11.2 The notice must specify the date and time of the *Special Council meeting* and the business to be transacted (which may include a motion to be presented to the meeting).

11.3 The notice must be given to the *Chief Executive Officer* (or delegate) at least 72 hours prior to the date and time of the *Special Council meeting*, unless there are urgent or extraordinary circumstances requiring less notice to be provided. The urgent or extraordinary circumstances must be included in the minutes of the meeting.

11.4 The *Chief Executive Officer* must convene the *Special Council meeting* as specified in the notice.

11.5 Unless all Councillors are present and unanimously agree to deal with any other matter, only the business specified in the *written* notice can be transacted at the *Special Council meeting*.

12. Notice Of Meeting

12.1 A notice of meeting, incorporating or accompanied by an *agenda* of the business to be dealt with, must be delivered or sent electronically to every Councillor for all *Council meetings* at least 48 hours before the meeting.

12.2 Reasonable notice of each *Council meeting* must be provided to the public. *Council* may do this:

12.2.1 for *Ordinary Council Meetings* by preparing a schedule of meetings annually, twice yearly or from time to time, and arranging publication of such schedule on *Council's* website, social media platforms and, where possible, in a newspaper generally circulating in the *municipal district* either at various times throughout the year, or prior to each such *Council meeting*; and

12.2.2 for *Special Council Meetings* by giving notice on its website and:

- (a) in each of its Customer Service Centres; and/or
- (b) on *Council's* social media platforms; and/or

Division 2 – Quorums

13. Inability To Obtain A Quorum

If after 30 minutes from the scheduled starting time of any *Council meeting*, a quorum cannot be obtained, including as a result of non-compliance by one or more Councillors with sub-rule 58.1:

- 13.1 the meeting will be deemed to have lapsed;
- 13.2 the *Mayor*, or in the absence of the *Mayor*, the Acting *Chair* or *Chief Executive Officer*, must convene another *Council meeting* up to a week later than the time stated in the *agenda* for which will be identical to the *agenda* for the lapsed meeting; and
- 13.3 the *Chief Executive Officer* must give all Councillors *written* notice of the meeting convened by the *Mayor* or (in the absence of the *Mayor*) the Acting *Chair* or *Chief Executive Officer*.

14. Inability To Maintain A Quorum

- 14.1 If during any *Council meeting*, a quorum cannot be maintained, including as a result of non-compliance by one or more Councillors with sub-rule 58.1, then Rule 15 will apply as if the reference to the meeting is a reference to so much of the meeting as remains.
- 14.2 Sub-Rule 14.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.

15. Adjourned Meetings

- 15.1 *Council* may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.
- 15.2 The *Chief Executive Officer* must give *written* notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.
- 15.3 If it is impracticable for the notice given under sub-Rule 15.2 to be in *writing*, the *Chief Executive Officer* must give notice to each Councillor by telephone or in person.

16. Time limits for Meetings

- 16.1 A *Council meeting* must not continue after 3 hours unless a majority of Councillors present vote in favour of it continuing.
- 16.2 In the absence of such continuance, the meeting must stand adjourned to a time, date and place announced by the *Chair* immediately prior to the meeting standing adjourned. In that event, the provisions of sub-Rules 15.2 and 15.3 apply.

17. Cancellation or Postponement of a Meeting

- 17.1 The *Chief Executive Officer*, in consultation with the *Mayor* where such consultation is practicable, may in the case of an emergency necessitating the cancellation or postponement of a *Council meeting*, cancel or postpone a *Council meeting*.
- 17.2 The *Chief Executive Officer* must present to the immediately following *Council meeting* a written report on any exercise of the power conferred by sub-Rule 17.1.

Division 3 – Business of Meetings**18. Agenda and the Order Of Business**

To facilitate and maintain open, efficient and effective processes of government, business at *Council meetings* must include:

- 18.1 apologies; and
- 18.2 disclosures of conflicts of interest; and
- 18.3 designation of items of business as confidential in compliance with *these Rules*.

Subject to the above, business at *Ordinary Council meetings* must also include:

- 18.4 confirmation of *minutes*; and
- 18.5 public question time; and
- 18.6 petitions; and
- 18.7 notices of motion; and
- 18.8 delegates reports; and
- 18.9 urgent business.

19. Change To Order Of Business

Once an *agenda* has been sent to Councillors, the order of business for that *Council meeting* may be altered by resolution of *Council*.

20. Delegate Reports

- 20.1 The *Mayor* and Councillors who are delegates or representatives of *Council* on other bodies may report to the *Council meeting* on issues of importance to *Council*, notwithstanding that the report is not listed on the *agenda*.
- 20.2 No motion (except to receive any such report) can be accepted by the *Chair* unless there is a matter raised in it which is resolved in the manner prescribed by Rule 22 to be urgent business.

21. En Bloc Resolutions

- 21.1 Subject to sub-Rule 21.2, matters to be considered en bloc can only be considered by resolution of *Council*.

- 21.2 Items that relate to planning matters (that involve a planning application or a planning scheme amendment) or that involve statutory third-party rights must not be considered en bloc.

22. Urgent Business

- 22.1 If the *agenda* for a *Council meeting* makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of *Council* and only then if it:
- 22.1.1 relates to or arises out of a matter which has arisen since distribution of the *agenda*; and
 - 22.1.2 cannot safely or conveniently be deferred until the next *Council meeting*.
- 22.2 An item of urgent business can be admitted at a *Special Council Meeting*, if all Councillors are present and unanimously agree to deal with it.
- 22.3 An item of urgent business may be ruled out of order by the *Chair* if they consider the item does not conform to Rule 22.1.

Division 4 – Motions and Debate

23. Councillors May Propose Notices Of Motion

Councillors may ensure that an issue is listed on an *agenda* by lodging a *notice of motion*.

24. Notice Of Motion

- 24.1 A *notice of motion* must be in *writing* signed by a Councillor, and be lodged with or sent to the *Chief Executive Officer* (or delegate) by 5.00pm 7 clear days before the date of an *Ordinary Council meeting*.
- 24.2 The notice of motion may include a written rationale for the proposed motion to be submitted. The full text of any *notice of motion* and rationale must be included in the *agenda*.
- 24.3 The *Chief Executive Officer* must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.
- 24.4 Any motion which is determined by the *Chair* at a *Council Meeting* to be:
- 24.4.1 vague or unclear in intention;
 - 24.4.2 outside of the legislative powers of Council;
 - 24.4.3 if passed would result in Council otherwise acting invalidly; or
 - 24.4.4 submitted during the Election Period
- must not be accepted by the *Chair*.
- 24.5 Except by leave of *Council*, each *notice of motion* before any meeting must be considered in the order in which they were entered in the notice of motion register.

- 24.6 If a Councillor who has given a *notice of motion* is absent from the meeting or fails to move the motion when called upon by the *Chair*, any other Councillor may move the motion.
- 24.7 If a *notice of motion* is not moved at the *Council meeting* at which it is listed, it lapses.
- 24.8 If a *notice of motion*, whether amended or not, is lost, a similar motion cannot again be put before the current *Council* for a period of three calendar months from the date it was lost.
- 24.9 A *notice of motion* must call for an officer report if the *notice of motion*:
- 24.9.1 substantially affects the level of *Council* services; or
 - 24.9.2 commits the *Council* to expenditure in excess of \$25,000 and that has not been included in the adopted budget (this includes operational and capital costs); or
 - 24.9.3 establishes or amends a *Council* policy; or
 - 24.9.4 commits *Council* to any contractual arrangement; or
 - 24.9.5 concerns any litigation in respect of which *Council* is a party.
- 24.10 Where the subject matter of a notice of motion is confidential in nature, the *Chief Executive Officer* may designate a *notice of motion* as confidential in accordance with relevant grounds as contained in the *Act*, in which case, the *notice of motion* will be considered in the part of the relevant *Council meeting* that is closed to members of the public.

25. Requirements for Motions and Amendments

- 25.1 A motion may be moved by a Councillor as a formal proposal that the *Council meeting* should resolve on in certain terms.
- 25.2 A motion having been moved and seconded may be amended by leaving out, inserting or adding words in a manner that leave the intention and effect of the motion materially undisturbed.
- 25.3 A motion which purports to be amendment but which if passed would directly contradict or negate the motion or materially deprive the motion of effect cannot be accepted as an amendment.
- 25.4 A motion or amendment which is proposed by a Councillor at a *Council meeting* must be:
- 25.4.1 clearly expressed and unambiguous; and
 - 25.4.2 not defamatory or objectionable in nature; and
 - 25.4.3 relevant to an item on the *agenda* (unless it relates to an item which has been agreed by the *meeting* as urgent business).
- 25.5 Any motion or amendment which differs in wording from a recommendation or *notice of motion* which is on the *agenda* must, if required by the *Chair*, be *written* out by the proposer, given to the *Chair* and be presented on the screens used for display of the meeting proceedings. If required by a Councillor, a copy must be

given to all Councillors present before any further debate takes place on the matter or before the vote on it is taken. The *Chair* may adjourn the *Council meeting* to allow time for these requirements to be met.

- 25.6 Any motion or amendment which does not conform to sub-Rule 25.3 or 25.4 may be rejected by the *Chair*.
- 25.7 An amendment must call for an officer report if the amendment commits *the Council* to expenditure in excess of \$25,000 that has not been included in the adopted budget.

26. Procedures with Respect to Motions

- 26.1 A Councillor proposing to move a motion must first indicate a wish to address the *Chair*.
- 26.2 Once recognised by the *Chair*, the mover must state the motion without speaking to it.
- 26.3 The *Chair* must call for a seconder (other than the mover).
- 26.4 Any motion which is not seconded lapses.
- 26.5 Where the mover intends to move a recommendation as it appears in the *agenda*, they may do so in the following manner, "I move the recommendation on page (state page number) of the *agenda*."
- 26.6 Where the mover intends to move a motion other than a recommendation as it appears in the *agenda*, they must state the motion in full.
- 26.7 Once a motion is seconded, the *Chair* may:
- 26.7.1 invite Councillors to speak in accordance with clause sub-Rule 28.6; or
 - 26.7.2 ask whether the motion is opposed and if no opposition is indicated, the *Chair* may then put the motion to the vote without debate; or
 - 26.7.3 at any time during the debate ask whether the motion is opposed or is further opposed and if no such opposition is indicated, may put it to the vote without further debate.
- 26.8 Where a motion is in two or more parts, upon request from a Councillor and agreed to by the mover and seconder, the *Chair* may put each part to the vote separately
- 26.9 Subject to Rule 28, a motion must be put to the vote when the *Chair* believes that the issues have been reasonably canvassed in the debate.
- 26.10 The moving or seconding of a motion can be withdrawn. The *Chair* may:
- 26.10.1 seek a substitute mover or seconder; or
 - 26.10.2 if there is no willingness to be the substitute mover or seconder, declare the motion as lapsed.

27. Procedures with Respect to Amendments

- 27.1 Any Councillor, including the mover and seconder of a motion, may move or second any amendment to the motion after the completion of the Councillor currently speaking on the matter.
- 27.2 The procedures contained in Rule 28 should be followed to deal with an amendment.
- 27.3 When any amendment is put to the vote and declared carried by the *Chair*, it thereupon becomes the substantive motion and can be further amended.
- 27.4 The mover and seconder of the amendment which is put to the vote and declared carried by the *Chair* own the substantive motion.
- 27.5 Only one amendment can be before the *Council meeting* at a time and until it is put to the vote no further amendment can be proposed, but with the leave of the *Chair* another amendment or motion can be foreshadowed by any Councillor stating in brief terms the nature of it.
- 27.6 Where a proposed alteration from another Councillor is accepted by the mover and seconder, such alteration shall not be regarded as an amendment to the motion.

28. Rules of Debate

- 28.1 A Councillor may only speak once on the motion and once on any amendment of a motion subject to sub-Rule 28.2.
- 28.2 The mover of a motion has a right of reply with respect to the debate on his or her motion immediately before the vote is taken, but that right of reply is lost if an amendment to the motion is carried.
- 28.3 Once a right of reply has been exercised, the *Chair* must put the motion to the vote without making comment or permitting any further comment on the motion.
- 28.4 The mover of an amendment has no right of reply.
- 28.5 A Councillor may address the *Council meeting* to explain why the Councillor proposes to abstain from the voting on a motion, but shall not then speak in favour or opposition to the motion.
- 28.6 The *Chair* shall invite Councillors to speak on a motion or amendment in the following order:
- 28.6.1 mover (may be reserved to later in the debate);
- 28.6.2 seconder (may be reserved to later in the debate);
- 28.6.3 other Councillors; then
- 28.6.4 mover's right of reply (where applicable).
- 28.7 A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the *Chair*, but cannot be used to debate the matter further.
- 28.8 The *Chair* has the right to limit questions and direct that debate be commenced or resumed.

- 28.9 A Councillor must not in any debate make any defamatory, indecent, abusive, offensive or disorderly statement or comment or a statement or comment which is objectionable in language, substance or nature.
- 28.10 If a statement or comment is made contrary to sub-Rule 28.9, the *Chair* may call upon the Councillor to withdraw it and apologise and if that is required the Councillor concerned must immediately and unreservedly do so.
- 28.11 Debate must always be relevant to the motion before the *Chair*, and, if not, the *Chair* must request the speaker to confine debate to the motion.
- 28.12 If after being requested to confine debate to the motion before the *Chair*, the speaker continues to debate irrelevant matters, the *Chair* may direct the speaker to be seated and not speak further in respect of the motion then before the *Chair*.
- 28.13 A speaker to whom a direction has been given under sub-Rule 28.12 must comply with that direction.
- 28.14 In cases where there is competition for the right to at a *Council meeting* then the *Chair* must decide the order in which Councillors will speak.
- 28.15 If a debate is adjourned by motion then the Councillor who moved the adjournment has the right to speak first when the debate is resumed.
- 28.16 A Councillor must not be interrupted except by the *Chair* or upon a point of order being taken.
- 28.17 A Councillor is not deemed to be speaking on the motion or amendment before the meeting when:
- 28.17.1 calling a point of order; or
 - 28.17.2 asking a question; or
 - 28.17.3 foreshadowing a new motion or further amendment; or
 - 28.17.4 making a request under sub-Rule 26.8
- 28.18 When exercising a right of reply, a Councillor must not introduce new material.
- 28.19 At any time during debate a Councillor may foreshadow a motion so as to inform *Council* of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- 28.20 A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the *Chair* being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 28.21 A foreshadowed motion is not recorded in the minutes until the foreshadowed motion is formally moved.
- 28.22 The *Chair* is not obliged to accept foreshadowed motions.
- 28.23 If a resolution is made at a *Council meeting*, the substance of the resolution cannot be further discussed at that meeting.
- 28.24 If the *Chair* so determines:

28.24.1 any person addressing the *Chair* must refer to the *Chair* as:

- (a) Mayor; or
- (b) Madam Mayor; or
- (c) Mr Mayor; or
- (d) Deputy Mayor; or
- (e) Madam Deputy Mayor; or
- (f) Mr Deputy Mayor; or
- (g) Chair; or
- (h) Madam Chair; or
- (i) Mr Chair; or
- (j) Acting Chair; or
- (k) Mayor (last name); or
- (l) Your Worship

as the case may be;

28.24.2 all Councillors, other than the *Mayor*, must be addressed as

Cr(name).

28.24.3 all members of Council staff, must be addressed as Mr, Ms or Mx

.....(name) as appropriate or by their official title.

28.24.4 The *Chair* may address the *Council meeting* upon any matter under discussion and will not be deemed to have left the *Chair* on such occasions.

28.24.5 Except in cases of sickness or physical disability, a Councillor at any *Council meeting* must stand when speaking.

29. Speaking Times

A Councillor must not speak longer than the time set out below, unless granted an extension by resolution:

- 29.1 mover of a motion or amendment: 4 minutes
- 29.2 Councillor speaking to a motion or amendment: 3 minutes
- 29.3 closing statement (right of reply): 2 minutes
- 29.4 presenter of delegate's report: 3 minutes.

The Chair may determine to grant (but not unreasonably refuse) a request from a Councillor for an extension of time for 2 minutes to speak, however any further extension of time must be put to the vote.

30. Community Members/Visitors Speaking at Meetings

- 30.1 No community member/visitor to a *Council meeting* may speak to the meeting, except for:
- 30.1.1 the applicant (or their representative) in relation to an application for a planning permit;
 - 30.1.2 one objector in relation to an application for a planning permit; and
 - 30.1.3 special circumstances, in which leave to speak is granted by the *Chair*.
- 30.2 The applicant and objector addressing the *Council meeting* cannot speak for more than 4 minutes each (unless granted more time by the *Chair*).
- 30.3 Should there be multiple objectors who wish to address an application for a planning permit, the time allocated to speak may be split. If multiple objectors cannot reach consensus to split the time, the first objector to apply to speak shall be granted speaking rights
- 30.4 Sub-rule 30.3 also applies to the applicant or their representative.
- 30.5 Subject to sub-rule 59.2, community members/visitors may speak to the meeting in person or by electronic means of communication and must confirm their mode of attendance to the Governance department prior to the Council meeting.

Division 5 – Procedural Motions

31. Procedural Motions

- 31.1 Unless otherwise prohibited, a procedural motion may be moved after the completion of the Councillor currently speaking on the matter and must be dealt with immediately by the *Chair*.
- 31.2 A procedural motion is one that deals with the conduct or process of the meeting itself.
- 31.3 A procedural motion requires a seconder.
- 31.4 The mover of a procedural motion does not have a right of reply.
- 31.5 A procedural motion cannot be amended.
- 31.6 A procedural motion has precedence on substantive motions and amendments.
- 31.7 Except for a procedural motion to defer an item, a procedural motion, once moved and voted upon has no bearing on any substantive motion currently before the *Council*.
- 31.8 Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:

PROCEDURAL MOTIONS TABLE

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Deferral of item/debate to later hour and/or date	That this matter be deferred to *am/pm and/or *date	Any Councillor	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Deferral of item/debate indefinitely	That this matter be deferred until further notice	Any Councillor	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking; or (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes
3. Adjournment of meeting to later hour and/or date	That this meeting be adjourned to *am/pm and/or *date	Any Councillor	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
4. Adjournment of meeting indefinitely	That this meeting be adjourned until further notice	Any Councillor	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking; or (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
5. The closure	That the motion be now put	Any Councillor	During nominations for <i>Chair</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

Division 6 – Rescission Motions

32. Notice of Rescission

- 32.1 A Councillor may propose a *notice of rescission* to rescind or alter a previous resolution, provided:
- 32.1.1 it has been signed and dated by at least four Councillors;
 - 32.1.2 the resolution proposed to be rescinded or altered has not been acted on; and
 - 32.1.3 the *notice of rescission* is delivered to the *Chief Executive Officer* no later than 5.00pm on the second day after the resolution proposed to be rescinded or altered was carried, setting out -
 - (a) the resolution to be rescinded or altered; and
 - (b) the meeting and date when the resolution was carried.

It should be remembered that a notice of rescission is a form of notice of motion.

Accordingly, all provisions in this Chapter regulating notices of motion equally apply to notices of rescission.

- 32.2 A resolution will be deemed to have been acted on if:
- 32.2.1 its contents have or substance has been communicated in *writing* to a person whose interests are materially affected by it; or
 - 32.2.2 a statutory process has been commenced
- so as to vest enforceable rights in or obligations on *Council* or any other person.
- 32.3 The *Chief Executive Officer* or an appropriate member of Council staff must defer implementing a resolution which:
- 32.3.1 has not been acted on; and
 - 32.3.2 is the subject of a *notice of rescission* which has been delivered to the *Chief Executive Officer* in accordance with sub-Rule 32.1.3,
- unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Monday. Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not

be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Sub-Rule 32.3 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

33. If Lost

If a motion for rescission is lost, a similar motion may not be put before *Council* for at least three calendar months from the date it was last lost, unless *Council* resolves that the *notice of motion* be re-listed at a future meeting.

34. If Not Moved

If a motion for rescission is not moved at the meeting at which it is listed, it lapses.

35. May Be Moved By Any Councillor

A motion for rescission listed on an *agenda* may be moved by any Councillor present but may not be amended.

36. When Not Required

36.1 Where *Council* intends to review, amend or update one or more of its policies, a notice to rescind or alter a previous resolution is not required. The new decision, despite being inconsistent with the earlier decision, reflects *Council's* changed policy position and does not rescind or amend the earlier decision.

36.2 Notwithstanding sub-Rule 36.1, an appropriate course of action should be the submission of a *notice of motion*, in accordance with sub-Rule 25.1 of this Chapter requesting an officer report regarding the proposed policy change.

Division 7 – Points of Order

37. Procedure For Point Of Order

37.1 A point of order cannot be taken for the sole purpose of:

37.1.1 expressing a mere difference of opinion; or

37.1.2 contradicting a speaker; or

37.1.3 disrupting the meeting.

37.2 A point of order is an objection that the motion, amendment or statement made is:

37.2.1 contrary to *these Rules* or the provisions of the *Act*; or

37.2.2 defamatory; or

37.2.3 irrelevant; or

- 37.2.4 improper; or
- 37.2.5 obscene; or
- 37.2.6 abusive or objectionable language or behaviour; or
- 37.2.7 outside *Council's* powers.
- 37.3 A Councillor may take a *point of order* by stating briefly the matter which is the subject of the *point of order* and the ground in sub-Rule 37.2 upon which the point of order is being made.
- 37.4 When a point of order is called the Councillor speaking at the time must stop (unless asked by the *Chair* for an explanation), until the *Chair* rules upon it.
- 37.5 The *Chair* may not take a point of order.
- 37.6 The *Chair* may adjourn the *Council meeting* to consider a point of order which has been taken and shall rule upon it as soon as possible and before the business of the *Council meeting* proceeds further.
- 37.7 The *Chair* must, when ruling upon a point of order, state the provision of *these Rules* or other legislation, rule, custom or practice upon which they are basing the ruling. The *Chair's* determination is, subject to sub-Rule 38.2, final.

38. Dissent From Chair's Ruling

- 38.1 When the *Chair* makes a ruling during a *Council meeting* a Councillor may move a motion to the effect that the meeting dissent from the *Chair's* ruling as follows:
- "That the *Chair's* ruling [setting out that ruling or part of that ruling] be dissented from".
- 38.2 When a motion of dissent is moved and is seconded the following procedures must be followed:
- 38.2.1 the *Chair* asks the mover, then the seconder, to speak to their motion and the matter is then further debated as required. The matter is put to the vote and the *Chair* announces the result; and
- 38.2.3 the *Chair* is bound by the result of the motion of dissent - if it is passed then his or her previous ruling is changed so that it conforms to the motion of dissent, if it is defeated then his or her previous ruling stands.
- 38.3 The defeat of the *Chair's* ruling is in no way a motion of censure or non- confidence in the *Chair* and must not be so regarded by the meeting.

Division 8 – Public Question Time

39. Question Time

- 39.1 There must be a public question time at every *Ordinary Council meeting* to enable members of the public to submit questions to *Council*.

- 39.2 Sub-Rule 39.1 does not apply during any period when a meeting is closed to members of the public in accordance with section 66(2) of the *Act*.
- 39.3 Visitors present at an *Ordinary Council meeting* may submit questions to be answered during the meeting.
- 39.4 Questions must be submitted to the *Council* by:
- 39.4.1 submitting an online question form on the *Council's* website or via email following the instructions on *Council's* website by 3.00 pm on the day of the *Ordinary Council meeting*; or
- 39.4.2 placing a hard copy question form in the Question Box situated in the *Council Chamber* foyer by 7.30pm on the day of the *Ordinary Council meeting* (if the meeting is conducted in person).
- 39.5 At the discretion of the *Chair*, questions may be answered verbally during the "Public Question Time" segment by a Councillor or a member of Council staff present at the *Ordinary Council meeting* or later in writing. Questions submitted late must be either dealt with at the next *Ordinary Council meeting* or at the discretion of the *Chief Executive Officer* may be answered in writing.
- 39.6 Individual members of the public are permitted to ask a maximum of two questions during any one Public Question Time.
- 39.7 All questions and answers must be as brief as possible. Any preamble to a question will not be read out unless the *Chair* considers it appropriate.
- 39.8 Like questions may be grouped together and a single answer provided.
- 39.9 A question must not be read and an answer must only be given to the *Council meeting* if the *Chair* or *Chief Executive Officer* has determined that the relevant question:
- 39.9.1 does not relate to a matter beyond or outside *Council's* powers; and
- 39.9.2 is not defamatory, indecent, abusive or objectionable; and
- 39.9.3 is not repetitive of a question already answered (whether at that meeting or an earlier one); and
- 39.9.4 is not asked to be derogatory of or to embarrass a Councillor, a member of Council staff or a member of the community; and
- 39.9.5 does not relate to a matter already considered and resolved upon by *Council*.
- 39.10 No debate on questions asked or answers given is permitted.

Division 9 – Petitions and Joint Letters

40. Petitions and Joint Letters

- 40.1 Subject to sub-Rule 40.3 every petition or joint letter presented to *Council* shall be *written* (other than in pencil), typed or printed, containing the request of the petitioners or signatories, and be signed by at least 12 people.

- 40.2 Petitions must be lodged by 5.00pm seven (7) clear calendar days before the date of the *Council meeting*.
- 40.3 *Council* may by resolution accept an electronic petition received via an online website if it is satisfied that the petition is authentic and from a legitimate website.
- 40.4 A petition or joint letter addressed to *Council* or any member personally which requires a decision of or directions from *Council* must be referred to the *Chief Executive Officer*.
- 40.5 Notwithstanding sub-Rule 40.4, where a petition or joint letter presented to a *Council meeting* relates to an item of business on the *agenda*, the petition or joint letter may be considered by *Council* as part of its deliberations on the item.

Division 10 – Voting

41. How a Motion is Determined

To determine a motion before a meeting, the *Chair* must first call for those in favour of the motion, then those opposed to the motion and those abstaining and must then declare the result to the meeting.

42. Recount

The *Chair* may direct that a vote be recounted to be satisfied of the result.

43. Casting Vote

In the event of a tied vote, the *Chair* must exercise a casting vote.

44. By Show Of Hands

Voting on any matter is by show of hands.

45. Procedure For A Division

- 45.1 At any *Council meeting*, a division may be called by a Councillor immediately after the *Chair* has put any motion, amendment or other question to the vote and has announced the result of that vote.
- 45.2 A division cannot be called once consideration of the next item on the *agenda* has commenced.
- 45.3 The calling of a division has set aside the result of the voting announced by the *Chair*.
- 45.4 The result of a division supersedes the result of the original vote and a Councillor may change their previous vote when a division is called.
- 45.5 When a division has been called, the *Chair* must:
- 45.5.1 ask Councillors voting in the affirmative to stand and announce the names of those Councillors, then
- 45.5.2 ask for those voting in the negative to stand and announce the names of those Councillors; then

- 45.5.3 ask for those abstaining from voting to stand and announce the names of those Councillors.
- 45.6 The names of Councillors voting in the affirmative and in the negative and Councillors abstaining from voting must be recorded in the minutes of the *Council meeting*.
- 45.7 The *Chair* must announce the result of the vote immediately before the division is taken.

46. Record of Vote

- 46.1 Notwithstanding Rule 45, at any *Council meeting* a Councillor may ask that their name be recorded in the minutes of how they voted, immediately after the *Chair* has put any motion, amendment or other question to the vote and has announced the result of that vote.

Division 11 – Minutes

47. Confirmation of Minutes

- 47.1 At every *Council meeting* the minutes of the preceding meeting(s) must be dealt with as follows:
 - 47.1.1 a copy of the minutes must be delivered to each Councillor no later than 48 hours before the meeting;
 - 47.1.2 if no Councillor indicates opposition, the minutes must be declared to be confirmed;
 - 47.1.3 if a Councillor indicates opposition to the minutes:
 - (a) he or she must specify the item(s) to which he or she objects;
 - (b) the objected item(s) must be considered separately and in the order in which they appear in the minutes;
 - (c) the Councillor objecting must move accordingly without speaking to the motion;
 - (d) the motion must be seconded;
 - (e) the *Chair* must ask:
"Is the motion opposed?"
 - (f) if no Councillor indicates opposition, then the *Chair* must declare the motion carried without discussion and then ask the second of the questions described in sub-Rule 47.1.3(k);
 - (g) if a Councillor indicates opposition, then the *Chair* must call on the mover to address the meeting;
 - (h) after the mover has addressed the meeting, the seconder may address the meeting;

- (i) after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting), the *Chair* must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion;
- (j) if, after the mover has addressed the meeting, the *Chair* invites debate and no Councillor speaks to the motion, the *Chair* must put the motion; and
- (k) the *Chair* must, after all objections have been dealt with, ultimately ask:

"The question is that the minutes be confirmed" or

"The question is that the minutes, as amended, be confirmed",

and he or she must put the question to the vote accordingly;

- 47.1.4 a resolution of *Council* must confirm the minutes and the minutes must, if practicable, be signed by the *Chair* of the meeting at which they have been confirmed;
- 47.1.5 the minutes must be entered in the *minute book* and each item in the *minute book* must be entered consecutively; and

48. No Debate on Confirmation Of Minutes

No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

49. Deferral Of Confirmation Of Minutes

Council may defer the confirmation of minutes until later in the *Council meeting* or until the next meeting if considered appropriate.

50. Form and Availability of Minutes

- 50.1 The *Chief Executive Officer* (or other person authorised by the *Chief Executive Officer* to attend the meeting and to take the minutes of such meeting) must keep minutes of each *Council meeting*, and those minutes must record:
 - 50.1.1 the date, place, time and nature of the meeting, the time of its commencement and conclusion and the time of any adjournment and resumption of the meeting;
 - 50.1.2 the names of the Councillors present and the names of any Councillors who apologised in advance for their non-attendance;
 - 50.1.3 the names of the members of Council staff present;
 - 50.1.4 any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 5 and whether, under Chapter 5, the conflict of interest was indicated to be a general conflict of interest or a material conflict of interest;

- 50.1.5 arrivals and departures (including temporary departures) of Councillors during the course of the meeting;
 - 50.1.6 each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);
 - 50.1.7 the vote cast by each Councillor upon a division (including Councillors abstaining);
 - 50.1.8 the vote cast by any Councillor who has requested that their vote be recorded in the minutes as voting in the negative;
 - 50.1.9 a summary of any questions asked in accordance with Rule 39 (public question time) and a summation of the answer given verbally at the meeting;
 - 50.1.10 an indication of any formal submission made verbally pursuant to a statutory right by a community member/visitor;
 - 50.1.11 the failure of a quorum;
 - 50.1.12 any adjournment of the meeting and the reasons for that adjournment; and
 - 50.1.13 the time at which standing orders were suspended and resumed.
- 50.2 The *Chief Executive Officer* or Manager Governance must ensure that the minutes of any *Council meeting* are:
- 50.2.1 published on *Council's* website; and
 - 50.2.2 available for inspection at *Council's* office during normal business hours.
- 50.3 Nothing in sub-Rule 50.2 requires *Council* or the *Chief Executive Officer* to make public any minutes relating to a *Council meeting* or part of a *Council meeting* closed to members of the public in accordance with section 66 of the *Act*.

Division 12 – Behaviour

51. Public Behaviour at a Meeting

- 51.1 A member of the public present at a *Council meeting* must not disrupt the meeting.
- 51.2 Community members/visitors at *Council meetings*:
 - 51.2.1 must not interject or take part in the debate; and
 - 51.2.2 must preserve silence in the gallery at all times during a *Council meeting*; and
 - 51.2.3 must not operate photographic, audio or video recording equipment or any other recording device at any *Council meeting*.
- 51.3 Any member of the public must extend the courtesy and respect to *Council* and the processes under which it operates and must take direction from the *Chair* whenever called on to do so.

52. Chair May Remove

The *Chair* may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 51.3.

It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens the Chair's authority in chairing the meeting.

53. Chair may adjourn disorderly meeting

If the *Chair* is of the opinion that disorder (including a security matter) at the *Council* table or in the gallery makes it desirable to adjourn the *Council meeting*, the *Chair* may adjourn the meeting to a later time on the same day or to some later day as the *Chair* thinks proper. In that event, the provisions of sub-Rules 15.2 and 15.3 apply.

54. Removal from Chamber

The *Chair*, or *Council* in the case of a suspension, may ask the *Chief Executive Officer*, an *authorised officer* or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the *Chair* has ordered to be removed from the gallery under Rule 52.

Division 13 – Additional Duties of Chair**55. The Chair's Duties and Discretions**

In addition to the duties and discretions provided in this Chapter, the *Chair*:

- 55.1 must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community; and
- 55.2 must call to order any person who is disruptive or unruly during any meeting.

Division 14 – Suspension of Standing Orders**56. Suspension of Standing Orders**

- 56.1 To expedite the business of a meeting, *Council* may suspend standing orders.

The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.

- 56.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of *Council*. An appropriate motion would be:

"That standing orders be suspended to enable discussion on....."

- 56.3 No motion can be accepted by the *Chair* or lawfully be dealt with during any suspension of standing orders.
- 56.4 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:
- "That standing orders be resumed."

Division 15 – Miscellaneous

57. Recording of Meetings

- 57.1 In accordance with the Recording of Public Council Meetings Policy, the *Chief Executive Officer* (or other persons authorised by the *Chief Executive Officer*) may record on suitable video or audio recording equipment all the proceedings of a Council meeting.

Division 16 – Meetings Conducted Remotely

Council is permitted by the Act to hold meetings by electronic means, and a Council meeting will be open to the public if members of the public are able to attend it in person, or if it is broadcasted live on Council's website.

Where a meeting is conducted remotely, the Rules will be modified in accordance with rule 58.

58. Council meetings conducted remotely

- 58.1 Where a Councillor attends a Council meeting conducted remotely by electronic means of communication, the Councillor must be able to:
- 58.1.1 hear the proceedings of the Council meeting;
 - 58.1.2 see all Councillors and members of Council staff also attending the Council meeting, at least while the Councillor or member of Council staff is speaking;
 - 58.1.3 be seen by all time by all Councillors, members of Council staff and members of the public also attending the Council meeting; and
 - 58.1.4 be heard when they speak.
- 58.2 If the conditions of sub-rule 58.1 cannot be met by one or more Councillors attending a Council meeting conducted remotely by electronic means of communication, whether because of technical difficulties or otherwise, but a quorum is still present, the:
- 58.2.1 Council meeting will proceed; and
 - 58.2.2 Councillor (or Councillors) will be treated as being absent from the Council meeting,
- unless the Council meeting is adjourned in accordance with these Rules.
- 58.3 Nothing in this rule 58 prevents a Councillor from joining (or re-joining) a *Council meeting* conducted remotely by electronic means of communication at the time that

they achieve compliance with sub-rule 58.1, even if that *Council meeting* has already commenced or continued in their absence.

- 58.4 The Chief Executive Officer must ensure that a Council meeting conducted remotely is broadcast live continuously on Council's website.
- 58.5 Nothing in sub-rule 58.4 requires any portion of a Council meeting conducted remotely that is closed to the public under section 66(1) of the Act to be broadcast live on Council's website.
- 58.6 If the live broadcast of a Council meeting conducted remotely is interrupted for any reason, the Chief Executive Officer must immediately inform the Council meeting and the Council meeting is adjourned and, except for a resolution of Council made under sub-rule 58.6.2, no further business can be conducted until:
- 58.6.1 the live broadcast can be reinstated; or
- 58.6.2 such later date and time fixed by resolution of Council, in which case rule 15 applies.

59. Notification of attendance at Council meetings conducted remotely by electronic means

- 59.1 A Councillor who wishes to attend a *Council meeting* by electronic means of communication must notify the Mayor and/or *Chief Executive Officer* as soon as practicable prior to the meeting. The Mayor and/or *Chief Executive Officer* will notify all Councillors.
- 59.2 Should the Mayor and/or Chief Executive Officer receive notice from all Councillors of their wish to attend by electronic means of communication in accordance with sub-rule 59.1, public notice will be provided that the meeting will be held entirely by electronic means of communication and the methods of viewing and participation.

60. Other matters not provided for

Where any of these Rules has not been expressly modified, and requires modification, to operate at a Council meeting conducted remotely, the Chair with the cooperation of the meeting, may modify so much of these Rules as is necessary to permit the Council meeting conducted remotely to proceed and to facilitate the more efficient and effective transaction of the business.



City of
KINGSTON

Chapter 3

Meeting Procedure for Delegated Committees

Chapter 3 – Meeting Procedure for Delegated Committees

1. Meeting Procedure Generally

If *Council* establishes a *Delegated Committee*:

- 1.1 all of the provisions of Chapter 2 apply to *meetings* of the *Delegated Committee*; and
- 1.2 any reference in Chapter 2 to:
 - 1.2.1 a *Council meeting* is to be read as a reference to a *Delegated Committee* meeting;
 - 1.2.2 a Councillor is to be read as a reference to a member of the *Delegated Committee*; and
 - 1.2.3 the Mayor is to be read as a reference to the Chair of the *Delegated Committee*.
- 1.3 For the avoidance of doubt, sub-rule 12.2.1 of Chapter 2 of these Rules applies to a *Delegated Committee* in regards to the notice of meeting.

2. Meeting Procedure Can Be Varied

Notwithstanding Rule 1, if *Council* establishes a *Delegated Committee* that is not composed solely of Councillors:

- 2.1 *Council* may; or
- 2.2 the *Delegated Committee* may, with the approval of *Council*

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the *Delegated Committee*, in which case the provision or those provisions will not apply until *Council* resolves, or the *Delegated Committee* with the approval of *Council* resolves, otherwise.



City of
KINGSTON

Chapter 4

Meeting Procedure for Community Asset Committees

Chapter 4 – Meeting Procedure for Community Asset Committees

1. Introduction

In this Chapter, "Instrument of Delegation" means an instrument of delegation made by the *Chief Executive Officer* under section 47(1)(b) of the *Act*.

2. Meeting Procedure

Unless anything in the instrument of delegation provides otherwise, the conduct of a meeting of a *Community Asset Committee* is in the discretion of the *Community Asset Committee*.



City of
KINGSTON

Chapter 5

Disclosure of Conflicts of Interest

Chapter 5 – Disclosure of Conflicts of Interest

1. Introduction

The following Rules in this Chapter apply only upon Division 1A of Part 4 of the *Local Government Act 1989* being repealed.*

2. Definition

In this Chapter:

- 2.1 “meeting conducted under the auspices of *Council*” means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as a ‘Councillor Briefing’ or by some other name); and
- 2.2 a member of a *Delegated Committee* includes a Councillor.

3. Disclosure of a Conflict of Interest at a *Council meeting*

A Councillor who has a conflict of interest in a matter being considered at a *Council meeting* at which the Councillor:

- 3.1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Council meeting* immediately before the matter is considered, and indicating whether the conflict of interest is a general conflict of interest or a material conflict of interest; or
- 3.2 intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences a written notice:
- 3.2.1 advising of the conflict of interest, and indicating whether the conflict of interest is a general conflict of interest or a material conflict of interest;
- 3.2.2 explaining the nature of the conflict of interest; and
- 3.2.3 detailing, if the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person, the:
- (a) name of the other person;
- (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- (c) nature of that other person’s interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

* At the time of making these Rules the date on which Division 1A of Part 4 of the *Local Government Act 1989* is expected to be repealed is 24 October 2020.

4. Disclosure of Conflict of Interest at a Delegated Committee Meeting

A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which he or she:

- 4.1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Delegated Committee* meeting immediately before the matter is considered, and indicating whether the conflict of interest is a general conflict of interest or a material conflict of interest; or
- 4.2 intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Delegated Committee* meeting commences a written notice:
 - 4.2.1 advising of the conflict of interest, and indicating whether the conflict of interest is a general conflict of interest or a material conflict of interest;
 - 4.2.2 explaining the nature of the conflict of interest; and
 - 4.2.3 detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee's* relationship with or a gift from another person the:
 - (a) name of the other person;
 - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - 4.2.4 nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

5. Disclosure of a Conflict of Interest at a Community Asset Committee Meeting

A Councillor who has a conflict of interest in a matter being considered at a *Community Asset Committee* meeting at which the Councillor:

- 5.1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the *Community Asset Committee* meeting immediately before the matter is considered, and indicating whether the conflict of interest is a general conflict of interest or a material conflict of interest; or
- 5.2 intends to be present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Community Asset Committee* meeting commences a written notice:
 - 5.2.1 advising of the conflict of interest, and indicating whether the conflict of interest is a general conflict of interest or a material conflict of interest;
 - 5.2.2 explaining the nature of the conflict of interest; and

- 5.2.3 detailing, if the nature of the conflict of interest involves a member of a Councillor's relationship with or a gift from another person the:
- (a) name of the other person;
 - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- 5.2.4 nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The Councillor must, in either event, leave the *Committee Asset Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

6. Disclosure at a Meeting Conducted Under the Auspices of Council

A Councillor who has a conflict of interest in a matter being considered by a meeting held under the auspices of *Council* at which the Councillor is present must:

- 6.1 disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the meeting immediately before the matter is considered, and indicating whether the conflict of interest is a general conflict of interest or a material conflict of interest;
- 6.2 absent himself or herself from any discussion of the matter; and
- 6.3 as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a written notice recording that the disclosure was made and accurately summarising the explanation given to those present at the meeting, or have the disclosure recorded in the minutes or notes of the meeting.

7. Disclosure by Members of Council Staff Preparing Reports for Meetings

- 7.1 A member of Council staff who, in their capacity as a member of Council staff, has a conflict of interest in a matter in respect of which the member of staff is preparing or contributing to the preparation of a Report for the consideration of a:

- 7.1.1 *Council meeting*;
- 7.1.2 *Delegated Committee meeting*;
- 7.1.3 *Community Asset Committee meeting*

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest, explaining the nature of the conflict of interest and indicating whether the conflict of interest is a general conflict of interest or a material conflict of interest.

- 7.2 The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule 7.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.
- 7.3 If the member of Council staff referred to in sub-Rule 7.1 is the *Chief Executive Officer*:

- 7.3.1 the written notice referred to in sub-Rule 7.1 must be given to the *Mayor*; and
- 7.3.2 the obligation imposed by sub-Rule 7.2 may be discharged by any other member of Council staff responsible for the preparation of the Report.

8. Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power

- 8.1 A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest.
- 8.2 If the member of Council staff referred to in sub-Rule 8.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

9. Disclosure by a Member of Council Staff in the Exercise of a Statutory Function

- 9.1 A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest, and indicating whether the conflict of interest is a general conflict of interest or a material conflict of interest.
- 9.2 If the member of Council staff referred to in sub-Rule 9.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

10. Conflict of Interest Exemptions

- 10.1 The following exemptions are in accordance with section 129 of the Act, and apply to all disclosures of conflict of interest and all relevant persons outlined in this Chapter.
- 10.2 A conflict of interest does not arise if any of the following applies:
- 10.2.1 the conflict of interest is so remote or insignificant that it could not be reasonably regarded as capable of influencing the actions or decisions of the relevant person in relation to the matter;
- 10.2.2 the interest that would give rise to a conflict of interest is held in common with a substantial proportion of the residents, ratepayers or electors of the *municipal district* and does not exceed the interest held by the other residents, ratepayers or electors;
- 10.2.3 the relevant person does not know the circumstances that give rise to the conflict of interest, and could not be reasonably expected to know those circumstances;
- 10.2.4 the interest only arises because the relevant person is the representative of the *Council* on a not-for-profit organisation that has an interest in the matter and the relevant person receives no personal advantage from the not-for-profit organisation;
- 10.2.5 the interest only arises because a family member of the relevant person is a member but not an office-holder of a not-for-profit organisation;
- 10.2.6 the interest only arises because the relevant person is a member of a not-for-profit organisation that has expressed an opinion or advocated for an outcome in regard to the matter;

10.2.7 the interest arises in relation to a decision by a Councillor on a matter or in a circumstance that is prescribed to be exempt by the regulations made under the *Act*.

11. Retention of Written Notices

The *Chief Executive Officer* must retain all written notices received under this Chapter for a period of three years.



City of
KINGSTON

Chapter 6

Miscellaneous

Chapter 6 – Miscellaneous

1. Informal Meetings of Councillors

1.1 If there is a meeting of Councillors that:

- 1.1.1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors; and
- 1.1.2 is attended by at least 6 Councillors; and
- 1.1.3 is attended by at least one member of Council staff; and
- 1.1.4 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting;

or

If there is a meeting of a Councillor or Councillors that is subject to the Planning Interactions Policy;

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

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

2. Confidential Information

- 2.1 If, after the repeal of section 77(2)(c) of the *Local Government Act 1989*, the *Chief Executive Officer* is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, the *Chief Executive Officer* may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- 2.2 Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.



City of
KINGSTON

Chapter 7

The Common Seal

Chapter 7 – The Common Seal

1. The Common Seal and Sealing Clause

- 1.1 The common seal may be used only on the authority of *Council* and a person must not use it without that authority.
- 1.2 The *Chief Executive Officer* must keep the common seal in safe custody.
- 1.3 The form of the common seal and sealing clause is to be as detailed in Rule 2 below or to like effect.
- 1.4 Every document to which the common seal is affixed must be signed by 1 Councillor and the *Chief Executive Officer*, unless sub Rule 1.5 applies.
- 1.5 *Council* may delegate to the *Chief Executive Officer* the authority to affix the *common seal* to any group or class of documents and in such cases the document only requires the signature of the *Chief Executive Officer* to attest the affixing of the *common seal*.

2. Form of Common Seal

Unless *Council* resolves otherwise, the form of the common seal will be as follows:

The **Common Seal** of the Kingston City Council was hereunto affixed in the presence of:

..... **Councillor**

An image of the
Common Seal
appears here

..... **Chief Executive Officer**



City of
KINGSTON

Chapter 8

Election Period Policy



Election Period Policy

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VERSION NO / APPROVAL / DATE	Version 1 – Adopted by Council 25 June 2005 Version 2 – Adopted by Council 24 September 2015 Version 3 - Adopted by Council 22 February 2016 Version 4 – Adopted by Council 25 May 2020
TRIM REF:	20/69765
REVIEW	Policy to be reviewed by June 2023
RESPONSIBLE EXECUTIVE	General Manager Corporate Services
POLICY OWNER	Manager Governance

1. Purpose of the Policy

The period preceding elections is defined in the Local Government Act 2020 (the Act) as the 'Election Period'. Section 69 of the Act requires Council to develop, adopt and keep an Election Period Policy and to be included in Council's Governance Rules. The purpose of the Election Period Policy (the Policy) is to ensure that the business of local government in the City of Kingston continues throughout an election period in a responsible and transparent manner. This policy prescribes actions and procedures the organisation will implement in observance of statutory requirements and established election period conventions in the interests of a fair election generally, during the election period. This Policy builds on the minimum statutory standards to enhance the accountability of the Council, Councillors and Council staff during the election period.

2. Scope

The Policy applies to Councillors and Council staff during an election period prior to a General Election and by-election.

The election period for 2020 commences at 12.00pm on 22 September 2020 and ceases at 6.00pm on 24 October 2020.

3. Definitions

Where terms used in this policy are defined in the Act, their use in this policy is consistent with the definitions set out in the Act.

4. Responsible Executive

General Manager Corporate Services

5. Policy owner

Manager Governance

6. Related Documents

Council Expenses Policy

Ward Councillor Meetings Policy

Local Government Victoria Governance Practice Note No. 5 dated 9 March 2012

Local Government Act 2020 (Vic)

Councillor Code of Conduct

7. Delegation Authority

N/A

8. Policy Statement

During the election period the business of Council continues, and ordinary matters of administration still need to be addressed. The policy establishes a series of election period practices which aim to ensure that actions of the current Council do not bind an incoming Council and limit its freedom of action.

This policy covers:

- Prohibited decisions that are made by the Council during the election period;
- Scheduling consideration and announcement of Prohibited decisions;
- Significant decisions;
- Use of the Council's resources including material published by Council
- Access to information
- Council's online presence including social media
- Media
- Attendance and participation at Council organised activities and events
- Public Consultation during the election period.
- Proceedings of Councillor Conduct Panels

9. Policy Details

9.1. Roles and Responsibilities

9.1.1. Responsibility of Councillors

Councillors should be mindful of their responsibilities in relation to improper use of position as outlined in the Act. Sections 123 and 124 of the Act* prohibit Councillors from misusing or inappropriately making use of their position. A breach of section 123 attracts serious penalties including possible imprisonment. Section 123 in relation to the election period ensures a fair election is held where council resources are not used for campaigning by sitting Councillors to increase advantage over other candidates or to influence voters.

*sections 76D and 76E of the *Local Government Act 1989* until repeal date on 24 October 2020.

9.1.2 Role of the Chief Executive Officer

The Chief Executive Officer will ensure, as far as possible, that all Councillors and Officers are informed of the application of this policy at least 30 days prior to the commencement of the election period. The Chief Executive Officer will issue guidelines to staff on their responsibilities in respect to the implementation of this Policy.

9.2. Policy Decisions during the Election Period

Some decision making is impacted during the election period for a general election.

Specifically, Prohibited Decisions cannot be made during this period.

The Chief Executive Officer will ensure, as far as possible, that matters of Council business requiring what would otherwise be prohibited decisions are scheduled for Council to enable resolution prior to the commencement of the election period or deferred where appropriate for determination by the incoming Council.

9.3. Prohibited Decisions

Prohibited decisions are specified in section 69(2) of the Act, and decisions made in contravention of this section during the election period are invalid.

Further information about whether a decision falls within the list below is available by speaking with the Manager Governance.

Prohibited decisions include decisions under section 69(2)(d) of the Act - decisions which Council considers should not be made during the election period.

This policy nominates significant decisions as decisions which Council considers should not generally be made. These are decisions which:

- significantly affect the municipality; or
- unreasonably bind the incoming Council.

In the case of a decision that significantly affects the municipality or unreasonably binds the incoming Council, a number of factors will need to be considered including:

- The urgency of the issue (that is, can it wait until after the election);
- The possibility of financial and/or legal repercussion if it is deferred;
- Whether the decision is likely to be controversial; and
- The best interests of Council

Examples include decisions concerning community grants and direct funding to community organisations, major planning and development decisions and changes to the strategic objectives or strategies in the Council Plan.

The following table illustrates what will constitute Prohibited Decisions.

Proposed Council Decision	Is it allowed?	Source
Employment or remuneration of a Chief Executive Officer under section 45, other than a decision to appoint an acting Chief Executive Officer	No *	This is prohibited by s69(2)(a) of the Act
Committing the Council to expenditure exceeding 1% of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year (estimated at \$1.42M for 2018/19)	No *	This is prohibited by s69(2)(b) of the Act

A decision which Council considers could be reasonably deferred until the next Council is in place	No.	This is prohibited by s69(2)(c) of the Act
Significant decisions, being decisions that significantly affect the municipality or unreasonably bind the incoming Council (such as decisions community grants and direct funding to community organisations, major planning and development decisions and changes to the strategic objectives or strategies in the Council Plan)	Generally, No.	This is prohibited by s69(2)(d) of the Act
A decision that would enable the use of Council's resources in a way that is intended to influence, or is likely to influence, voting at an election.	No	This is prohibited by s69(3) of the Act

- * In accordance with s69 of the Act, any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is a matter under this proposed policy decision is entitled to compensation from the Council for that loss or damage.

9.4. Public Consultation during the election period

Public consultation⁷ means a process that involves an invitation or invitations to individuals, groups or organisations, or the community generally, to comment on an issue or proposed action or proposed policy and includes discussion of that matter with the public.

- Public consultation may be undertaken during the election period to facilitate the day to day business of Council, however, consultation on any contentious or politically sensitive matter will not commence, or continue to occur, during the election period
- The above does not apply to public consultation required pursuant to the Planning and Environment Act 1987

All public consultation that is likely to run into the election period must have prior approval from the Manager Governance. Where approved, the results will not be reported to the Council until after the election period, unless the CEO decides otherwise.

9.5. Council Events

Council organised events and functions held during the election period will only be those essential to the everyday operation of the Council. This may be varied by a Council resolution or where prior approval has been given by the Chief Executive Officer. Where events do occur, Councillors should be advised that they are representing the Council and should not use the opportunity for electioneering.

9.6. Council Publications during the election period

Section 304 of the Act imposes limitations on Council publications. This is to ensure that Council does not publish electoral material with public funds that may influence, or be seen to influence, voting in an election.

9.6.1. S304 Prohibition on publishing materials during the election period

It is prohibited for a Councillor or a member of Council staff to use Council resources:

- (a) To print, publish or distribute
- (b) te; or
- (c) To cause, permit or authorise to be printed, published or distributed on behalf of, or purporting to be on behalf of Council;

any electoral material, unless the electoral material only contains information about the election process or is otherwise with, or under, any Act or regulation.

Failing to comply with this clause carries an offence of up to 60 penalty units (\$9,913.20 in the 2018/2019 financial year) under section 304 of the Act.

Best practice is for Council to avoid all publication activity during the election period except where essential for the conduct of Council operations. Where printing, publishing or distributing any material during the election period, certification from a panel consisting of General Manager Corporate Services, Manager Governance and Manager Communications & Community Relations is required for all publications. Publication should be read broadly to include electronic information and web-based productions.

Certification may be required prior to the election period if the material is to be distributed during the election period.

The procedure for certifying publications is:

Process:

All publications are sent to Communications and Community Relations (including job advertisements that are normally sent to People Support);

- General Manager Corporate Services, Manager Governance and Manager Communications & Community Relations are responsible to check that no election material is present unless it is factual election process information.
- Governance is responsible for maintaining the record of certification and certified documents.

Councillors are however, able to publish campaign material on their own behalf, but cannot purport for that material to be originating from, or authorised by, Council or the City of Kingston (e.g. By use of Council logos or official City of Kingston Councillor photos). The controls do not cover newspaper advertisements which simply announce the holding of a meeting or the election process itself.

9.6.2 Kingston City Council online presence including social media

Council has a number of social media sites including several Twitter feeds and Facebook pages (Kingston City Council site is the main corporate site; there are also separate pages for Kingston Arts, Libraries, Leisure Centres, Kingston Business and Youth which are managed by the relevant Council departments). Council's Communications and Community Relations department monitors Kingston City Council's corporate Facebook site and Twitter feeds between the hours of 9.00am and 5.30pm on weekdays (excluding public holidays). Any publication on social media sites like Facebook, Twitter and blog sites, which are auspiced by Council, will be subject to the certification process outlined in clause 9.5.1. Council auspiced social media must not be used for election campaigning.

The ability for members of the public to post comments on Council's social media sites such as Facebook and Twitter will continue during the election period, but will be monitored (during business hours, afterhours and weekends) by the Governance and Communications and Community Relations teams, who will have the editing access to remove any material posted by the public that is:

- a) content posted by a candidate irrespective of content
- b) content that makes reference to a candidate, or
- c) the 2020 election – unless it is a query about the election process itself.

At the start of the election period information on Council's website (or any other Council communication platforms) about Councillors who are candidates will be restricted to name, ward and contact details. Any new material published on council's website during the election period must be subject to the certification process in clause 9.5.1. Council agendas and minutes of meetings do not require certification if published in the usual way on the website. Any references to the election will only relate to the election process.

9.6.3. Council Publications

Any Council publication which is potentially affected by this policy will be subject to the certification process in clause 9.5.1 to ensure that any circulated, displayed or otherwise publicly available material during the election period does not contain material that may be construed as “electoral matter”.

Council will review its brochures and pamphlets in Customer Service Centres and remove any which might contain electoral matter prior to the election period.

Any references to Councillors in Council publications printed, published or distributed during the election period must not include promotional text.

a. Kingston Your City (KYC)

Edition(s) of KYC published during the election period will contain only general information pertaining to the election process. It will not contain any photograph of a candidate or Councillor, or any statement by a candidate or Councillor. Articles will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate. The “Ward Columns” section will not appear in this edition(s).

b. Email

Emails that are part of the normal conduct of Council business should not require certification. However, emails with multiple addressees, used for broad communication with the community, should at all times be arranged via the Communications Team. These will be sent via MailChimp (or similar) and should be subject to the certification process.

c. Correspondence

Mass mail outs or identical letters sent to a large number of people by or on behalf of Council must be subject to the certification process.

Council staff should not prepare Councillors’ private mail or electoral correspondence and such material must not be printed on Council stationery or using Council equipment.

d. Title of Councillor

Councillors may use the title “Councillor” in their election material, as they continue to hold that position during the election period. To avoid confusion, Councillors should be advised to ensure that any election publication using the title “Councillor” clearly indicates that it is their own material and does not represent Council.

e. Events

Material printed or disseminated during the election period to publicise a function or event must be subject to the certification process. Function or events for the purpose of electioneering must not be resourced or publicised by Council.

f. Photo boards

Public photo boards containing photographs of current Councillors on display at Council premises will be removed during the election period.

g. Annual Report

Council is statutorily required to produce an Annual Report which may occur during the election period. This publication is not considered an 'advertisement, handbill, pamphlet or notice' and does not require certification.

The annual report must not include material that is electioneering or that publicises the attributes or achievements of individual Councillors.

A summary version of the annual report is regarded as a pamphlet and must be subject to the certification process in clause 9.5.1.

In an election year, the Mayor must present the annual report at a Council meeting on a day not later than the day before election day, in accordance with section 100 of the Act.

A text version is lodged with the Minister of Local Government as soon as practicable after the end of the financial year.

Printed copies of the text version of the Annual Report will only be distributed upon request until the expiration of the election period.

9.7. Council Resources

It is prohibited under the Act for a Councillor or member of Council staff to use resources in a way that is intended to, or likely to influence the result of an election. Failing to comply with this clause carries an offence of up to 60 penalty units (\$9,913.20 in the 2018/2019 financial year) under section 304 of the Act.

Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard. Council staff should avoid assisting Councillors in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice will be sought from the General Manager Corporate Services, Manager Governance and Manager Communications & Community Relations.

9.7.1. Council Resources

Council resources (including offices, staff, hospitality services, equipment, computer, tablet PC, all media material including photos and official Council social media accounts, stationery and mayoral vehicle) should be used exclusively for normal Council business during the

election period by Councillors and Council staff and shall not be used in connection with an election campaign.

It should be noted that the prohibition on the use of Council resources for electoral purposes is not restricted to the election period.

9.7.2. Support to the Mayor, Deputy Mayor and Councillors

No member of Council staff, including the Executive Assistant to the Mayor, will be asked to undertake tasks connected directly or indirectly with a Councillor's election campaign.

9.7.3. Expenses Incurred by Councillors

Reimbursement of Councillor expenses incurred during the election period should only apply to costs incurred in the performance of normal Council duties, in accordance with the Council Expenses Policy. It is not for campaigning and for expenses that could be perceived as supporting or being in connection with a candidate's election campaign.

9.7.4. Mobile phones

Mobile phone costs associated with electioneering will not be paid by Council. Councillors will be required to provide a signed declaration prior to Council paying mobile phone bills that relate to mobile phone calls made during the election period. All calls in relation to election campaigning are of a private nature, not incurred in undertaking normal Council business, and will not be reimbursed.

Councillors with their own private mobile phones may continue to seek reimbursement of telephone expenses incurred in undertaking Council business related calls. Councillors will be required to declare that those expenses were incurred in undertaking normal Council business.

9.7.5. Travel and Accommodation

During the election period Councillors shall not participate in any interstate or overseas travel in their capacity as a Councillor. In circumstances where it is imperative that the Mayor (or nominee) represent Council on a delegation or forum, Council may by resolution approve such attendance. If consideration by Council is impractical the Chief Executive Officer may determine the issue.

9.8. Ward matters

Ward meetings will not be held within six months before an election.

9.9. Media and media services

Council's media services (though the Communications and Community Relations team) are intended to promote Council activity or initiatives and must not be used in any way that might favour a candidate.

9.9.1. Media Advice

Any requests for media advice or assistance from Councillors during the election period will be channelled through the Chief Executive Officer. No media advice or assistance will be provided in relation to election issues or in regard to publicity that involves a Councillor or Councillors.

9.9.2. Media releases/spokespersons

Media releases will not refer to a Councillor or Councillors. Where it is necessary to identify a spokesperson in relation to an issue, the Chief Executive Officer will determine the appropriate person.

9.9.3. Publicity campaigns

During the election period, publicity campaigns, other than for the purpose of conducting the election will be avoided where possible. Where a publicity campaign is deemed necessary for a Council activity, it must be approved by the Chief Executive Officer. In any event, Council publicity during the election period will be restricted to communicating normal Council activities and initiatives.

9.9.4. Council Branding and Logos

No Council logos, letterheads, or other corporate branding will be used for, or linked to, a candidate's election campaign.

9.9.5. Councillors

Councillors will not use their position as elected representatives or their access to Council staff and other Council resources to gain media attention in support of an election campaign.

9.9.6. Speeches

Any publication or distribution of Councillors' speeches by the Council must be subject to the certification process as prescribed at clause 9.5.1. Council staff and resources should not be used to prepare or publish speeches that contain electoral matter.

9.9.7. Council employees

During the election period no Council employee may make any public statement that relates to an election issue, unless approved in advance by the Chief Executive Officer.

9.10. Information

Councillors shall continue to receive information necessary to fulfil their existing role as a Councillor during the election period.

Neither Councillors nor candidates will receive information or advice from Council staff that might be perceived to support election campaigns and there shall be complete transparency in the provision of all information and advice during the election period. Information and briefing material prepared by staff/ contractor conducting elections on behalf of Council during the

election period will only relate to factual matters or to existing Council services. Such information will not relate to policy development, new projects or matters that are the subject of public or election debate or might be perceived to be connected with a candidate's election campaign.

No other information other than what would normally be made available to any member of the general public upon request is to be provided to a Councillor

No information other than what would normally be made available to any member of the general public upon request is to be provided to a candidate who is not a Councillor.

9.10.1. Information Request Register

All election process related enquires from candidates, whether sitting Councillors or not, will be directed to the Returning Officer or where the matter is outside the responsibilities of the Returning Officer, to the Manager Governance.

An Information Request Register will be maintained by the Governance department during the Election Period. This Register will be a public document that records all requests relating to electoral matters and non-routine requests for information by Councillors and candidates, and the response given to those requests.

9.10.2. Equal Accessibility to Information for Candidates

To ensure all candidates have equal access to information held by Council during the election, where a request for information is granted by the Governance Department as recorded in the Information Request Register (see 9.9.1) it will be made publicly available on Council's website for all candidates and the public to access.

9.11. By- Elections

The content of this policy shall be observed during any by-election, except that:

- a Clauses 9.2 and 9.3 (which restrict Council decision making) shall not apply;
- b Provisions of relevance to the municipality as a whole shall be limited in application to the ward of the subject by-election.

For the avoidance of doubt, it is prohibited during a by-election for any Council decision-making, Councillor or member of Council staff to use Council resources in a way that -

- a is intended to; or
- b is likely to -

affect voting or the result of an election.

10. Decision Guidelines

None.

11. Transition/Translation arrangements

Not applicable.

12. Review

Policy to be reviewed by June 2023.

Governance Rules Review 2022: Amended Provisions	
Rule	Amendment
Chapter 1 – Governance Framework	
New & amended definitions	<p><i>Chief Executive Officer</i> means the Chief Executive Officer of Kingston City Council and includes an Acting Chief Executive Officer.</p> <p><i>Council meeting</i> has the same meaning as in the Act and includes a Council meeting conducted remotely.</p> <p><i>Council meeting conducted remotely</i> means a Council meeting or a joint meeting of councils which is attended by one or more Councillors by electronic means of communication and conducted in accordance with rule 60.</p>
Chapter 2 – Meeting Procedure for Council Meetings	
New and definitions	<p>"abstain" means where a Councillor present at the meeting does not vote (is taken to have voted against the question)</p> <p>"notice of motion" means a notice setting out the text of a motion, which it is proposed to move at the next relevant Ordinary Council Meeting fixed under Rule 9;</p> <p>"Ordinary Council Meeting" means a Council Meeting fixed under Rule 9.</p> <p>"Special Council Meeting" means a Council Meeting not fixed by Council under Rule 11</p>
Rule 4 – Election of the Mayor	The election of the Mayor will occur at a Council Meeting in accordance with the Act, which is known as the <i>Annual Statutory Meeting</i> .

Division 1 – Notice of Meetings and Delivery of Agendas	Division 1 – Notices of Meetings and Delivery of Agendas
Rule 9 – Dates and Times of Meetings fixed by Council	<p>Subject to Rule 11, <i>Council</i> must from time to time fix the date, time and place of all <i>Council meetings</i> which are known as <i>Ordinary Council Meetings</i>.</p> <p>Note: Any references to Council meetings fixed under Rule 9 in the remaining of Chapter 1 is replaced with 'Ordinary Council Meetings'.</p>
Rule 11 – Meetings Not Fixed by Council	<p>Rule 11</p> <p>11.1 The Mayor or at least 3 Councillors may by a written notice call a Council meeting which is known as a Special Council Meeting.</p> <p>Note: Any references to Council meetings not fixed under Rule 11 in the remaining of Chapter 1 is replaced with 'Special Council Meetings'.</p>
Rule 12 – Notice of Meeting	<p>12.1 A notice of meeting, incorporating or accompanied by an <i>agenda</i> of the business to be dealt with, must be delivered or sent electronically to every Councillor for all <i>Council meetings</i> at least 48 hours before the meeting.</p> <p>12.2 Reasonable notice of each <i>Council meeting</i> must be provided to the public. <i>Council</i> may do this:</p> <ul style="list-style-type: none"> ▪ for <i>Ordinary Council Meetings</i> which it has fixed under Rule 9 by preparing a schedule of meetings annually, twice yearly or from time to time, and arranging publication of such schedule on <i>Council's</i> website, social media platforms and, where possible, in a newspaper generally

	<p>circulating in the <i>municipal district</i> either at various times throughout the year, or prior to each such <i>Council meeting</i>; and</p> <ul style="list-style-type: none"> ▪ for any meeting <i>Special Council Meetings</i> by giving notice on its website and: <ul style="list-style-type: none"> • in each of its Customer Service Centres; and/or • on <i>Council's</i> social media platforms; and/or • where possible, in at least one newspaper generally circulating in the <i>municipal district</i>.
Rule 13 – Inability to Obtain a Quorum	<p>If after 30 minutes from the scheduled starting time of any <i>Council meeting</i>, a quorum cannot be obtained, including as a result of non-compliance by one or more Councillors with sub-rule 58.1:</p> <p>(no further changes)</p>
Rule 14 – Inability to maintain a quorum	<p>If during any <i>Council meeting</i>, a quorum cannot be maintained, including as a result of non-compliance by one or more Councillors with sub-rule 58.1, then Rule 15 will apply as if the reference to the meeting is a reference to so much of the meeting as remains.</p> <p>(no further changes)</p>
Rule 21 - En Bloc Resolutions	<p>21.1 Subject to sub-Rule 21.2, Council may consider agenda items en bloc, so long as the motion to hear the items en bloc is firstly moved, seconded and approved by a majority vote. matters to be considered en bloc can only be considered by resolution of <i>Council</i>.</p> <p>Items that relate to planning matters (that involve a planning application or a planning scheme amendment) or that involve statutory third-party rights must not be considered en bloc.</p>

Rule 22 – Urgent business	<p>22.1 If the agenda for a Council meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if it:</p> <p>22.1.1 relates to or arises out of a matter which has arisen since distribution of the agenda; and</p> <p>22.1.2 cannot safely or conveniently be deferred until the next Council meeting.</p> <p>22.2 An item of urgent business can be admitted at a Special Council Meeting not fixed under Rule 9, if all Councillors are present and unanimously agree to deal with it.</p> <p>22.3 An item of urgent business may be ruled out of order by the Chair if they consider the item does not conform to Rule 22.1.</p>
Rule 24 – Notice of Motion	<p>24.1 A notice of motion must be in writing signed by a Councillor, and be lodged with or sent to the Chief Executive Officer (or delegate) by 5.00pm 7 clear days before the date of an Ordinary Council meeting fixed under Rule 9.</p> <p>24.2 The notice of motion may include a written rationale for the proposed motion to be submitted. The full text of any notice of motion and rationale must be included in the agenda.</p>
Rule 24 – Notice of Motion (continued)	<p>24.4 Any motion which is determined by the Chair at a Council Meeting to be:</p> <p>24.4.1 vague or unclear in intention;</p> <p>24.4.2 outside of the legislative powers of Council;</p> <p>24.4.3 if passed would result in Council otherwise acting invalidly; or</p> <p>24.4.4 submitted during the Election Period</p>

	must not be accepted by the Chair.
Rule 24 – Notice of Motion (continued)	24.8 If a notice or of motion, whether amended or not, is lost, a similar motion cannot again be put before the current Council for a period of three calendar months from the date it was lost.
Rule 24 – Notice of Motion (continued)	<p>24.9 A notice of motion must call for an officer report if the notice of motion:</p> <p>24.9.1 substantially affects the level of Council services; or</p> <p>24.9.2 commits the Council to expenditure in excess of \$25,000 and that has not been included in the annual adopted budget (this includes operational and capital costs); or</p> <p>24.9.3 establishes or amends a Council policy; or</p> <p>24.9.4 commits Council to any contractual arrangement, as determined by the Chief Executive Officer; or</p> <p>24.9.5 concerns any litigation in respect of which is a party.</p> <p>24.10 Where the subject matter of a notice of motion is confidential in nature, the Chief Executive Officer may designate a notice of motion as confidential in accordance with relevant grounds as contained in the Act, in which case, the notice of motion will be considered in the part of the relevant Council meeting that is closed to members of the public.</p>
Rule 26 – Procedures with Respect to Motions	26.8 Where a motion is in two or more parts, upon request from a Councillor and agreed to by the mover and seconder, the Chair may at his or her discretion put each part to the vote separately
Rule 27 – Procedures with Respect to Amendments	Rule 27.4 (new provision)

	The mover and seconder of the amendment which is put to the vote and declared carried by the <i>Chair</i> own the substantive motion.
Rule 28 – Rules of debate	<p>28.6 The <i>Chair</i> shall invite Councillors to speak on a motion or amendment in the following order:</p> <ul style="list-style-type: none"> • 28.6.1 mover (this opportunity may be reserved but cannot be deferred to later in the debate); <p>(no further changes)</p>
Rule 28 – Rules of debate (continued)	<ul style="list-style-type: none"> ▪ any person addressing the <i>Chair</i> must refer to the <i>Chair</i> as: <ul style="list-style-type: none"> • Mayor; or • Madam Mayor; or • Mr Mayor; or • Deputy Mayor; or • Madam Deputy Mayor; or • Mr Deputy Mayor; or • Chair; or • Madam Chair; or • Mr Chair; or • Acting Chair; or

<p>Rule 29 - Speaking times</p>	<p>A Councillor must not speak longer than the time set out below, unless granted an extension by resolution:</p> <p>29.1 mover of a motion or amendment: 5 minutes 4 minutes</p> <p>29.2 Councillor speaking to a motion or amendment: 3 minutes</p> <p>29.3 closing statement (right of reply): 2 minutes</p> <p>29.4 presenter of delegate's report: 3 minutes.</p> <p>A motion for an extension of time, once carried, shall allow a Councillor a further 3 minutes in which to speak.</p> <p>The Chair may determine to grant (but not unreasonably refuse) a request from a Councillor for an extension of time for 2 minutes to speak, however any further extension of time must be put to the vote.</p>
<p>Rule 30 – Visitors speaking at meetings</p>	<p>Rule 30 – Community members/Visitors Speaking at Meetings</p> <p>30.1 No community member/visitor to a <i>Council meeting</i> may speak to the meeting, except for:</p> <p>30.1.1 the applicant (or their representative) in relation to an application for a planning permit;</p> <p>30.1.2 one objector in relation to an application for a planning permit; and</p> <p>30.1.3 special circumstances, in which leave to speak is granted by the <i>Chair</i>.</p> <p>30.2 The applicant and objector addressing the <i>Council meeting</i> cannot speak for more than 3 minutes 4 minutes each (unless granted more time by the <i>Chair</i>).</p>

	<p>New provisions:</p> <p>30.3 Should there be multiple objectors who wish to address an application for a planning permit, the time allocated to speak may be split. If multiple objectors cannot reach consensus to split the time, the first objector to apply to speak shall be granted speaking rights.</p> <p>30.4 Sub-rule 30.3 (above) also applies to the applicant or their representative.</p> <p>30.5 Subject to sub-Rule 59.2, Community members/visitors may speak to the meeting in person or by electronic means of communication and must confirm their mode of attendance to the Governance department prior to the Council meeting.</p>
<p>Rule 39 - Public question time</p>	<p>39.4 Questions must be submitted to the <i>Council</i> by:</p> <p>39.4.1 submitting an online question form on the <i>Council's</i> website or via email following the instructions on <i>Council's</i> website by 12.00 noon 3.00pm on the day of the <i>Ordinary Council meeting</i>; or</p> <p>39.4.2 placing a hard copy question form in the Question Box situated in the <i>Council</i> Chamber foyer by 7.30pm on the day of the <i>Ordinary Council meeting</i> (if the meeting is conducted in person).</p> <p>39.5 At the discretion of the <i>Chair</i>, questions may be answered verbally during the "Public Question Time" segment by a Councillor or a member of Council staff present at the <i>Ordinary Council meeting</i> or later in writing. Questions submitted late must be either dealt with at the next <i>Ordinary Council meeting</i> or at the discretion of the <i>Chief Executive Officer</i> may be answered in writing.</p>

	<p>Deleted provision: Questions will be answered in the <i>Council Chamber</i> only if the questioner is present in the gallery. Where a questioner is not present, a response will be provided in writing.</p> <p>39.9 A question must not be read and an answer must only be given to the <i>Council meeting</i> if the <i>Chair</i> or <i>Chief Executive Officer</i> has determined that the relevant question.....(no further change)</p>
Rule 40 – Petitions and joint letters	<p>New rule 40.2:</p> <p>Petitions must be lodged by 5.00pm seven (7) clear calendar days before the date of the <i>Council meeting</i>.</p>
Rule 43 – How Motion Determined	New title – Rule 43 – How a Motion is Determined
Rule 46 – Record of Vote	<p>Rule 46: Record of Vote in the Negative</p> <p>46.1 Notwithstanding Rule 47, at any <i>Council meeting</i> a Councillor may ask that their name be recorded in the minutes of how they voted, as having voted in the negative, immediately after the <i>Chair</i> has put any motion, amendment or other question to the vote and has announced the result of that vote.</p>
Rule 50 – Form and availability of minutes	<p>50.2 The Chief Executive Officer or Manager Governance must ensure that the minutes of any Council meeting are:</p> <p>50.2.1 published on Council’s website; and</p> <p>50.2.2 available for inspection at Council’s office during normal business hours.</p>
Rule 51 – Public behaviour at a meeting	53.2 Community members/ visitors at <i>Council meetings</i> :

	<p>53.2.1 must not interject or take part in the debate; and</p> <p>53.2.2 must preserve silence in the gallery at all times during a <i>Council meeting</i>; and</p> <p>53.2.3 must not operate photographic, audio or video recording equipment or any other recording device at any <i>Council meeting</i> without first obtaining the consent of the <i>Chair</i>. Such consent may at any time during the course of such <i>Council meeting</i> be revoked by the <i>Chair</i>.</p>
<p>Rule 53 – Chair may adjourn disorderly meeting</p>	<p>If the <i>Chair</i> is of the opinion that disorder (including a security matter) at the <i>Council</i> table or in the gallery makes it desirable to adjourn the <i>Council meeting</i>, the <i>Chair</i> may adjourn the meeting to a later time on the same day or to some later day as the <i>Chair</i> thinks proper. In that event, the provisions of sub-Rules 17.2 and 17.3 apply.</p>
<p>Rule 54 – Removal from chamber</p>	<p>The <i>Chair</i>, or <i>Council</i> in the case of a suspension, may ask the <i>Chief Executive Officer</i>, an <i>authorised officer</i> or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the <i>Chair</i> has ordered to be removed from the gallery under Rule 54.</p>
<p>Division 16 – Meetings Conducted Remotely</p>	<p>New division: Division 16: Meetings Conducted Remotely</p> <p>Rule 58: If:</p> <ul style="list-style-type: none"> ▪ by law a meeting may is to be conducted <i>electronically</i> virtually; and ▪ <i>Council</i> decides that a meeting is to be conducted <i>electronically</i>, <p>the <i>Chair</i> may, with the consent cooperation of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.</p> <p>New provisions:</p>

	<p>New provisions:</p> <p><i>Council is permitted by the Act to hold meetings by electronic means, and a Council meeting will be open to the public if members of the public are able to attend it in person, or if it is broadcasted live on Council's website.</i></p> <p><i>Where a meeting is conducted remotely, the Rules will be modified in accordance with rule 58.</i></p> <p>58: Council meetings conducted remotely</p> <p>58.1: Where a Councillor attends a Council meeting conducted remotely by electronic means of communication, the Councillor must be able to:</p> <ul style="list-style-type: none">58.1.1 hear the proceedings of the Council meeting;58.1.2 see all Councillors and members of Council staff also attending the Council meeting, at least while the Councillor or member of Council staff is speaking;58.1.3 be seen by all time by all Councillors, members of Council staff and members of the public also attending the Council meeting; and58.1.4 be heard when they speak. <p>58.2 If the conditions of sub-rule 58.1 cannot be met by one or more Councillors attending a Council meeting conducted remotely by electronic means of communication, whether because of technical difficulties or otherwise, but a quorum is still present, the:</p> <ul style="list-style-type: none">58.2.1 Council meeting will proceed; and
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	<p>58.2.2 Councillor (or Councillors) will be treated as being absent from the Council meeting,</p> <p>unless the Council meeting is adjourned in accordance with these Rules.</p>
	<p>58.3 Nothing in this rule 58 prevents a Councillor from joining (or re-joining) a <i>Council meeting</i> conducted remotely by electronic means of communication at the time that they achieve compliance with sub-rule 58.1, even if that <i>Council meeting</i> has already commenced or continued in their absence.</p>
	<p>58.4 The Chief Executive Officer must ensure that a Council meeting conducted remotely is broadcast live continuously on Council's website.</p>
	<p>58.5 Nothing in sub-rule 58.4 requires any portion of a Council meeting conducted remotely that is closed to the public under section 66(1) of the Act to be broadcast live on Council's website.</p>
	<p>58.6 If the live broadcast of a Council meeting conducted remotely is interrupted for any reason, the Chief Executive Officer must immediately inform the Council meeting and the Council meeting is adjourned and, except for a resolution of Council made under sub-rule 58.6.2, no further business can be conducted until:</p> <p>58.6.1 the live broadcast can be reinstated; or</p> <p>58.6.2 such later date and time fixed by resolution of Council, in which case rule 15 applies.</p>
	<p>59. Notification of attendance at Council meetings conducted remotely by electronic means</p>
	<p>59.1 A Councillor who wishes to attend a <i>Council meeting</i> by electronic means of communication must notify the Mayor and/or <i>Chief Executive Officer</i> as soon as</p>

	<p>practicable prior to the meeting. The Mayor and/or <i>Chief Executive Officer</i> will notify all Councillors.</p> <p>59.2 Should the Mayor and/or Chief Executive Officer receive notice from all Councillors of their wish to attend by electronic means of communication in accordance with sub-rule 59.1, public notice will be provided that the meeting will be held entirely by electronic means of communication and the methods of viewing and participation.</p> <p>60. Other matters not provided for</p> <p>Where any of these Rules has not been expressly modified, and requires modification, to operate at a Council meeting conducted remotely, the Chair with the cooperation of the meeting, may modify so much of these Rules as is necessary to permit the Council meeting conducted remotely to proceed and to facilitate the more efficient and effective transaction of the business.</p>
Chapter 3 – Meeting Procedure for Delegated Committees	
Rule 1 – Meeting Procedure Generally	<p>New provision:</p> <p>1.3 For the avoidance of doubt, sub-rule 12.2.1 of Chapter 2 of these Rules apply to a Delegated Committee in regard to notice for a meeting.</p>
Chapter 4 – Meeting Procedure for Community Asset Committees	
No changes.	
Chapter 5 – Disclosure of Conflicts of Interest	
No changes.	
Chapter 6 - Miscellaneous	

<p>Rule 1 – Informal Meetings of Councillors</p>	<p>1.1 If there is a meeting of Councillors that:</p> <p>1.1.1 is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors; and</p> <p>1.1.2 is attended by at least 6 Councillors; and</p> <p>1.1.3 is attended by at least one member of Council staff; and</p> <p>1.1.4 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting;</p> <p>or</p> <p>If there is a meeting of a Councillor or Councillors that is subject to the Planning Interactions Policy;</p> <p>the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:</p> <p>a) tabled at the next convenient Council meeting; and</p> <p>b) recorded in the minutes of that Council meeting.</p>
<p>Chapter 7 – The Common Seal</p>	
<p>No changes.</p>	

Chapter 8 – Election Period Policy

No changes.



The Hon Shaun Leane MP

Minister for Local Government
Minister for Suburban Development
Minister for Veterans

121 Exhibition Street
Melbourne, Victoria 3000 Australia
Telephone: +61 3 8392 2240
DX 210074

Minister's Good Practice Guideline MGPG-3: Virtual Meetings

This is a guideline issued by the Minister for Local Government pursuant to section 87 of the Local Government Act 2020.

Purpose

The COVID-19 pandemic has highlighted the need for, and usefulness of, a more flexible and modern approach to conducting certain required local government meetings.

The Victorian Government's *Regulatory Legislation Amendment (Reform) Act 2022* (Reform Act) introduces into the *Local Government Act 2020* (the Act) provisions relating to electronic attendance and participation in council meetings and delegated committees on a permanent basis. The new provisions take effect on 2 September 2022.

Electronic meetings, commonly referred to as 'virtual meetings', could include meetings where all participants attend electronically, some participants attend in person and some attend electronically i.e., 'hybrid', or where attendees across several meeting locations join electronically i.e., 'parallel'.

This Good Practice Guideline is designed to assist councils to amend their Governance Rules in consultation with their communities to comply with the new provisions in the Act relating to virtual meetings.

The Guideline takes effect from **2 September 2022** to align with the commencement of the new amendments.

Legislative requirements

Part 3 Division 2 of the Act provides for the procedure and proceedings for Council decision making, including the holding of meetings (being council meetings, joint meetings of councils, delegated committee, and joint delegated committee meetings).

The Reform Act introduces provisions into Part 3 Division 2 of the Act (section 60) that require a council to develop, adopt and keep in force Governance Rules relating to:

- the conduct of council (and delegated committee) meetings held by electronic means; and
- requesting and approving attendance by electronic means.

In developing or amending its Governance Rules, councils must ensure that a process of community engagement is followed in accordance with section 60(4) of the Act.

The new provisions further provide that Councillors, and members of delegated committees, may attend and be present by electronic means of communication provided they comply with the Governance Rules (section 61(6A)).

Ref: BMIN-2-22-21061



Under section 66 of the Act, a council or delegated committee must keep a meeting “open to the public” except in specified circumstances. New provisions insert a definition of “Open to the public” to mean, in the case of a council or joint meeting of councils, or a delegated or joint delegated committee:

- either, attendance in person by a member of the public, or a meeting that is broadcasted live on the council internet site; or
- a recorded meeting that is published on the council internet site as soon as practicable after the meeting (in the case of a delegated or joint delegated committee only); or
- any other prescribed means of meeting.

Responsibilities of Councillors and council staff

Irrespective of how council meetings are held, Councillors and council staff are required to continue to act in accordance with the prescribed Standards of Conduct, Councillor (or staff) Code of Conduct, the *Local Government Act 2020*, Governance Rules and other Acts, local laws and policies as applicable.

Disclosure of conflicts of interest as required under the Act and rules relating to conflicts of interest continue to apply.

Matters for a council to consider when developing Governance Rules for virtual meetings

Conduct of meetings

Governance Rules must provide for the conduct of Council and delegated meetings, whether held in-person or electronically.

Where these meetings are to be held virtually in accordance with the new provisions, Governance Rules could provide for how the format of a meeting is to be determined, including options for hybrid or parallel meetings where some members may attend in person and others by electronic means.

For example, the Governance Rules could set out how the Chair should manage a situation if a member attending electronically cannot hear proceedings, or cannot be seen or heard, but a quorum is present.

Requesting and approval of ‘electronic’ attendance (discrimination and reasonable adjustments)

The new provisions, in section 60(1) of the Act, provide that Governance Rules must provide for requesting and approving attendance at a council or delegated committee meeting by electronic means.

To comply with this requirement, councils should consider including in the Governance Rules:

- a. the format and criteria for requesting and approving attendance by electronic means
- b. whether the requests must be on a meeting-by-meeting basis or may be valid for a set period
- c. if there should be a 'deadline' for requests to ensure that facilities are available to accommodate the requested style of meeting and that appropriate notice can be provided to the public.

In developing and applying its rules in respect to requesting and approving requests to attend via electronic means, councils should have regard to other relevant Acts, such as the *Equal Opportunity Act 2010* (EO Act).

Under the EO Act:

- Direct discrimination occurs where a person treats, or proposes to treat, a person or group with a protected attribute, such as a disability, unfavourably because of the attribute.
- Indirect discrimination occurs if a person imposes or proposes to impose a requirement, condition or practice that is the same for everyone but disadvantages a person, or is likely to disadvantage a person, because they have one or more of the protected attributes, such as a disability, and the requirement, condition or practice is not reasonable.

Further, the *Gender Equality Act 2020* requires Councils to promote gender equality in their policies, programs and services.

Councils should consider providing flexibility with respect to participation at council meetings to enhance access for people with health issues and/or caring responsibilities, or who are unable to travel long distances.

Opening meetings to the public

Section 66 of the Act requires that council meetings and joint meetings of councils must be "open to the public" except in specified circumstances.

Councils should consider including rules regarding meetings if there is no option by which the public can attend the meeting in person, or if the council experiences technical difficulties in broadcasting the meeting to the public. The rules should set out how the council will address such matters to maintain an "open to the public" meeting.

Confidential council meetings or confidential/closed sections of council meetings are not required to be streamed live or electronically recorded.

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Representation at council meetings by members of the public

Councils are encouraged to make arrangements to allow members of the public who wish to appear before council to do so through virtual or other means. The rules could consider how to ensure community engagement is maintained through virtual meetings including:

- a. the provision and uploading of written and/or oral statements
- b. reading out questions on notice at the virtual meetings
- c. electronically posting questions prior to the meeting.

Confidentiality

The provisions (in the Act) regarding confidential information continue to apply to electronic meetings. Confidential information must not be intentionally or recklessly disclosed. Councillors should be able to demonstrate to the satisfaction of the Chair that their location is secure to ensure the deliberations are confidential.

I have issued this guideline pursuant to section 87 of the Local Government Act 2020 (Vic).



The Hon Shaun Leane MP
Minister for Local Government

OFFICIAL

12. Chief Finance Office Reports

27 June 2022

Agenda Item No: 12.1

ADOPTION OF 2022/23 BUDGET, 2022-2032 FINANCIAL PLAN AND 2022-2026 REVENUE & RATING PLAN

Contact Officer: Ange Marshall, Manager Finance

Purpose of Report

The purpose of this report is for Council to adopt the 2022/23 Budget, the 2022-2032 Financial Plan, and the 2022-2026 Revenue & Rating Plan.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Adopt the 2022/23 Budget and statutory information (including fees and charges) as attached to this report (refer Appendix 1);
2. Adopt the 2022-2032 Financial Plan (refer Appendix 2);
3. Adopt the 2022-2026 Revenue & Rating Plan (refer Appendix 3);
4. In respect of Rates and Charges declare:
 - a) A differential rate for rateable land having the characteristics specified in the Revenue & Rating Plan, which characteristics will form the criteria for each differential rate so declared:
 - i. General Land;
 - ii. Agricultural Land;
 - iii. Extractive and Landfill Land;
 - iv. Retirement Village Land;
 - v. Residential Heritage Land;

and that the rate (based on the cents in the dollar of Capital Improved Value set out below) be;

Category	Rate in the \$
Agricultural Land	0.0013534
Extractive and Landfill Land	0.0050752
General Land	0.0016917
Residential Heritage Land	0.0015226
Retirement Village Land	0.0015226

- b) A Municipal Charge of \$100 per rateable property; and
- c) Waste Service Charges as follows:

Service Choice A - 120 litre garbage, 240 litre recycling and 240 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$331
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**City of Kingston
Council Meeting**

Agenda

27 June 2022

Service Choice B – 80 litre garbage, 240 litre recycling and 240 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$274
Service Choice C – 120 litre garbage, 240 litre recycling and 120 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$303
Service Choice D – 80 litre garbage, 240 litre recycling and 120 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$254
Service Choice E – 120 litre garbage and 240 litre recycling bins including recovery of costs attributable to the State Government Landfill Levy	\$246
Service Choice F – 80 litre garbage and 240 litre recycling bins including recovery of costs attributable to the State Government Landfill Levy	\$203
Service Choice G – 240 litre x 2 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$193
Service Choice H – 240 litre x 3 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$154
Service Choice I – 240 litre x 4 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$138
Service Choice P – 120 litre x 2 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$138
Service Choice W – Additional 120 litre Green Waste Bin	\$62
Service Choice X – Additional 240 litre Green Waste Bin	\$77
Service Choice Y – Additional 240 litre Garbage Bin including recovery of costs attributable to the State Government Landfill Levy	\$190
Service Choice Z – Additional 120 litre Garbage Bin including recovery of costs attributable to the State Government Landfill Levy	\$180

5. Grant a waiver of \$115.90 of general rates for properties eligible for the State Government Municipal Rates Concession in accordance with Section 171 of the Local Government Act 1989.
6. Determine to allow:
 - 6.1. in accordance with Section 167(1) and (2), payment of rates and charges by four approximately equal instalments paid on or before 30 September 2022, 30 November 2022, 28 February 2023 and 31 May 2023;
 - 6.2. in accordance with Section 167(2A) and (2B) payment of rates and charges by lump sum on or before 15 February 2023;
 - 6.3. payment of rates and charges by ten approximately equal direct debit payments from 1 September 2022 until 1 June 2023;
 - 6.4. payment of rates and charges in any instalment (only via the Payble payment solution, and providing rates and charges are paid in full by 31 May 2023).
7. Determine that no incentive be declared for early payment of general rates, municipal charge and waste service charge.
8. Note that Council will shortly consider a Cultural and Recreation Lands Policy at a future Council meeting that affects the rating of these properties. Should the Cultural and

- Recreational Lands Policy not be adopted, Council will rollover the existing Cultural and Recreational Lands Agreements for another year.
7. Determine that the Chief Executive Officer of Council be authorised to give public notice of the adoption of these documents if required.
 8. Determine that the Manager Finance be authorised to levy and recover the general rates, municipal charge and annual waste service charges in accordance with the Local Government Act 1989.
 9. Having considered all feedback made, provide written responses to each of the contributors of the decision, and thank them for their interest in Council's Budget process.
 10. Authorise the Manager Finance to make any changes to these documents as a result of this resolution, including minor and/or administrative wording and grammar changes if required.

1. Executive Summary

Council has spent numerous months reviewing the financial assumptions underpinning the budget, the long term financial plan, and the revenue and rating plan, as well as developing the four-year capital works program.

Council has also engaged with our community, seeking early feedback during February and March this year, as well as during May and June, which has informed these strategic plans.

These documents are now presented to Council for adoption.

2. Background

Under the provisions of section 94 of the Local Government Act 2020, Council must prepare and adopt a Budget for each financial year and the subsequent 3 financial years by 30 June each year. Section 91 of the Local Government Act 2020 requires Council to adopt and keep in force a 10 year Financial Plan. Council is choosing to update its Financial Plan annually, to ensure all assumptions are updated regularly. The same applies for Council's Revenue & Rating Plan, which is required under section 93 of the current Act.

3. Discussion

3.1 Council Plan Alignment

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

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

The draft Budget, Long-Term Financial Plan, and Revenue and Rating Plan ensures Council is looking after the community's financial resources responsibly and efficiently.

3.2 Consultation/Internal Review

These documents are the culmination of councillors and officers working together on the financial assumptions underpinning the budget, the long term financial plan, and the revenue and rating plan, as well as developing the four-year capital works program.

Council's Community Panel, engaged last year, has also informed these documents.

Additional early community engagement this calendar year has been provided to Councillors to also help inform these plans.

A public information session was held on Tuesday 31 May 2022 noting that copies of the draft documents were available on Council's website: www.kingston.vic.gov.au, and feedback was open until Friday 10 June. Copies of these documents were also on display at Council's Customer Service Centres and Libraries. No additional feedback has been received during this period.

3.3 Operation and Strategic Issues

The draft Budget, Long-Term Financial Plan, and Revenue & Rating Plan, ensures Council will continue to deliver our extensive services at the high-quality standard our community enjoys.

The Budget has been prepared in accordance with the State Government's Fair Go Rates System (FGRS), and incorporates a rate increase of 1.75 per cent for the 2022/23 year. This represents the 1.75 per cent rate cap determined by the Minister for Local Government in December 2021 to apply to all Councils for the 2022/23 financial year.

The draft Budget also includes \$80.4 million in capital works for the coming year, to deliver new and upgraded infrastructure to serve our community.

These documents secure Kingston's financial sustainability into the future, and ensures that Kingston's vast range of services will continue to support and strengthen our community.

3.4 Changes from the Draft Budget

a) Rate in the dollar and value of properties

At the time of adopting the draft budget on 23 May 2022, Council had not received the final valuation information from the Valuer-General with enough time to determine the final rate in the dollar.

There were notations within the Rates section of the Budget stating the figures were subject to final valuations from the Valuer-General.

The final valuations have determined a small change to the rate in the dollar, which has slightly increased by an immaterial movement.

The adoption in principle vs the final rate in the dollar (RID) values are shown here:

Land Category	Draft Budget RID	Adoption Final RID
Agricultural Land	0.0013532	0.0013534
Extractive and Landfill Land	0.0050747	0.0050752
General Land	0.0016916	0.0016917
Residential Heritage Land	0.0015224	0.0015226
Retirement Village Land	0.0015224	0.0015226

The movement in the valuations are shown here:

Land Category	Draft Budget CIV \$'000	Adoption Final CIV \$'000
Agricultural Land	84,285	84,285
Extractive and Landfill Land	10,945	10,945
General Land	77,242,722	77,234,822
Residential Heritage Land	94,780	94,780
Retirement Village Land	481,213	481,213
Total	77,913,945	77,906,045

b) Fees and Charges additions

At the time of adopting the draft budget, the following new Revenue and Collection fees were omitted. These are proposed to be introduced from 1 July 2022, as per the table below.

REVENUE AND COLLECTION FEES					
Rate Notice Copy	Per Copy	Taxable	\$0	\$16.50	Non-statutory
Interim Rate Notice Request	Per Request	Taxable	\$0	\$16.50	Non-statutory
Refund	Per Refund	Taxable	\$0	\$22.00	Non-statutory
Reapportionment	Per Item	Taxable	\$0	\$38.50	Non-statutory
Manual Ledger Reconciliation	Per Item	Taxable	\$0	\$49.50	Non-statutory

All of the documents will be amended where necessary to reflect the above and any other changes included in this resolution of Council.

Copies of the Budget, Financial Plan, and the Revenue & Rating Plan as proposed to be adopted, excluding the changes listed above, are attached to the agenda papers. Adopted changes will be made before these documents are posted on the website.

4. Conclusion

4.1 Environmental Implications

There are no environmental implications.

4.2 Social Implications

There are no social implications.

4.3 Resource Implications

There are resource implications in that these documents set the financial direction for Council for the next 12 months and inform the financial direction of Council over future years.

4.4 Legal / Risk Implications

There are no legal or risk implications.

In conclusion, the draft Budget 2022/23, the draft Long-Term Financial Plan 2022-2032, and the draft Revenue and Rating Plan 2022-2026 are submitted to Council for the purpose of final adoption.

Appendices

Appendix 1 - Draft 2022/23 Budget (Ref 22/56157)  [↓](#)

Appendix 2 - Draft 2022-2032 Financial Plan (Ref 22/124955)  [↓](#)

Appendix 3 - Draft 2022-2026 Revenue & Rating Plan (Ref 22/124911)  [↓](#)

Author/s: Ange Marshall, Manager Finance

Reviewed and Approved By: Bernard Rohan, Chief Financial Officer

12.1

ADOPTION OF 2022/23 BUDGET, 2022-2032 FINANCIAL PLAN AND 2022-2026 REVENUE & RATING PLAN

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City of Kingston

DRAFT BUDGET

2022/23

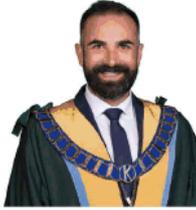


2022/23 Draft Budget

CITY OF KINGSTON

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Message from the Mayor



I am proud to present the Draft Budget for 2022/23 – a Budget that continues to meet our community's current needs while investing in Kingston's future for generations to come.

Council has worked hard to develop a responsible Budget that secures our city's financial sustainability while also continuing to provide high-quality support services to assist our community as it continues to recover from the impacts of the COVID pandemic.

In all we do, Council is working to meet the goals of our Council Plan 2021-2025, which was developed in partnership with our community. We are committed to the following:

1. Our city will be a vibrant, enjoyable, and easy place to live.
2. We prioritise our environment and reduce our impact on the earth.
3. We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.
4. We are progressive, inclusive and prioritise the wellbeing of all members of our community.
5. Our community will feel safe, and be safe, in all aspects of their lives.
6. Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Your Councillors are passionate about creating a supportive, inclusive community that cares for those in need. With that in mind, this Budget ensures that Kingston's community services will continue to support and strengthen our community. Each year your rates help fund important work for those in need, including at-home care for the elderly and disabled, delivered meals program, childhood immunisations, maternal & child health support, senior citizen centres and much more.

We are also incredibly proud to embark on the biggest capital works project in Kingston's history – delivery of a new district-level Aquatic & Leisure Centre for our community to replace the former Don Tatnell Leisure Centre. We're excited to be able to kick-off this huge investment in our community with funding included in this Budget to purchase a site at Governor Road in Mordialloc and begin design work.

We are also proud to deliver \$80.4 million in capital works for the coming year, to deliver new and upgraded infrastructure to serve our community. Further details are provided below.

In addition to providing a range of worthy projects this financial year, Council also sets aside a portion rates revenue each year to invest in the future. Over a decade ago, in my first Mayoral term, Council had the foresight to create the *Foreshore Fund* and the *Green Wedge Fund* to invest in Kingston's beautiful foreshore and green wedge spaces.

Thanks to that ongoing investment, the funds have built into a healthy source of funding and delivered a host of projects including:

- Thousands of plants & trees added to the foreshore and Green Wedge to beautify and stabilise fragile environments
- Investment in community infrastructure on our beaches including upgraded Life Saving Clubs, boardwalks and improving disability access
- Creation of new parklands in the Green Wedge – Sandbelt Open space, Chain of Parks project including the Spring Road Reserve, Dingley Village and Elder Street South Reserve, Clarinda

We know it is vital that we use every dollar wisely, and this Budget has been prepared in line with Council's commitment to sustainable budgeting, responsible financial management and the State Government's rate cap for 2022/23.

Council cannot meet all our community's needs on our own, and we look forward to partnering with the Victorian and Australian Governments to secure funding to jointly deliver projects for our community to enjoy.

I trust that as you read through the 2022/23 Budget you will be assured that Council is delivering a caring, community-focused Budget that balances financial sustainability with a strong emphasis on providing high-quality community facilities.

Cr. Steve Staikos
MAYOR
CITY OF KINGSTON

2022/23 Draft Budget

CITY OF KINGSTON

Highlights of our \$80.4 million capital works program include:



Maintaining vital community infrastructure

- o \$7.8m investment in local roads
- o \$2.4m for drainage flood mitigation
- o \$700,000 to maintain and repair footpaths
- o \$300,000 for public toilet upgrades



Providing new sport & recreation opportunities

- o \$14.6m to purchase the land for Kingston's new district-level Aquatic & Leisure Centre, a further \$1.4m to progress the project and \$500,000 to remediate the former Don Tatnell Leisure Centre site
- o \$6.6m for new pavilion and other reserve upgrades at GR Bricker Reserve in Moorabbin
- o \$6.1m for pavilion upgrades at Dingley's Souter Reserve
- o \$3.3m for the new pavilion at Regent's Park in Aspendale
- o \$2.0m contribution to secure community access to new community oval at the Hawthorn Football Club Kennedy Centre in Dingley Village
- o \$1.8m to continue major sporting facility redevelopment at Carrum's Roy Dore Reserve



Improving vital community facilities

- o \$1.85m for North Cheltenham Early Years Centre
- o \$480,000 for Men's Shed relocation
- o \$950,000 for new library collection items
- o \$610,000 for the Mentone Station heritage building commercial fit-out
- o \$551,000 for CCTV projects
- o \$200,000 for the Patterson River Art Trail



Investing in our beautiful foreshore environment

- o \$5.02m for the Mentone Life Saving Club redevelopment
- o \$3.63m for the Aspendale Life Saving Club redevelopment
- o \$1.85m to extend the Carrum Surf Life Saving Club
- o \$750,000 for the Parkdale Yacht Club carpark and Bay Trail connection
- o \$750,000 for foreshore infrastructure renewal projects
- o \$160,000 for Mordialloc Beach balustrade wall renewal



Investing in Kingston's Green Wedge

- o \$300,000 to develop Elder Street South Reserve
- o \$520,000 to link Karkarook Park to Settlement Creek/Clayton Road
- o Former landfill remediation works at Spring Road Reserve (\$115,000), Heatherton Park (\$175,000) and Elder Street South Reserve (\$55,000)
- o \$200,000 for Chain of Parks – Strategic Planning Work



Upgrading our parks & playgrounds

- o \$1.8m to upgrade the Peter Scullin Reserve playspace
- o \$400,000 for general playground upgrade program
- o \$200,000 to the Mentone Foreshore playspace
- o \$100,000 for exercise equipment in parks



Responding to the Climate and Ecological Emergency

- o \$200,000 for Urban Cooling Strategy
- o \$250,000 for environmental efficiency upgrades
- o \$200,000 for Solare Initiatives to reduce Council's emission

Budget – at a glance

- Continuous improvement on customer service
- 1.75% increase in Total Average Rates and Municipal Charges in compliance with the Fair Go Rates System Legislation
- Municipal Charge to remain at \$100
- No change to the following differential rate levels:
 - Extractive / Landfill Land differential +300%
 - Agricultural / Farmland differential - 20%
 - Retirement Village Land differential - 10%
 - Heritage Land differential - 10%
- Pensioner Rebate to increase by 1.75% to \$115.90
- Total Capital Works program of \$80.4 million
- Overall cash holdings to decrease by \$27.54 million in 2022/23

Operational Initiatives:

- Cyber security platform support
 - Security and Infrastructure Analyst - \$74k
- Improving Capital Works Planning
 - Project Portfolio Management Software - \$78k
- Enhancing Human Resources Management
 - Strategic Recruitment & Volunteer Management - \$72k
 - Learning and Development Partner - \$55k
- Increase in Social Development and Planning Services
 - Reconciliation Action Plan & Indigenous Portfolio Officer - \$35k
 - Rainbow Tick Accreditation - \$73k
 - Mental Health Community Workshops - \$53k
- Increase in Kingston Business Team Services
 - Placemaking role - \$70k
- Maintenance of Open Spaces
 - Foreshore management - \$135k
 - Sportsground Maintenance Officer - \$56k

2022/23 Draft Budget

CITY OF KINGSTON

Chief Executive Officer's Summary



Kingston Council has a strong track record of sound financial management and strong investment in community facilities.

The 2022/23 Draft Budget continues this ethos and includes a range of services and initiatives to be funded that will contribute to achieving the strategic objectives specified in the Council Plan.

1. Our city will be a vibrant, enjoyable, and easy place to live.
2. We prioritise our environment and reduce our impact on the earth.
3. We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.
4. We are progressive, inclusive and prioritise the wellbeing of all members of our community.
5. Our community will feel safe, and be safe, in all aspects of their lives.
6. Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Under the Local Government Act 2020 (the Act) Council is required to prepare and adopt an annual budget by 30 June each year.

The Budget has been prepared in strong partnership between your elected Councillors, Council staff and the Kingston community. I'd like to thank the many community members who helped shape the budget by taking part in our opportunities for community input which included our Community Panel and Budget consultation.

We serve a very diverse community and operate in a complex environment. Long gone are the days when local Councils focused solely on 'roads, rates and rubbish'. Today the City of Kingston oversees a \$80.4 million capital budget and a \$242.4 million annual operating expenditure budget. We deliver over 100 services that vary from childcare to swimming pools, environmental management to immunisation, town planning to public festivals, and large-scale drains to emergency management.

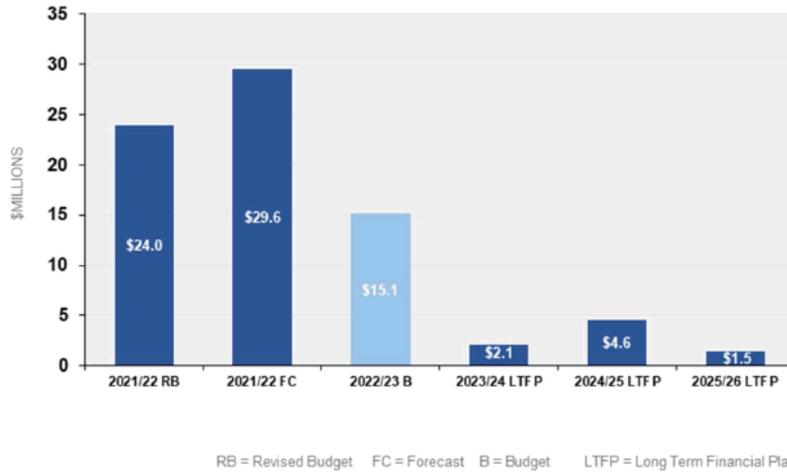
Ensuring we meet the needs of all our community requires careful planning and strong financial management. The following summary of the 2022/23 Budget has been prepared to provide the relevant financial information in a form that is transparent and easy to understand.

I encourage everyone to look through the document and to learn more about Kingston's financial sustainability along with the many projects and services to be delivered by Council in the coming year.

Peter Bean
CHIEF EXECUTIVE OFFICER
CITY OF KINGSTON

FINANCIAL PERFORMANCE

Graph 1 Projected net operating result

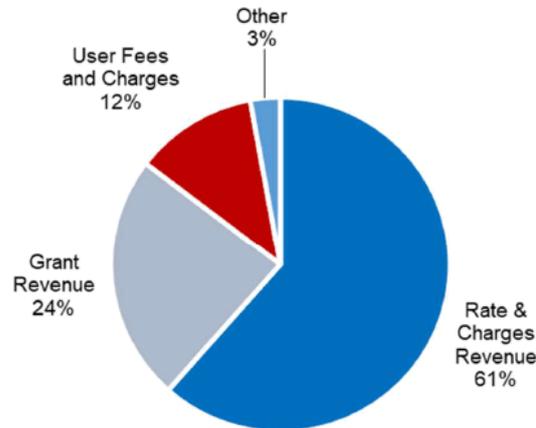


Council’s projected 2022/23 net operating result is a \$15.1 million surplus. This is achieved after taking into account depreciation and amortisation expenses of \$38.2 million. The projected net operating result is expected to deliver surpluses over the outlook period (2022/23 to 2025/26). Capital grants over the period are forecast to be \$15.8 million in 2022/23, \$3.3 million in 2023/24, \$5.8 million in 2024/25 and \$5.8 million in 2025/26. The long-term (10 year) financial plan fully responds to Council’s obligation to comply with the Fair Go Rates System Legislation (rate capping). These operating surpluses are used to fund Council’s extensive Capital Works Program.

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CITY OF KINGSTON

Graph 2 Budget 2022/23 Revenue sources



Revenue sources

In developing the four-year financial plan, rates and charges revenue is identified as an important source of revenue and accounts for approximately 61% of the total revenue received by Council annually.

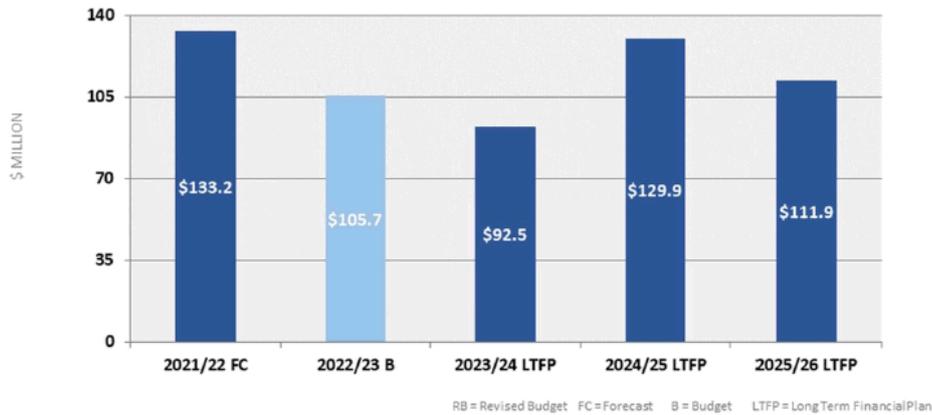
Planning for future rates is therefore an important component of the long-term financial planning process. Council has a responsibility to ensure that sufficient income is generated (including rates) to ensure both continuity of services and the provision and renewal of community assets.

Council's reliance on rates and charges revenue as its principal source of revenue at 61% is close to the average for metropolitan Melbourne councils. Graph 2 above indicates that Council has a reliance on rate revenue as grant revenue and user fees and fines do not traditionally keep up in real terms with growth in price changes.

'Cost shifting' from other levels of government also requires Council to try to find new revenue from other sources. Kingston's grant revenue as a percentage of total revenue is above the average for metropolitan Melbourne and the level of user fees and fines is expected to remain relatively constant in 2022/23. Grant revenue in 2022/23 includes \$15.8 million for capital grants featuring \$2.5 million for Local Road and Community Infrastructure Projects, \$3.0 million for the GR Bricker Pavilion redevelopment, \$4.5 million for the Dingley Souter Reserve Pavilion, \$1.5 million for the Aspendale Life Saving Club, \$0.5 million for the Mentone Life Saving Club, \$1.2 million for the Carrum Life Saving Club extension, \$1.5 million for the Regents Parks Pavilion and \$0.3 million Roy Dore Sports Precinct.

FINANCIAL POSITION

Graph 3 Closing cash position



Cash position

Budgeting cash flow is key in providing a guide to the level of capital expenditure Council can sustain with or without using existing reserves or entering new borrowings.

Graph 3, above, indicates that Council is achieving its objective of a balanced cash position in the long-term.

Council’s strong cash position beyond 2025/26 provides strength to the long-term financial strategy. In the future, Council has some flexibility to respond to unexpected events or opportunities.

Cash levels are expected to increase slightly over the forecast period. It is important to note that while the forecasts do not assume any carry forward capital works (which refers to work not completed within the financial year and therefore transition with budget to the next year), based on history this amount is likely to increase to be between \$8 million and \$10 million at each year’s end and spent in the next financial year.

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CITY OF KINGSTON

Graph 4 Debt outstanding

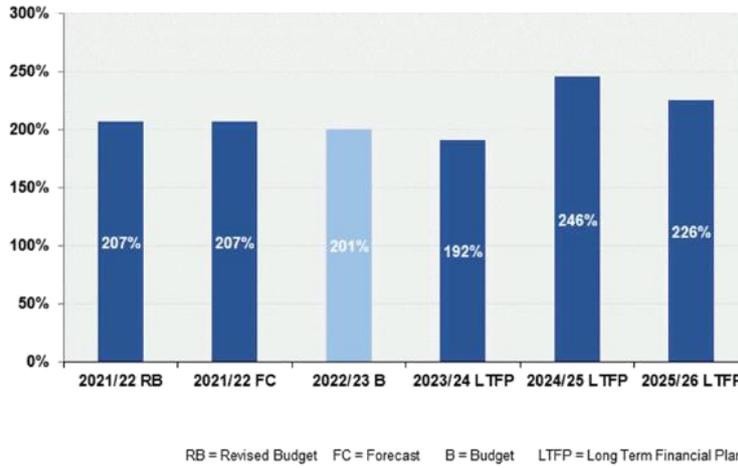


Debt outstanding

Debt outstanding at 30 June 2022 is expected to be zero. No additional borrowings are proposed for 2022/23. At this point in time, Council expects to be debt free in June 2022. Council is planning to borrow in 2024/25 to fund the new Aquatic Centre.

FINANCIAL INDICATOR

Graph 5 Working capital ratio



Working capital

Graph 5, above, demonstrates that Council has the ability to discharge its short term financial obligations as the value of current assets is in excess of the value of current liabilities.

Over the next four years Council’s working capital ratio is expected to be in the range of 192% to 246%.

ASSET MANAGEMENT

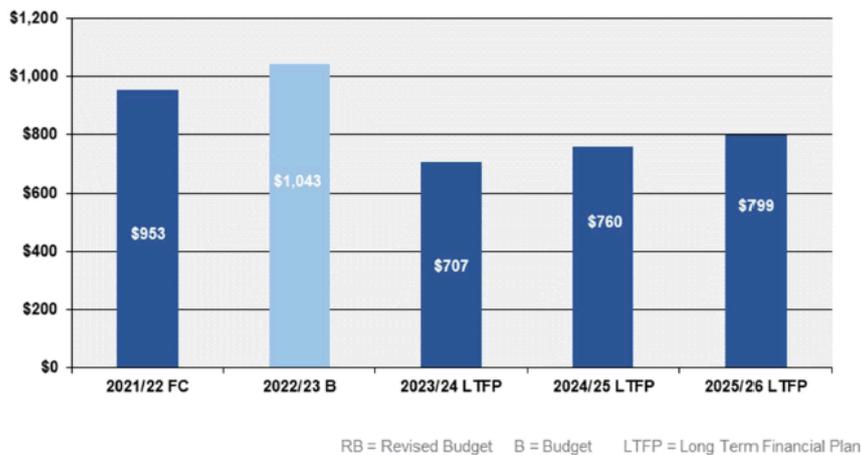
Capital expenditure

Council’s adopted *Asset Management Strategy* sets out the capital expenditure requirements of council for the medium term and remains a key input to the long-term financial plan. It predicts infrastructure renewal needs and considers other asset needs to meet current and future community service expectations.

Council does not have sufficient resources to immediately meet all the expressed community requests for new assets and the renewal of existing assets. To address this challenge, however, Council is focusing on improving its asset data to help inform its asset renewal requirements.

Council is proposing to spend \$258.8 million on new assets, asset renewal, expansion & upgrade by 2025/26 This level of expenditure will ensure assets are generally maintained within intervention levels through the medium to longer term to 2030. The level of funding from Council’s own resources remains relatively constant over the outlook period (average \$43.8 million per annum).

Graph 6 Capital expenditure per assessment



Capital expenditure per assessment

An often-used measure in local government is capital expenditure per assessment. In 2022/23 this is forecast to be approximately \$1,043 per assessment due to the significant amount of capital grants. The Long Term Financial Plan forecasts an average of \$726 per assessment in the four-year outlook reflecting the confirmed level of funding for capital projects. Council will continue to advocate for grant funding for specific projects to supplement the capital works program and these will be added as new grants are confirmed in the future.

CONCLUSION

The *2022/23 Budget* presented in this report has been prepared on the basis of responsible financial constraint and has been developed through a rigorous process of consultation and review with Council. The Budget responds to the current global economic environment, is forward-looking, financially responsible, has regard to the State Government's rate capping policy and, most importantly, it facilitates the achievement of the Council Plan.

More detailed financial information is in the following sections of this document.

Budget Influences

This section sets out the key budget influences arising from the internal and external environment Council operates within.

SNAPSHOT OF KINGSTON CITY COUNCIL

Council faces changes in the external environment that are outside its control. This includes the highly regulated environment Council operates in, with decisions by other levels of government impacting locally. Several assumptions have been necessary to undertake the planning and budgeting processes.

KINGSTON AT A GLANCE

Located 15kms south of the Melbourne CBD, the City of Kingston itself was formed in 1994 by the merging of the former Cities of Mordialloc and Chelsea with sections of the former Cities of Springvale, Oakleigh and Moorabbin. The City's landmarks are diverse and distinct. The area, known for its 'village like' neighbourhoods, offers a relaxed quality of life. Spanning 91 square kilometres with 13 kilometres of foreshore along Port Phillip Bay it includes natural wetlands, historic market garden districts and world class golf courses. The prosperity of the community, underpinned by the Moorabbin and Braeside manufacturing areas, vital shopping precincts and an enviable choice of quality schools and tertiary institutions has attracted growth and development particularly in the more popular coastal areas.

Our People

Kingston's population now exceeds 164,000 people. Almost 23% of our residents (34,457) are aged over 60 – this is more than the Melbourne average. Our ageing population is more evident in the older suburbs of Kingston including Cheltenham, Clarinda and Chelsea. Suburbs such as Heatherton, Cheltenham, Parkdale, Dingley Village and Edithvale are experiencing a resurgence in primary school aged children. Clayton South has a high proportion of young adults, consistent with its proximity to Monash University.

Overall Kingston has a high proportion of people born in Australia (higher than the Melbourne average) however a large percentage of residents in the northern suburbs of Clayton South and Clarinda were born overseas and speak a language other than English at home.

Some key statistics include:

- 69% people born in Australia;
- 26% of people speak a language other than English at home;
- Dominant birthplaces are UK, India, China and Greece.

Our housing

The number of homes in Kingston is increasing with over 63,000 dwellings. Housing stock is increasing, particularly through apartment developments. The population is also increasing despite decreases in household sizes. Trends show that the number of one-person households is increasing, as is the number of small households.

Consistent across greater Melbourne, the proportion of separate houses has fallen over the past decade with the growth of flats, units or apartments, along with semidetached, row, terrace and townhouses. Residential property prices have increased significantly over the past 10 years.

Our employment and education

The occupations of residents have changed since 2011. The proportion of managers, professionals and community and personal service workers has increased, while a fall has occurred in the proportion of technicians and trades workers, clerical and administrative workers and machinery operators and drivers. This has been attributed largely to the closure of automotive manufacturing in Australia of which Kingston supplied many component products.

People in Kingston are also becoming better educated. The proportion of residents who have tertiary qualifications is increasing. Many more residents in 2016 had completed a tertiary qualification than in 2011 (44,647 compared with 36,046). *Source:* <https://profile.id.com.au/kingston>

Our industries

Kingston's manufacturing base comprises one of the largest concentrations of small to medium enterprises in Melbourne. Manufacturing contributes around \$6.2 billion of the total \$23.1 billion output within the City of Kingston. We have a substantial multi-skilled labour force with local companies providing employment for over 93,249 people with over 20% of these jobs being in the manufacturing sector. Retail and construction industries are also significant employers. *Source:* <http://economy.id.com.au/kingston>

Thriving industrial estates and strong retail sectors provide substantial opportunities for investors. Major companies choose to establish in Kingston because of its competitive advantage with extensive transport links, solid financial support and complementary clusters of suppliers and distributors.

Kingston offers a wide variety of shopping precincts including Westfield Southland, Direct Factory Outlets and a range of community-based strip shopping centres.

Our environment

While Kingston is an urban municipality with on-going infill development, it retains significant natural areas with high environmental value, including wetlands, heathlands, woodlands and 13km of the Port Phillip Bay foreshore. Our network of parks ranges from small neighbourhood parks to large open spaces.

The foreshore is one of the largest stretches of unbroken beach in metropolitan Melbourne and although it is Crown owned, it is managed by Council on behalf of all Victorians for the benefit of the broader community. The southern section is characterised by a dune system, while the northern section is dominated by highly modified sandstone cliffs.

The Kingston Green Wedge is a 2,070-hectare region of non-urban land outside of the Melbourne Urban Growth Boundary of which 261 hectares consists of closed, active, or closing landfills. Council has approved a Planning Scheme Amendment arising out of its Green Wedge Plan that will soon see an end to landfilling and waste related activities in the Kingston Green Wedge. The Kingston community will

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CITY OF KINGSTON

benefit from new investments in the Kingston Green Wedge through its Chain of Parks investment and other significant investments such as those by the Hawthorn Football Club.

As part of its *Council Plan 2021-2025*, the City of Kingston is committed to the goal of environmental sustainability in order to protect, preserve and where possible restore the city's significant environmental values for present and future citizens. Council believes a sustainable and balanced approach to the natural and built environment is key to managing and responding to a constantly evolving municipality.

Key features of our natural environment are:

- 13km of beachfront on Port Phillip Bay
- Wetlands areas in Edithvale
- The Kingston Green Wedge
- Large parkland areas including Braeside Park
- 10 Golf courses

These demographics have implications for the Budget in the short and long-term and have been taken into account in framing the *Council Plan 2021-2025*; the Long-Term Financial Strategy; and this Budget.

BUDGET PRINCIPLES

In response to these significant influences, budget targets were set, and guidelines were prepared and distributed to all council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- existing fees and charges to be increased by approximately 3% of market levels unless set by other levels of government;
- grants to be based on confirmed funding levels;
- new revenue sources to be identified where possible;
- service levels to be maintained at prior year levels with an aim to use less resources with an emphasis on innovation and efficiency;
- staff levels to be maintained at prior year levels unless justified by a business case or alternative source of funding such as grants, fees and charges or reductions in goods and services expenditure;
- no increase in materials expenditure unless a contracted cost escalation clause applies;
- real savings in expenditure and increases in revenue identified in prior years to be preserved;
- no new borrowings are anticipated in 2022/23;
- a total of 96% of total rates and charges raised will be collected in the 2022/23 year, including deferred rates and charges due to COVID-19;
- trade creditors to be based on total capital and operating expenditure;
- other debtors and creditors to remain consistent with 2020/21 levels;
- employee entitlements to be increased by enterprise bargaining agreements; and
- employees will continue to take annual leave at the current rate.

FIRE SERVICES LEVY

On 1 July 2020, a new organisation was launched – Fire Rescue Victoria, bringing together the Metropolitan Fire and Emergency Services Board (MFB) and Country Fire Authority (CFA). With this change, there has been a change to the rates charged for the Fire Services Levy by the State Government. It will still consist of:

- a fixed charge for each property which varies based on property type (residential or commercial);
and
- a variable component which varies based on property type (residential or commercial).

Pensioners who are eligible for the Municipal Rate concession will receive a rebate off the Fire Services Property Levy. Further information may be found at www.firelevy.vic.gov.au

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Economic Assumptions

Assumption	Notes	Actual	Budget	Budget	Projections			Trend
		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	+/-
Rate Cap Increase	1	2.00%	1.50%	1.75%	1.75%	1.75%	1.75%	+
Population Growth	2	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	+
Investment Interest Rate	3	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	o
CPI	4	2.00%	1.50%	1.75%	1.75%	1.75%	1.75%	+
User Fees	5	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	o
Grants - Recurrent	6	2.00%	1.50%	1.00%	1.00%	1.00%	1.00%	+
Grants - Non-Recurrent		2.00%	1.50%	1.00%	1.00%	1.00%	1.00%	+
Other Revenue		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	o
Employee Costs	7	2.30%	2.30%	3.05%	3.05%	3.05%	3.05%	-
Contracts		CPI	CPI	CPI	CPI	CPI	CPI	+
Consultants & materials		\$0	\$0	\$0	\$0	\$0	\$0	o
Utilities		CPI	CPI	CPI	CPI	CPI	CPI	+
Other expenses		\$0	\$0	\$0	\$0	\$0	\$0	o

Notes to Assumptions

1. Rate Cap

Council is compliant with the rate cap (Fair Go Rates System) each year, which is determined by the Minister for Local Government on the advice of the Essential Services Commission. Refer to the Revenue & Rating Plan 2021-2025 for further information on the Fair Go Rates System.

2. Population Growth

Kingston's community is constantly growing with population estimated to reach 198,340 residents by 2041.

3. Investment Interest Rate

Council's investment interest rate has been declining since 2019. Modest increases are expected going forward however the RBA cash rate remains very low.

4. CPI

Council utilises the CPI rate associated with the State Government rate cap set by the ESC, and as projected by the Department of Treasury & Finance in the State Budget.

5. User Fees

Council endeavours to maximise user fees & charges revenue each year. Refer to the Revenue & Rating Plan 2022-2026 for further information on user fees.

6. Grants - Recurrent

Recurrent Grants are often tied to CPI and therefore Council uses CPI as the assumption for grant funding growth.

7. Employee Costs

Increases in employee costs are linked to Council's Enterprise Agreement. Council's current EA expires on 30 June 2022, and is currently being renegotiated.

Budget Reports

The following reports include all statutory disclosures of information and are supported by the strategies described below.

This Section includes the following reports and statements in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

1. Link to the Integrated Planning and Reporting Framework
2. Services and Service Performance Indicators
3. Financial Statements
4. Human Resources Summary
5. Notes to the Financial Statements
6. Capital Works Program
7. Financial Performance Indicators

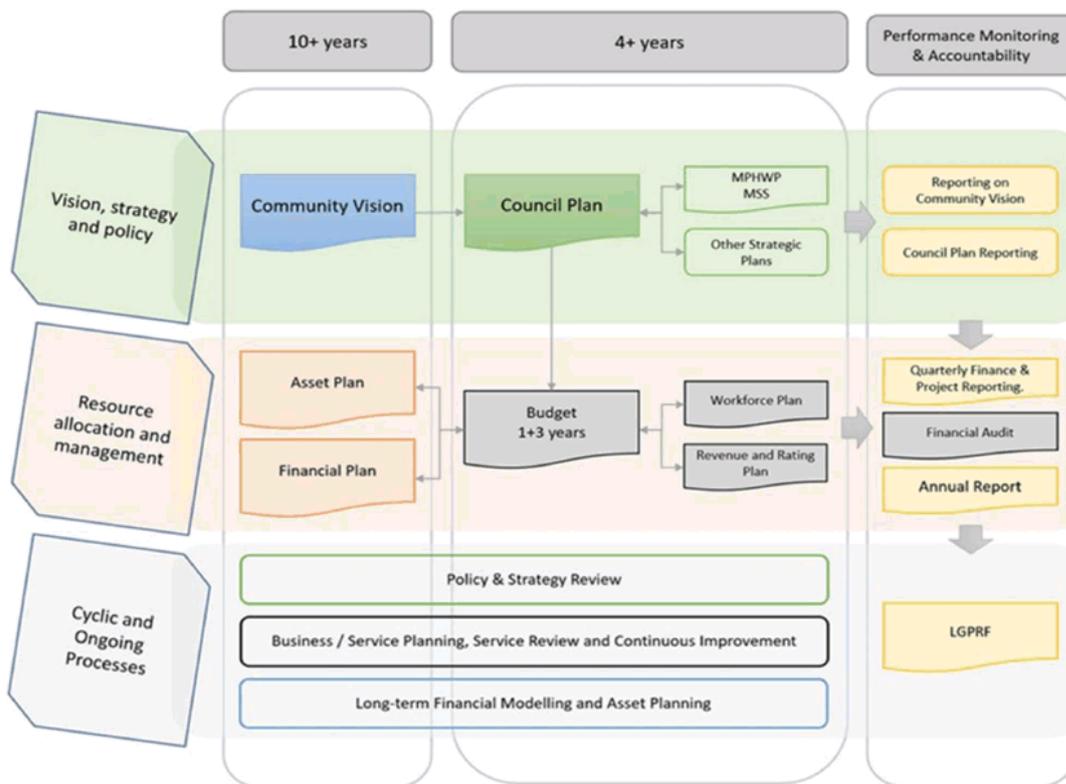
1. Link to the Integrated Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

1.1 LEGISLATIVE PLANNING AND ACCOUNTABILITY FRAMEWORK

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below shows the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.

The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.



Source: Department of Jobs, Precincts and Regions

1.1.2 KEY PLANNING CONSIDERATIONS

Service level planning

Councils have a legal obligation to provide some services such as animal management, local roads, food safety and statutory planning. However, many council services are not legally mandated, including libraries, swimming pools, maternal and child health, parks and sporting facilities.

Since the needs and expectations of communities can change over time, councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. To achieve this, councils engage with their communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation is held in line with Councils adopted Community Engagement Policy and Public Transparency Policy.

1.2 OUR PURPOSE

Community vision¹

Kingston is a resilient, inclusive and diverse community. We are building the most liveable and sustainable city in Victoria.

We champion and nurture our green and open spaces creating a safe, healthy environment.

Our shared legacy connects our community, embracing innovation, making Kingston the place to live.

Council's vision

We are an inclusive, resilient community with a thriving economy, where we all share a safe, sustainable environment.

Our purpose

Working with our community, we will protect and enhance wellbeing for current and future generations.

Councillors' guiding principles

- We acknowledge Aboriginal and Torres Strait Islander people and create an inclusive place for all to live, learn and work
- We will leave Kingston a better place than we found it
- We will work to improve our community's wellbeing
- We will work to address the challenges that come from climate change and population growth
- We will listen deeply to our community and engage them meaningfully in decision making
- We will make informed, evidence-based, impartial, and representative decisions
- We will speak up on behalf of our community
- We will act with kindness, compassion and integrity
- We will be accountable and transparent
- We will manage assets and finances responsibly

¹ Your Kingston Your Say Community Vision – the community's long-term vision for Kingston, developed through extensive community engagement and adopted in 2021. For more information visit kingston.vic.gov.au/vision

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CITY OF KINGSTON

1.3 COUNCIL PLAN GOALS

The Council Plan 2021-25 is a vital roadmap to set our course for the future, demonstrate accountability to the community, direct the organisation and help guide decision-making.

It details the six strategic directions we will work towards achieving over Council's 4-year term. These strategic directions will all contribute to achieving our Community Vision.

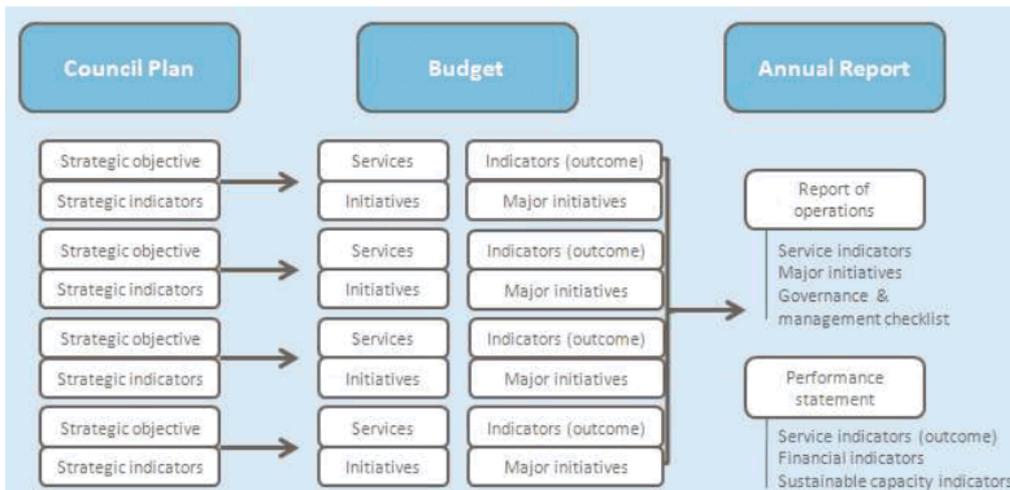
The Council Plan 2021-25 was developed in close collaboration with the Your Kingston Your Future Community Panel, and with consideration to other research and feedback from both internal and external stakeholders.

Strategic Direction	Strategic Objective
Liveable	Our city will be a vibrant, enjoyable, and easy place to live.
Sustainable	We prioritise our environment and reduce our impact on the earth.
Prosperous	We will embrace the concept of a 20-minute city, support the ongoing process of decentralisation and support people to live and work locally.
Healthy and inclusive	We are progressive, inclusive and prioritise the wellbeing of all members of our community.
Safe	Our community will feel safe, and be safe, in all aspects of their lives.
Well-governed	Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

2. Services and Service Performance Indicators

This section describes the services and initiatives to be funded in the Budget for 2022/23 and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council’s operations.

To support transparency and accountability, Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in its Annual Report. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions

The Annual Report and Kingston’s Council Plan can be found on Kingston’s website kingston.vic.gov.au

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CITY OF KINGSTON

2.1 STRATEGIC DIRECTION- LIVEABLE

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

Strategies for achieving the objectives:

- provide accessible, quality public open spaces for passive and active recreation
- invest in high-quality community assets
- manage movement around the city, including traffic and parking, to make community activities accessible
- plan for changes in the population and the community's housing needs
- preserve and enhance Kingston's character and heritage
- support the development of affordable housing options, including social and community housing
- foster a thriving and innovative arts and culture scene, which is both diverse and inclusive.

Services

Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Arts and cultural services	- Manage Kingston Arts Centre, Kingston City Hall, Shirley Burke Theatre and community halls. - Provide a venue hire service for community activities. - Manage public art and the city's art collection. - Administer the Arts Grants program to support community arts and culture groups. - Produce cultural programs and events for the community. • 14,570 attendances at Kingston-run arts events. • 16,319 hours of use of Kingston arts venues.	<i>Inc</i>	266	621	1,104
		<i>Exp</i>	1,840	2,087	2,766
		<i>Surplus / (deficit)</i>	(1,573)	(1,466)	(1,662)
Building consents and compliance	- Administer the Building Act and Building Regulations and undertake Council's permit and enforcement responsibilities including assessing permit applications, conducting mandatory inspections and issuing occupancy permits/final certificates. - Respond to requests to inspect high risk buildings and undertake pool and spa safety barriers compliance inspections to ensure a safer built environment. • 1,242 demolition consents issued. • 654 report and consent applications. • 441 building enforcement compliance audits.	<i>Inc</i>	329	257	207
		<i>Exp</i>	1,025	1,296	1,282
		<i>Surplus / (deficit)</i>	(695)	(1,039)	(1,075)
Capital works planning	- Deliver the annual capital works program for the upgrading and renewal of roads, footpaths, drainage, bridges and other civil infrastructure. • \$10.9 million, approximately, expended on civil infrastructure projects in 2020/21.	<i>Inc</i>	-	177	-
		<i>Exp</i>	-	294	992
		<i>Surplus / (deficit)</i>	0	(116)	(992)
		<i>Inc</i>	368	335	335

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CITY OF KINGSTON

Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
City assets and infrastructure maintenance	<ul style="list-style-type: none"> - Maintain Council's roads, drains, bridges, footpaths, public lighting, coastal structures, pavement markings, signs and street furniture. - Manage street and footpath cleaning contracts. <ul style="list-style-type: none"> • 13,000 km of streets swept. • 34,631 square meters of local roads resealed. • 9.27 km of footpaths renewed. • 842 km of storm water drains maintained. 	<i>Exp</i>	5,193	6,072	6,447
		<i>Surplus / (deficit)</i>	(4,825)	(5,736)	(6,112)
Land use policy and planning	<ul style="list-style-type: none"> - Develop policies and implement plans to ensure population growth is balanced with community amenity. - Manage construction sites to ensure compliance with policy requirements and respond to concerns raised by customers. - Undertake strategic planning to accommodate Kingston's population. - Administer Council's planning responsibilities including permit applications. - Hold planning consultation meetings and defend Council planning decisions at the Victorian Civil and Administrative Tribunal (VCAT). - Assess and make decisions on applications to subdivide land or buildings and provide advice about development and land use proposals. <ul style="list-style-type: none"> • 198,340 people are expected to live in Kingston by 2041. • 912 planning application decisions made. 	<i>Inc</i>	2,587	3,399	3,187
		<i>Exp</i>	6,220	7,025	7,525
		<i>Surplus / (deficit)</i>	(3,633)	(3,626)	(4,337)
Maintaining open space	<ul style="list-style-type: none"> - Maintain Kingston's parks and open space, playgrounds, sports grounds and facilities. - Plant and maintain street and park trees including programmed and 'reactive' tree pruning. - Maintain natural resource areas. <ul style="list-style-type: none"> • Approximately 81,000 street and park trees maintained. • 3,350 street and park trees planted. • 115 playgrounds and 142 parks and reserves maintained. 	<i>Inc</i>	350	2,727	327
		<i>Exp</i>	15,776	16,133	18,082
		<i>Surplus / (deficit)</i>	(15,426)	(13,405)	(17,755)
Maintenance of Council's buildings	<ul style="list-style-type: none"> - Ensure statutory compliance for Council's buildings. - Manage refurbishment and planned maintenance of Council's buildings. <ul style="list-style-type: none"> • 3,961 building maintenance requests received. • 241 buildings and public toilets maintained daily. • 59% of Council buildings compliant with Disability (Access to Premises - Buildings) Standards 2010 	<i>Inc</i>	135	130	130
		<i>Exp</i>	7,310	8,281	8,219
		<i>Surplus / (deficit)</i>	(7,176)	(8,151)	(8,089)

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Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Planning and improving open space	- Implement masterplans for parks to ensure that medium and long-term community needs are met. 60 items of furniture installed - including sports shelters, bins, bike hoops, seats and picnic tables for the financial year to March 2022.	<i>Inc</i>	-	-	-
		<i>Exp</i>	430	652	734
		<i>Surplus / (deficit)</i>	(430)	(652)	(734)
Planning, design and development of Council's buildings	- Manage major capital works building projects. - Plan facilities for future Council needs. - Undertake inspection and condition auditing of Council's buildings and ensure they are safe and fit for purpose. • \$20.6 million invested in redeveloping community buildings.	<i>Inc</i>	-	-	-
		<i>Exp</i>	1,118	1,233	1,269
		<i>Surplus / (deficit)</i>	(1,118)	(1,233)	(1,269)
Strategic asset management	- Undertake medium to long term asset planning based on demographic and service demand. - Manage assets within the constraints of the organisational resources and funding. - Establish asset management objectives and how to achieve them.	<i>Inc</i>	165	160	130
		<i>Exp</i>	2,085	2,403	2,170
		<i>Surplus / (deficit)</i>	(1,920)	(2,243)	(2,040)
Urban area transformation	- Coordinate a program of capital and other works to provide for upgrades across Council's activity centres. - Implement Activity Centre Structure Plans. - Lead design advocacy for level crossing removals and major transport projects for which urban design and place-based input was provided.	<i>Inc</i>	19	245	245
		<i>Exp</i>	407	1,198	667
		<i>Surplus / (deficit)</i>	(388)	(953)	(422)
Total Liveable			(37,184)	(38,621)	(44,487)

Note: attendance and usage of some services was affected by COVID-19.

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Major initiatives

- Deliver GR Bricker Reserve Master Plan improvements including pavilion upgrade(\$6.6M in 2022/23)
- Commence construction of the Dingley Souter Reserve Pavilion (\$6.1M in 2022/23)
- Commence construction of the Regents Park Reserve Pavilion (\$3.3M in 2022/23)
- Construct the new regional accessible playground at Peter Scullin Reserve, Mordialloc (\$1.8M in 2022/23)

Other initiatives

- Finalise the draft Open Space Strategy
- Plan and deliver a returned Mordifest event following two years of cancellations due to COVID-19 restrictions
- Review and update the Public Art Policy

Service performance outcome indicators

Service	Indicator	Performance measure	Computation	2020/21 Actual
Statutory Planning	Decision Making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	<i>[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</i>	47.37%
Statutory Planning	Decision Making	Percentage of Council decisions appealed to VCAT (Percentage of planning decisions made by Council that are appealed to VCAT)	<i>Number of VCAT [Council] decisions in relation to planning applications / Number of planning applications received (PPARS new permit applications)</i>	2.7%

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2.2 STRATEGIC DIRECTION - SUSTAINABLE

Strategic Objective – We prioritise our environment and reduce our impact on the earth.

Strategies for achieving the objectives:

- recognise climate change and actively address our climate and ecological emergency
- consider environmental sustainability in all Council decisions
- protect and enhance our foreshore, marine environment, waterways and wetlands
- protect and enhance the Green Wedge and Chain of Parks
- build sustainable transport options to reduce congestion and pollution
- enable choice of movement across our city
- actively promote the use of emerging technologies to influence a more sustainable built environment.

Services

Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Environment management and education	- Help the community to live and work more sustainably in response to emerging environmental challenges such as climate change. - Develop and implement policies and strategies for environmental management, public space improvements, landfill remediation, conservation of natural resources and sustainable development. • 12 million litres of recycled water used across Kingston's parks and reserves.	<i>Inc</i>	-	-	-
		<i>Exp</i>	721	1,634	1,596
		<i>Surplus / (deficit)</i>	(721)	(1,634)	(1,596)
Foreshore management and maintenance	- Coordinate the management and maintenance of the foreshore. • 13 km and 50 ha of foreshore reserve maintained including 100+ public access points. • 46,000 indigenous plants planted. • 382.40 tonnes of beach litter collected.	<i>Inc</i>	-	-	-
		<i>Exp</i>	599	574	758
		<i>Surplus / (deficit)</i>	(599)	(574)	(758)
Transport planning and traffic engineering	- Manage local area traffic and parking. - Implement the Kingston Integrated Transport Strategy. • 618 kilometres of local roads in Kingston as at March 2022.	<i>Inc</i>	457	438	332
		<i>Exp</i>	1,175	1,312	1,122
		<i>Surplus / (deficit)</i>	(719)	(874)	(790)
Waste services	- Manage the collection of kerbside garbage, recycling and green waste bins and the collection of hard waste. - Manage the collection of commercial waste. - Provide waste education programs to the community. • Over 6.3 million bins collected annually. • 36,679 tonnes of green waste and recyclables processed and diverted from landfill.	<i>Inc</i>	909	892	708
		<i>Exp</i>	18,536	19,424	19,748
		<i>Surplus / (deficit)</i>	(17,627)	(18,532)	(19,040)
Total Sustainable			(19,665)	(21,614)	(22,185)

Note: attendance and usage of some services was affected by COVID-19.

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Major initiatives

- Ensure foreshore infrastructure is effectively maintained and upgraded as required (\$750K in 2022/23)
- Complete construction of the Elder Street South Master Plan (\$300K in 2022/23 for Elder St South Reserve)

Other initiatives

- Finalise the draft Integrated Water Cycle Strategy and present to Council for adoption
- Undertake street and park tree planting informed by the Urban Forest Strategy
- Install solar panels and batteries at Council's first carbon neutral building in Bonbeach
- Finalise the draft Urban Forest Strategy and present to Council for adoption
- Finalise the Walking and Cycling Plan to set the program of works for future years
- Install a public electric vehicle charging location at Mordialloc

Service performance outcome indicators

Service	Indicator	Performance measure	Computation	2020/21 Actual
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	<i>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</i>	56.53%

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2.3 STRATEGIC DIRECTION - PROSPEROUS

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

Strategies for achieving the objectives:

- support Kingston's economy, local industry and businesses to thrive in a changing environment
- embrace innovation and new ways of thinking
- promote local jobs and employment pathways
- improve connections between activity zones, public transport hubs and where people live through an integrated network
- pursue and enhance regional collaborative opportunities and partnerships
- support our local visual and performing arts community.

Services

Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Local jobs retention, growth, and diversification	- Facilitate business development, mentoring and network activities to meet current and emerging business challenges. - Support regional economic growth through participation in partnerships. - Assist businesses to navigate Council's regulatory processes. - Be a voice for the business community - within Council and to other tiers of government. • 154 Better Approvals co-ordination services processed.	<i>Inc</i>	268	174	166
		<i>Exp</i>	847	927	1,693
		<i>Surplus / (deficit)</i>	(579)	(753)	(1,527)
Total Prosperous			(579)	(753)	(1,527)

Note: attendance and usage of some services was affected by COVID-19.

Major initiatives

- Design and commence construction of the shared path and traffic treatments to link Karkarook Park to Settlement Creek/Clayton Road (\$520K in 2022/23)

Other initiatives

- Establish a partnership with a start-up support provider to support local young entrepreneurs
- Deliver five arts and cultural programs under the Arts and Cultural Strategy
- Review venue hire and operations pricing, procedures and policies
- Develop an Economic Development Strategy
- Complete the Parkdale (Chandler Street) and Clarinda (Centre Road) Shopping Centre Enhancement Projects
- Implement new outdoor activations at Owen Street, Mordialloc and around the Highett library
- Implement the Parklet Program in accordance with the Parklet Policy

Service performance outcome indicators

There are no Local Government Performance Reporting Framework indicators for this Strategic Direction.

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2.4 STRATEGIC DIRECTION – HEALTHY AND INCLUSIVE

Strategic Objective – We are progressive, inclusive and prioritise the wellbeing of all members of our community.

Strategies for achieving the objectives:

- respect the importance of Aboriginal and Torres Strait Islander people in Kingston and their connection to the land
- champion social equality
- celebrate and learn from our diversity
- support community education, life-long learning and creativity
- support the inclusion of everyone in community life
- support our community's physical wellbeing
- prioritise our community's mental wellbeing
- tailor our communication to our diverse community to make communication accessible to all.

Services

Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Children's services partnerships	- Support kindergartens and provide facilitated playgroups and planning for early years infrastructure. - Provide kindergarten central registration. • 3000+ kindergarten registrations received from families each year. • 11 supported playgroups held each week, supporting over 130 families.	<i>Inc</i>	243	201	207
		<i>Exp</i>	569	697	688
		<i>Surplus / (deficit)</i>	(327)	(496)	(481)
Community centres	- Deliver community development support to a wide range of community groups and facilitate effective use of Council's Carrum, Chelsea, Mentone, Moorabbin and Melaleuca activity hubs, and Clarinda, Sundowner, Westall and Scott Avenue community centres. • 14,179 annual client contacts at community centres and activity hubs.	<i>Inc</i>	280	401	519
		<i>Exp</i>	957	1,264	1,611
		<i>Surplus / (deficit)</i>	(677)	(864)	(1,092)
Community grants	- Deliver grants to the community through the Community Grants program. • \$1.5 million in community grants distributed to support community groups.	<i>Inc</i>	72	84	69
		<i>Exp</i>	1,666	1,707	1,690
		<i>Surplus / (deficit)</i>	(1,594)	(1,623)	(1,621)
Community transport	- Provide transport for community members who are unable to access mainstream transport in order to support social engagement within the community. • 4,575 trips on the community bus for social outings and shopping.	<i>Inc</i>	1,861	2,037	2,118
		<i>Exp</i>	727	1,606	2,066
		<i>Surplus / (deficit)</i>	1,134	431	51
Family and children's centres	- Provide high-quality long day care and kindergarten services. - Facilitate supported playgroups.	<i>Inc</i>	10,417	10,251	11,358
		<i>Exp</i>	10,963	11,531	11,975

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Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
	<ul style="list-style-type: none"> • 465 full day Kindergarten places provided per week. • 77 sessional kindergarten places provided for 4-year-olds and 66 for 3-year-olds per week. 	<i>Surplus / (deficit)</i>	(546)	(1,281)	(617)
Family day care	<ul style="list-style-type: none"> - Manage the Kingston Family Day Care service which provides care for children in the homes of registered and professional early childhood educators. • 253,801 hours of care provided. • 507 children cared for. 	<i>Inc</i>	1,881	1,766	1,766
		<i>Exp</i>	1,879	1,736	1,754
		<i>Surplus / (deficit)</i>	2	29	11
Homelessness support	<ul style="list-style-type: none"> - Provide case management and outreach support to people experiencing homelessness or risk of homelessness within the City of Kingston and City of Bayside. • Assisted 181 people who were homeless or at risk of homelessness. 	<i>Inc</i>	300	306	285
		<i>Exp</i>	251	263	269
		<i>Surplus / (deficit)</i>	49	43	16
In-home support	<ul style="list-style-type: none"> - Support people who are 'frail aged' or who have a disability to participate fully in life by providing in-home and community services (e.g. personal and domestic care, shopping assistance, respite, social outings, home maintenance and meals). - Provide 'packaged care' and case management to older people who need higher levels of in-home and community support. - Facilitate volunteering opportunities in Kingston. • 153,284 community care hours delivered. • 1,893 home modifications completed. 	<i>Inc</i>	22,261	23,771	25,066
		<i>Exp</i>	22,801	26,770	28,493
		<i>Surplus / (deficit)</i>	(541)	(2,999)	(3,427)
Leisure and aquatic centres	<ul style="list-style-type: none"> - Provide accessible leisure, health and fitness, and aquatic education opportunities to the community. - Improve the health and wellbeing of the Kingston community by increasing opportunities for physical activity, social connections, education and family leisure time, in turn, reducing the burden on the health system. • 289,353 visits to Kingston's Leisure Centre. • 2,483 Learn to Swim enrolments on average. • 1,450 Kingston Active members on average. 	<i>Inc</i>	2,457	3,540	4,674
		<i>Exp</i>	4,717	5,666	7,060
		<i>Surplus / (deficit)</i>	(2,260)	(2,126)	(2,386)
Libraries and community centres	<ul style="list-style-type: none"> - Provide a wide range of library collections and services including online and through the home library service. - Provide library programs and activities for the whole community. - Promote reading, literacy and lifelong learning. - Strengthen community awareness of local history. • 734,842 library loans (physical collection and eBooks). 	<i>Inc</i>	1,057	1,106	1,118
		<i>Exp</i>	5,105	5,655	5,842
		<i>Surplus / (deficit)</i>	(4,048)	(4,550)	(4,724)

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Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
	<ul style="list-style-type: none"> • 19,464 attendances by carers and children at story times. 				
Maternal and child health and immunisation	<ul style="list-style-type: none"> - Deliver a universal and enhanced maternal and child health service. - Provide an immunisation service. • 10 maternal child health centres. • 19,421 maternal and child health consultations held. • 11,981 immunisations delivered. 	<i>Inc</i>	1,692	1,783	1,782
		<i>Exp</i>	3,707	3,803	3,877
		<i>Surplus / (deficit)</i>	(2,015)	(2,020)	(2,095)
Outside school hours programs	<ul style="list-style-type: none"> - Deliver before and after school programs and school holiday programs. • 9,836 before school care attendances. • 27,977 after school care attendances. • 2,750 School Holiday Program attendances. 	<i>Inc</i>	1,637	1,442	2,227
		<i>Exp</i>	1,435	1,662	1,997
		<i>Surplus / (deficit)</i>	201	(219)	231
School crossing supervisors	<ul style="list-style-type: none"> - Provide school crossing supervisors. • 82 school crossings supervised. 	<i>Inc</i>	435	475	501
		<i>Exp</i>	1,092	1,259	1,421
		<i>Surplus / (deficit)</i>	(657)	(784)	(921)
Social development and planning	<ul style="list-style-type: none"> - Foster strong community networks by supporting the work of a diverse range of community groups and organisations. - Identify and address the needs of vulnerable community members. - Support and promote volunteering. - Develop and implement social strategies and policies for public health and wellbeing, positive ageing, disability access and inclusion, multiculturalism, reconciliation and support for Aboriginal and Torres Strait Islander people, community safety, interfaith networks, prevention of family violence, gambling harm reduction and supporting neighbourhood houses. • 692 community groups supported. 	<i>Inc</i>	137	471	260
		<i>Exp</i>	2,323	2,539	3,217
		<i>Surplus / (deficit)</i>	(2,186)	(2,069)	(2,957)
Social support	<ul style="list-style-type: none"> - Build community connections and inclusion by supporting community organisations and optimising the use of community facilities and 	<i>Inc</i>	1,741	1,897	1,930
		<i>Exp</i>	738	1,483	1,384

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Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
	spaces. - Identify and address the needs of vulnerable communities for engaging with their community. - Facilitate volunteering opportunities in Kingston. - Develop and implement social strategies and policies for positive ageing, disability access and inclusion, multiculturalism, reconciliation and support for Aboriginal and Torres Strait Islander people, interfaith networks and prevention of family violence. • 2,060 volunteering hours provided by the community in Kingston's social development community programs.	<i>Surplus / (deficit)</i>	1,003	414	545
Sports and recreation	- Encourage increased participation in sport, recreation, play and leisure activities to build community connections, encourage social inclusion and improve physical and mental health and wellbeing. - Lead the planning and development of improved sport, recreation and play opportunities through the preparation of strategic plans for recreation reserves, sports facilities and physical activities. • Over 140 sporting clubs in Kingston. • 7,000+ summer users and 13,000+ winter users of outdoor sporting facilities.	<i>Inc</i>	31	129	259
		<i>Exp</i>	988	1,314	903
		<i>Surplus / (deficit)</i>	(957)	(1,186)	(645)
Youth and family services	- Facilitate the provision of youth activities, youth work, counselling and family support services. • 4,259 contacts with young people. • 3,389 contacts with families (2,635 with vulnerable families).	<i>Inc</i>	243	249	275
		<i>Exp</i>	1,080	1,479	1,582
		<i>Surplus / (deficit)</i>	(837)	(1,230)	(1,306)
Total Healthy & Inclusive			(14,254)	(20,528)	(21,418)

Note: attendance and usage of some services was affected by COVID-19

Major initiatives

- Award the contract and commence construction of the redevelopment of North Cheltenham Early Years Centre (\$1.9M in 2022/23)
- Complete construction of two new netball courts, renewal of the six tennis courts, and construction of a new tennis pavilion at Roy Dore Reserve (\$1.8m in 2022/23)
- Complete the design of the Highett Children's Services Hub (\$300K in 2022/23)

Other initiatives

- Implement Aboriginal and Torres Strait Islander cultural awareness training for all employees within Council to increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights
- Develop the draft Active Recreation and Playspace Strategy for community consultation

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- Improve our recruitment procedures and processes to minimise bias and create more equal opportunities
- Implement an online volunteering recruitment system
- Implement mental health workshop projects to community groups

Service performance outcome indicators

Service	Indicator	Performance measure	Computation	2020/21 Actual
Aquatic facilities	Utilisation	Utilisation of aquatic facilities (Number of visits to aquatic facilities per head of municipal population)	<i>Number of visits to aquatic facilities / Municipal population</i>	1.73
Libraries	Participation	Active library borrowers in municipality (Percentage of the municipal population that are active library borrowers)	<i>[The sum of the number of active library borrowers in the last three financial years / The sum of the population in the last three financial years] x100</i>	14.27%
Maternal and Child Health	Participation	Participation in the MCH service (Percentage of children enrolled who participate in the MCH service)	<i>[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100</i>	74.31%
		Participation in MCH service by Aboriginal children (Percentage of Aboriginal children enrolled who participate in the MCH service)	<i>[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100</i>	84.85%

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2.5 STRATEGIC DIRECTION - SAFE

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

Strategies for achieving the objectives:

- design an environment and infrastructure that promotes better safety and accessibility
- support safe travel through various modes of transport
- improve feelings of safety across Kingston's diverse community
- strive to provide an environment free from all forms of family violence
- foster caring attitudes and a safe environment for native wildlife and domestic animals
- provide a well maintained and clean environment for residents.

Services

Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Animal management and local laws	- Provide education and enforcement, investigation and resolution of issues related to the Community Local Law, including animal management. - Identify and prevent fire risks and pollution. • 21,303 pets registered.	<i>Inc</i>	-	-	-
		<i>Exp</i>	227	210	226
		<i>Surplus / (deficit)</i>	(227)	(210)	(226)
Food safety regulation and health	- Monitor and educate about local public health standards and investigate infectious disease outbreaks. - Deliver the food surveillance program to ensure safe food supply for the community and that Council and businesses meet their statutory obligations. • 1,173 food compliance visits. • 179 food samples taken and analysed.	<i>Inc</i>	628	798	1,106
		<i>Exp</i>	1,308	1,607	1,684
		<i>Surplus / (deficit)</i>	(680)	(809)	(577)
Local law education and enforcement	- Provide education and enforcement, investigation and resolution of issues related to the Community Local Law. • 3,008 local law complaints investigated.	<i>Inc</i>	1,576	1,389	1,493
		<i>Exp</i>	2,295	2,857	2,112
		<i>Surplus / (deficit)</i>	(718)	(1,468)	(619)
Municipal emergency management	- Coordinate Council-wide emergency management planning, including building community resilience, emergency risk assessment and mitigation, emergency response and recovery and liaising with emergency services.	<i>Inc</i>	89	48	40
		<i>Exp</i>	184	157	158
		<i>Surplus / (deficit)</i>	(95)	(109)	(118)
Parking enforcement	- Monitor and patrol Kingston to ensure compliance with road rules. - Enforce parking compliance within timed parking areas to promote parking availability. - Prosecute unpaid fines in the Magistrates Court and Infringement Court. • 2,158 complaints about illegally parked vehicles investigated. • 11,810 parking infringements issued.	<i>Inc</i>	1,929	2,352	3,783
		<i>Exp</i>	1,209	1,488	2,295
		<i>Surplus / (deficit)</i>	720	864	1,488

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Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Road safety	- Provide road safety education to the local community from preschool age to older adults. - Encourage active transport, especially for children and young people. • 21 road safety programs, with 175 sessions held.	<i>Inc</i>	28	22	82
		<i>Exp</i>	65	103	105
		<i>Surplus / (deficit)</i>	(37)	(81)	(23)
Street lighting maintenance	- Ensure that street lighting is operational and effective throughout the municipality. • 12,000 Kingston streetlights maintained, including around 4,000 shared with VicRoads on arterial roads.	<i>Inc</i>	-	-	-
		<i>Exp</i>	986	966	980
		<i>Surplus / (deficit)</i>	(986)	(966)	(980)
Total Safe			(2,024)	(2,779)	(1,054)

Note: attendance and usage of some services was affected by COVID-19

Major initiatives

- Complete construction of the Mentone Life Saving Club and foreshore precinct (\$5.0M in 2022/23)
- Complete construction of the Aspendale Life Saving Club (\$3.6M in 2022/23)
- Commence construction of the extension and improvement works at the Carrum Life Saving Club (\$1.9M in 2022/23)

Other initiatives

- Continue to protect and enhance indigenous vegetation across Kingston's Bushland Reserves to provide important habitat
- Review the kerbside bin collection service
- Develop a Kingston Waste App to provide residents with accessible, tailored information on their waste services at the touch of a button
- Install CCTV at Waterways
- Implement the Active Youth Program for secondary school students targeting distractions such as mobile phones whilst walking and riding to school
- Implement Primary School Road Safety Programs covering safety subjects such as safety around driveways, crossing the road safely and wearing a seat belt

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Service performance outcome indicators

Service	Indicator	Performance measure	Computation	2020/21 Actual
Animal management	Health and safety	Animal management prosecutions (Percentage of successful animal management prosecutions)	(Number of successful animal management prosecutions / Total number of animal management prosecutions) *100)	100%
Food safety	Health and safety	Critical and major non-compliance outcome notifications (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100	100%
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.	67

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2.6 STRATEGIC DIRECTION – WELL-GOVERNED

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

Strategies for achieving the objectives:

- hold ourselves to the highest standard of governance and integrity
- focus all of our decision-making on the Kingston community
- look after the community's financial resources responsibly and efficiently
- openly report our progress and performance
- actively seek broad community participation
- deliver exceptional customer experiences.

Services

Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
Communications and engagement	<ul style="list-style-type: none"> - Facilitate communication between the City of Kingston and the community. - Facilitate opportunities for the community to inform decision-making. <ul style="list-style-type: none"> • 120+ community consultations held. • Advocated to other levels of government on a broad range of issues of importance to the community. 	<i>Inc</i>	-	-	-
		<i>Exp</i>	1,643	1,448	2,022
		<i>Surplus / (deficit)</i>	(1,643)	(1,448)	(2,022)
Council governance and administration	<ul style="list-style-type: none"> - Provide transparent and accountable performance reporting to the organisation and community. - Improve organisational performance through effective business planning. - Coordinate the audit program. - Administer Council meetings, elections and maintain statutory records. - Manage Council's compliance and integrity functions e.g. Freedom of Information requests, information privacy functions and coordinate Protected Disclosures. - Facilitate consultation through Council's Advisory and Ward committees. - Administer the Quick Response Grants program. - Manage Council's corporate information, including electronic and physical business records. <ul style="list-style-type: none"> • 5,507 hits on Council Meeting web streaming. • 39 Freedom of Information requests received. • 4,204,965 million records held in Kingston's document management system. 	<i>Inc</i>	38	393	52
		<i>Exp</i>	6,305	6,211	6,375
		<i>Surplus / (deficit)</i>	(6,267)	(5,818)	(6,324)
Customer Service	<ul style="list-style-type: none"> - Deliver exceptional customer service in line with Council's customer commitment. - Provide multiple customer contact and 	<i>Inc</i>	-	2	2
		<i>Exp</i>	1,849	2,228	2,483

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Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
	service options. - Foster a customer-responsive culture across Council. - Improve visibility and responsiveness to customer complaints. • 121,602 calls received. • 1,753 live chat interactions. • 18,965 questions answered by Kingston's Chatbot	<i>Surplus / (deficit)</i>	(1,849)	(2,227)	(2,482)
Digital design and events	- Deliver local festivals and events to promote community involvement and engagement. - Facilitate and support community-run events in Kingston. - Hold citizenship ceremonies. - Administer the Kingston Charitable Fund. - Manage Council's digital platforms. • 42,877 Facebook likes as at December 2021. • 8,124 LinkedIn followers as at December 2021. • 350,962 sessions on Council's websites as at December 2021. • 111 community-run events facilitated or supported by Kingston. • \$16,760 distributed by the Kingston Charitable Fund.	<i>Inc</i>	22	30	163
		<i>Exp</i>	1,660	1,684	2,774
		<i>Surplus / (deficit)</i>	(1,638)	(1,654)	(2,611)
Executive services	- Provide responsible stewardship of the community's resources. - Foster a corporate culture that promotes service excellence, good governance and accountability within a fair, safe and healthy work environment.	<i>Inc</i>	-	-	-
		<i>Exp</i>	2,496	2,875	2,984
		<i>Surplus / (deficit)</i>	(2,496)	(2,875)	(2,984)
Financial management	- Provide budget, performance and statutory reporting services and accounts payable, accounts receivable and payroll services. - Maximise return on investments within policy guidelines. - Provide financial analysis and advice to support decision making. • 55,792 invoices processed.	<i>Inc</i>	-	-	-
		<i>Exp</i>	1,719	1,737	1,104
		<i>Surplus / (deficit)</i>	(1,719)	(1,737)	(1,104)
Health, safety and wellbeing	- Manage organisational risk including occupational health and safety, WorkCover, risk management and business continuity. - Support return to work and injury management and rehabilitation for employees. • Supported the establishment of COVID-19 protocols to maintain business continuity.	<i>Inc</i>	475	465	470
		<i>Exp</i>	1,161	655	709
		<i>Surplus / (deficit)</i>	(686)	(190)	(239)
Human resources management	- Coordinate recruitment, industrial relations, remuneration, award/agreement interpretation, corporate training and	<i>Inc</i>	-	-	-
		<i>Exp</i>	2,216	2,426	2,441

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Service area	Description (relate to 2020/21 unless otherwise specified)		2020/21 Actual \$'000	2021/22 Forecast \$'000	2022/23 Budget \$'000
	Council's employee development management system. - Support the organisation in change management, leadership development, diversity and inclusion and organisational development. • 120 training and professional development courses delivered to staff.	<i>Surplus / (deficit)</i>	(2,216)	(2,426)	(2,441)
Manage Council's property portfolio	- Develop Council's Property Strategy and provide strategic property guidance. - Manage Council's properties including acquisition and disposal and leasehold properties. • Managed a property portfolio with a rental income of over \$3.1 million. • Purchased properties worth \$7.1 million.	<i>Inc</i>	3,191	3,053	3,801
		<i>Exp</i>	1,247	1,224	1,283
		<i>Surplus / (deficit)</i>	1,943	1,829	2,518
Procurement, fleet, insurance and contracts	- Manage insurance for Council's activities and manage Council's vehicle fleet. - Provide support for all Council's procurement activities. - Manage OHS matters related to contractors engaged by Council. • 77 public quotations and tenders closed • 143 pool vehicles (passenger and light commercial), as at February 2022.	<i>Inc</i>	17	0	1
		<i>Exp</i>	2,296	2,727	3,079
		<i>Surplus / (deficit)</i>	(2,280)	(2,726)	(3,078)
Property rating and collection services	- Manage the valuation of all rateable properties within the municipality and ensure the accurate levying and collection of rates and charges due. - Undertake accurate and timely maintenance of Council's property database. • 11,874 properties registered for electronic and email rate notices, as at March 2022. • 77,255 property assessments.	<i>Inc</i>	1,524	180	480
		<i>Exp</i>	2,287	1,407	2,335
		<i>Surplus / (deficit)</i>	(763)	(1,227)	(1,855)
Provision of information technology services	- Deliver information technology and communications services to the organisation including help desk support, ensuring currency of Council's information systems, disaster recovery and business continuity plans. • 1,100 personal computers/laptops supported across multiple Council sites.	<i>Inc</i>	-	-	-
		<i>Exp</i>	6,848	7,769	8,773
		<i>Surplus / (deficit)</i>	(6,848)	(7,769)	(8,773)
Total Well-governed			(26,462)	(28,269)	(31,395)

Note: attendance and usage of some services was affected by COVID-19

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Major initiatives

- Deploy the fleet of new laptops to relevant staff to improve productivity, enhance network access and improve data security (\$1.6M in 2022/23)

Other initiatives

- Implement a suite of Customer First improvement projects to address system, process and cultural changes for the benefit of the customer
- Develop and adopt an organisation-wide Child Safe Standard Strategy
- Redevelop Kingston's Intranet and KING Knowledge Bank to ensure the organisation has easy access to consistent, reliable information, and all staff continue to provide accurate advice to our community
- Implement Payable as a new payment service for Kingston's ratepayers
- Develop and implement Advocacy Plans to support Council's priority projects

Service performance outcome indicators

Service	Indicator	Performance measure	Computation	2020/21 Actual
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community)	<i>Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community.</i>	65

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2.7 RECONCILIATION WITH BUDGETED OPERATING RESULT

	Surplus/ (Deficit)	Expenditure	Revenue
	\$'000	\$'000	\$'000
Liveable	(44,487)	50,154	5,667
Sustainable	(22,185)	23,224	1,040
Prosperous	(1,527)	1,693	166
Healthy & Inclusive	(21,418)	75,831	54,413
Safe	(1,054)	7,558	6,504
Well-governed	(31,395)	36,364	4,968
Total	(122,066)	194,824	72,758
Expenses added in:			
Depreciation	36,995		
Capital projects to be expensed to operating	7,000		
Amortisation of leases	1,750		
Pension rebates	1,350		
Other expenses	470		
Surplus/(Deficit) before funding sources	(169,630)		
Funding sources added in:			
Rates and charges revenue	159,733		
Capital grants	15,834		
Capital contributions	601		
State Government grant	2,157		
Interest Income	400		
Contributions	6,025		
Total funding sources	184,750		
Operating surplus/(deficit) for the year	15,120		

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the years 2022/23 to 2025/26 has been extracted from the Long Term Financial Plan.

At the end of each financial year Council is required to include in the Financial Statements in its Annual Report a comparison of actual income and expenditure compared with the income and expenditure in the financial statements in the Budget.

The section includes the following budgeted information:

- Comprehensive income statement
- Balance sheet
- Statement of changes in equity
- Statement of cash flows
- Statement of capital works
- Statement of human resources

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CITY OF KINGSTON

Comprehensive Income Statement

FOR THE FOUR YEARS ENDING 30 JUNE 2026

	NOTES	Forecast	Budget	Projections		
		Actual 2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000
Income						
Rates and charges	4.1.1	155,503	159,733	164,135	168,644	173,265
Statutory fees and fines	4.1.2	8,676	9,870	9,969	10,068	10,169
User fees	4.1.3	15,847	20,439	21,052	21,684	22,334
Grants – operating	4.1.4	44,734	43,518	43,953	44,393	44,837
Grants - capital	4.1.4	18,679	15,834	3,268	5,818	5,818
Contributions - monetary	4.1.5	5,185	6,801	7,570	9,320	6,780
Other income	4.1.6	1,312	1,313	1,326	1,339	1,353
Total income		249,936	257,508	251,273	261,267	264,556
Expenses						
Employee costs	4.1.7	98,548	105,283	108,495	111,804	115,214
Materials and services	4.1.8	90,381	97,660	99,124	100,611	102,120
Depreciation	4.1.9	29,240	36,695	38,824	40,555	42,085
Amortisation - intangible assets	4.1.10	80	300	300	300	300
Amortisation - right of use assets	4.1.11	1,000	1,250	1,250	1,250	1,250
Bad and doubtful debts		25	50	50	50	50
Borrowing costs		31	-	-	937	897
Finance costs - leases		435	500	500	500	500
Other expenses	4.1.12	641	651	661	671	681
Total expenses		220,382	242,389	249,203	256,677	263,097
Surplus/(deficit) for the year		29,554	15,120	2,070	4,590	1,459
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation increment /(decrement)		150	100	100	100	100
Share of other comprehensive income of associates and joint ventures		-	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods (detail as appropriate)						
Total other comprehensive income		150	100	100	100	100
Total comprehensive result		29,704	15,220	2,170	4,690	1,559

The above Comprehensive Income Statement should be read in conjunction with the accompanying notes.

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CITY OF KINGSTON

Balance Sheet

FOR THE FOUR YEARS ENDING 30 JUNE 2026

	NOTES	Forecast	Budget	Projections		
		Actual 2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000
Assets						
Current assets						
Cash and cash equivalents		133,242	105,699	92,471	129,923	111,940
Trade and other receivables		20,257	27,354	34,645	38,762	42,990
Other financial assets		-	-	-	-	-
Inventories		-	-	-	-	-
Non-current assets classified as held for sale		960	960	960	960	960
Other assets		1,214	1,214	1,214	1,214	1,214
Total current assets	4.2.1	155,673	135,228	129,290	170,859	157,104
Non-current assets						
Trade and other receivables		-	-	-	-	-
Other financial assets		250	250	250	250	250
Investments in associates, joint arrangements and subsidiaries		-	-	-	-	-
Property, infrastructure, plant & equipment		2,822,122	2,858,757	2,867,883	2,880,000	2,894,320
Right-of-use assets	4.2.4	9,178	7,928	6,678	5,128	3,578
Investment property		3,900	3,900	3,900	3,900	3,900
Intangible assets		754	454	154	154	154
Total non-current assets	4.2.1	2,836,204	2,871,289	2,878,865	2,889,432	2,902,202
Total assets		2,991,877	3,006,517	3,008,155	3,060,291	3,059,305
Liabilities						
Current liabilities						
Trade and other payables		16,377	16,377	16,377	16,377	16,377
Trust funds and deposits		9,864	9,864	9,864	9,864	9,864
Unearned income/revenue		16,977	16,977	16,977	16,977	16,977
Provisions		23,286	23,286	23,286	23,286	23,286
Interest-bearing liabilities	4.2.3	-	-	-	2,113	2,154
Lease liabilities	4.2.4	922	922	922	922	922
Total current liabilities	4.2.2	67,426	67,426	67,426	69,539	69,580
Non-current liabilities						
Provisions		1,929	1,929	1,929	1,929	1,929
Interest-bearing liabilities	4.2.3	-	-	-	45,814	43,661
Lease liabilities	4.2.4	9,634	9,154	8,722	8,341	8,009
Total non-current liabilities	4.2.2	11,563	11,083	10,651	56,084	53,599
Total liabilities		78,989	78,509	78,077	125,623	123,178
Net assets		2,912,888	2,928,008	2,930,078	2,934,668	2,936,127
Equity						
Accumulated surplus		1,487,171	1,501,065	1,500,588	1,497,196	1,494,655
Asset revaluation reserve		1,389,825	1,389,825	1,389,825	1,389,825	1,389,825
Other Reserves		35,892	37,118	39,664	47,647	51,647
Total equity		2,912,888	2,928,008	2,930,078	2,934,668	2,936,127

The above Balance Sheet should be read in conjunction with the accompanying notes.

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CITY OF KINGSTON

Statement of Changes in Equity

FOR THE FOUR YEARS ENDING 30 JUNE 2026

2021/22 Fore cast Actual	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Balance at beginning of the financial year		2,883,184	1,458,509	1,389,825	34,850
Surplus/(deficit) for the year		29,704	29,704	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(7,786)	-	7,786
Transfers from other reserves		-	6,744	-	(6,744)
Balance at end of the financial year		2,912,888	1,487,171	1,389,825	35,892
Budget 2022/23					
Balance at beginning of the financial year		2,912,888	1,487,171	1,389,825	35,892
Surplus/(deficit) for the year		15,120	15,120	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves	4.3.1	-	(12,626)	-	12,626
Transfers from other reserves	4.3.1	-	11,400	-	(11,400)
Balance at end of the financial year	4.3.2	2,928,008	1,501,065	1,389,825	37,118
Budget 2023/24					
Balance at beginning of the financial year		2,928,008	1,501,065	1,389,825	37,118
Surplus/(deficit) for the year		2,070	2,070	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(9,537)	-	9,537
Transfers from other reserves		-	6,990	-	(6,990)
Balance at end of the financial year		2,930,078	1,500,588	1,389,825	39,664
Budget 2024/25					
Balance at beginning of the financial year		2,930,078	1,500,588	1,389,825	39,664
Surplus/(deficit) for the year		4,590	4,590	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(9,683)	-	9,683
Transfers from other reserves		-	1,700	-	(1,700)
Balance at end of the financial year		2,934,668	1,497,196	1,389,825	47,647
Budget 2025/26					
Balance at beginning of the financial year		2,934,668	1,497,196	1,389,825	47,647
Surplus/(deficit) for the year		1,459	1,459	-	-
Net asset revaluation increment/(decrement)		-	-	-	-
Transfers to other reserves		-	(6,450)	-	6,450
Transfers from other reserves		-	2,450	-	(2,450)
Balance at end of the financial year		2,936,127	1,494,655	1,389,825	51,647

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

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CITY OF KINGSTON

Statement of Cash Flows

FOR THE FOUR YEARS ENDING 30 JUNE 2026

NOTES	Forecast	Budget	Projections		
	Actual	2022/23	2023/24	2024/25	2025/26
	2021/22	2022/23	2023/24	2024/25	2025/26
	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities					
Rates and charges	152,393	153,344	157,570	165,272	169,800
Statutory fees and fines	8,590	9,623	9,719	9,817	9,915
User fees	15,688	19,928	20,526	21,142	21,776
Grants – operating	44,734	43,518	43,953	44,393	44,837
Grants - capital	18,679	15,834	3,268	5,818	5,818
Contributions - monetary	5,185	6,801	7,570	9,320	6,780
Interest received					
Dividends received					
Trust funds and deposits taken					
Other receipts	1,312	1,313	1,326	1,339	1,353
Net GST refund / payment					
Employee costs	(98,548)	(105,283)	(108,495)	(111,804)	(115,214)
Materials and services	(91,023)	(98,310)	(99,785)	(101,281)	(102,801)
Net cash provided by/(used in) operating activities	4.4.1	57,010	46,768	35,653	44,015
Cash flows from investing activities					
Payments for property, infrastructure, plant and equipment	(65,791)	(73,430)	(48,050)	(52,771)	(56,505)
Proceeds from sale of property, infrastructure, plant and equipment	150	100	100	100	100
Net cash provided by/ (used in) investing activities	4.4.2	(65,641)	(73,330)	(47,950)	(52,671)
Cash flows from financing activities					
Finance costs	(31)	-	-	(937)	(897)
Proceeds from borrowings	-	-	-	50,000	-
Repayment of borrowings	(687)	-	-	(2,073)	(2,113)
Interest paid - lease liability	(435)	(500)	(500)	(500)	(500)
Repayment of lease liabilities	-	(480)	(432)	(382)	(332)
Net cash provided by/(used in) financing activities	4.4.3	(1,153)	(980)	(932)	46,108
Net increase/(decrease) in cash & cash equivalents		(9,784)	(27,542)	(13,229)	37,453
Cash and cash equivalents at the beginning of the financial year		143,026	133,242	105,699	92,471
Cash and cash equivalents at the end of the financial year		133,242	105,699	92,471	129,923

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

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CITY OF KINGSTON

Statement of Capital Works

FOR THE FOUR YEARS ENDING 30 JUNE 2026

	NOTES	Budget	Budget	Projections		
		2021/22	2022/23	2023/24	2024/25	2025/26
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		-	14,600	-	-	-
Land improvements		400	845	2,155	300	170
Total land		400	15,445	2,155	300	170
Buildings						
Buildings		272	-	-	-	-
Heritage buildings		-	-	-	-	-
Building improvements		29,668	34,744	14,946	3,716	8,506
Leasehold improvements		-	-	-	-	-
Total buildings		29,940	34,744	14,946	3,716	8,506
Total property		30,340	50,189	17,101	4,016	8,676
Plant and equipment						
Heritage plant and equipment		-	-	-	-	-
Plant, machinery and equipment		252	150	300	300	300
Fixtures, fittings and furniture		445	200	500	850	200
Computers & Telecommunications		875	1,950	380	380	380
Library books		1,121	950	1,166	1,181	1,213
Total plant and equipment		2,692	3,250	2,346	2,711	2,093
Infrastructure						
Roads		13,337	9,004	11,368	10,118	10,618
Bridges		900	-	-	-	750
Footpaths & Cycleways		1,738	1,470	1,480	850	850
Drainage		2,750	2,450	3,350	3,350	3,550
Recreational, Leisure & Community Facilities		6,897	4,595	8,375	26,635	28,335
Waste management		-	-	-	-	-
Parks, open space and streetscapes		10,185	7,281	8,070	10,991	7,683
Aerodromes		-	-	-	-	-
Off Street Carparks		2,680	750	-	-	-
Other infrastructure		1,271	1,441	2,960	1,100	950
Total infrastructure		39,758	26,991	35,603	53,044	52,736
Total capital works expenditure	4.5.1	72,791	80,430	55,050	59,771	63,505
Represented by:						
New asset expenditure		14,719	23,726	7,720	26,559	30,590
Asset renewal expenditure		3,139	39,949	33,965	29,162	28,995
Asset expansion expenditure		36,564	10,528	7,130	50	50
Asset upgrade expenditure		18,368	6,228	6,235	4,000	3,870
Total capital works expenditure	4.5.1	72,790	80,430	55,050	59,771	63,505
Funding sources represented by:						
Grants		18,679	15,834	3,268	5,818	5,818
Contributions		510	601	350	2,000	-
Council cash		53,601	63,995	51,432	1,953	57,687
Borrowings		-	-	-	50,000	-
Total capital works expenditure	4.5.1	72,790	80,430	55,050	59,771	63,505

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

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CITY OF KINGSTON

Statement of Human Resources

FOR THE FOUR YEARS ENDING 30 JUNE 2025

	Forecast	Budget	Projections		
	Actual				
	2021/22	2022/23	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	97,287.7	104,043.5	107,216.8	110,486.9	113,856.8
Employee costs - capital	1,260.0	1,240.0	1,277.8	1,316.8	1,357.0
Total staff expenditure	98,547.7	105,283.5	108,494.6	111,803.7	115,213.7
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	1032.8	1032.5	1032.5	1032.5	1032.5
Total staff numbers	1032.8	1032.5	1032.5	1032.5	1032.5

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Comprises				
	Budget	Permanent		Casual	Temporary
	2022/23	Full time	Part Time		
	\$'000	\$'000	\$'000	\$'000	\$'000
Access Care	19,224	9,086	9,211	926	-
Active Kingston	5,668	2,753	415	2,500	-
City Development	6,247	5,648	499	100	-
City Economy and Innovation	2,560	2,376	127	57	-
City Strategy	2,239	1,982	255	2	-
Communications & Community Relations	4,692	3,925	707	60	-
Community Buildings	3,661	3,661	-	-	-
Compliance and Amenity	4,596	2,991	1,067	539	-
Executive Services	3,249	3,192	52	5	-
Family, Youth & Childrens' Services	18,688	8,426	8,574	1,688	-
Finance and Corporate Performance	2,841	2,375	466	-	-
Governance	1,052	672	370	10	-
Information Services & Strategy	3,767	3,535	97	135	-
Infrastructure	3,194	2,655	184	355	-
Libraries & Social Development	8,565	4,799	2,896	871	-
Open Space	6,579	6,395	139	45	-
People Support	2,351	2,211	110	30	-
Procurement & Contracts	690	621	53	15	-
Project Management Office	751	751	-	-	-
Property and Arts	2,358	1,604	432	323	-
Total Expenditure	102,971	69,658	25,654	7,659	-
Other employee related expenditure	1,072				
Capitalised labour costs	1,240				
Total Expenditure	105,283				

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A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget 2022/23 FTE	Comprises			
		Permanent		Casual	Temporary
		Full time	Part Time		
Access Care	219.2	95.5	123.3	0.4	-
Active Kingston	39.5	29.0	5.8	4.7	-
City Development	57.9	51.6	6.3	-	-
City Economy and Innovation	24.6	23.2	1.4	-	-
City Strategy	18.0	15.8	2.2	-	-
Communications & Community Relations	48.1	39.4	8.6	-	-
Community Buildings	34.0	34.0	0.0	-	-
Compliance and Amenity	51.9	31.0	20.4	0.5	-
Executive Services	17.6	17.0	0.6	-	-
Family, Youth & Childrens' Services	190.2	91.8	92.1	6.3	-
Finance and Corporate Performance	27.0	22.2	4.8	-	-
Governance	9.8	6.0	3.8	-	-
Information Services & Strategy	33.1	31.9	1.2	-	-
Infrastructure	51.7	49.0	2.4	0.2	-
Libraries & Social Development	80.3	45.7	32.9	1.7	-
Open Space	76.6	75.2	1.4	0.0	-
People Support	23.4	22.4	1.0	-	-
Procurement & Contracts	5.6	5.0	0.6	-	-
Project Management Office	6.0	6.0	0.0	-	-
Property and Arts	18.0	12.0	5.2	0.8	-
Total Staff	1,032.5	703.7	314.1	14.7	-

See 4.1.7 for further information on Employee Costs.

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3.1 Human Resources Summary

	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000
Planning and Development				
Permanent - Full time	12,852	13,244	13,648	14,064
Women	7,614	7,846	8,085	8,332
Men	5,238	5,398	5,563	5,732
Persons of self-described gender	0	0	0	0
Permanent - Part time	1,948	2,008	2,069	2,132
Women	863	889	916	944
Men	1,085	1,119	1,153	1,188
Persons of self-described gender	0	0	0	0
Total Planning and Development	14,800	15,252	15,717	16,196
City Assets and Environment				
Permanent - Full time	16,281	16,778	17,290	17,817
Women	5,714	5,888	6,068	6,253
Men	10,567	10,889	11,221	11,564
Persons of self-described gender	0	0	0	0
Permanent - Part time	1,170	1,205	1,242	1,280
Women	864	890	918	946
Men	305	315	324	334
Persons of self-described gender	0	0	0	0
Total City Assets and Environment	17,451	17,983	18,532	19,097
Community Sustainability				
Permanent - Full time	25,403	26,178	26,976	27,799
Women	19,750	20,352	20,973	21,613
Men	5,654	5,826	6,004	6,187
Persons of self-described gender	0	0	0	0
Permanent - Part time	20,682	21,313	21,963	22,633
Women	19,489	20,083	20,696	21,327
Men	1,194	1,230	1,268	1,306
Persons of self-described gender	0	0	0	0
Total Community Sustainability	46,085	47,491	48,939	50,432
Corporate Services				
Permanent - Full time	16,362	16,861	17,375	17,905
Women	9,503	9,793	10,092	10,400
Men	6,858	7,067	7,283	7,505
Persons of self-described gender	0	0	0	0
Permanent - Part time	1,854	1,910	1,969	2,029
Women	1,737	1,790	1,845	1,901
Men	117	120	124	128
Persons of self-described gender	0	0	0	0
Total Corporate Services	18,216	18,771	19,344	19,934
Casuals, temporary and other expenditure	8,731	8,998	9,272	9,555
Capitalised labour costs	1,240.0	1,277.8	1,316.8	1,357.0
Total staff expenditure	105,283	108,495	111,804	115,214

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	2022/23 FTE	2023/24 FTE	2024/25 FTE	2025/26 FTE
Planning and Development				
Permanent - Full time	121.6	121.6	121.6	121.6
Women	72.6	72.6	72.6	72.6
Men	49.0	49.0	49.0	49.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	30.3	30.3	30.3	30.3
Women	9.7	9.7	9.7	9.7
Men	20.6	20.6	20.6	20.6
Persons of self-described gender	0.0	0.0	0.0	0.0
Total Planning and Development	151.9	151.9	151.9	151.9
City Assets and Environment				
Permanent - Full time	171.2	171.2	171.2	171.2
Women	59.2	59.2	59.2	59.2
Men	112.0	112.0	112.0	112.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	14.8	14.8	14.8	14.8
Women	12.2	12.2	12.2	12.2
Men	2.9	2.9	2.9	2.9
Persons of self-described gender	0.0	0.0	0.0	0.0
Total City Assets and Environment	186.0	186.0	186.0	186.0
Community Sustainability				
Permanent - Full time	267.0	267.0	267.0	267.0
Women	210.1	210.1	210.1	210.1
Men	57.0	57.0	57.0	57.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	248.4	248.4	248.4	248.4
Women	234.8	234.8	234.8	234.8
Men	13.2	13.2	13.2	13.2
Persons of self-described gender	0.0	0.0	0.0	0.0
Total Community Sustainability	515.4	515.4	515.4	515.4
Corporate Services				
Permanent - Full time	143.9	143.9	143.9	143.9
Women	86.4	86.4	86.4	86.4
Men	57.8	57.8	57.8	57.8
Persons of self-described gender	0.0	0.0	0.0	0.0
Permanent - Part time	20.7	20.7	20.7	20.7
Women	18.9	18.9	18.9	18.9
Men	1.4	1.4	1.4	1.4
Persons of self-described gender	0.0	0.0	0.0	0.0
Total Corporate Services	164.6	164.6	164.6	164.6
Casuals and temporary staff	14.7	14.7	14.7	14.7
Capitalised labour	0.0	0.0	0.0	0.0
Total staff numbers	1,032.5	1,032.5	1,032.5	1,032.5

4. Notes to the Financial Statements

This section presents detailed information on material components of the financial statements.

4.1 COMPREHENSIVE INCOME STATEMENT

4.1.1 Rates and Charges (\$4.2 million, 2.7% increase)

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period. Please refer to Council's Revenue and Rating Plan 2022-2026 for this information.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase total average rates in a year. For 2022/23 the FGRS cap has been set at 1.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges. The waste service charge is not included in the legislated rate cap.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 1.75% in line with the rate cap. This will raise total rates and charges for 2022/23 to \$159.733 million.

Fair Go Rates System Compliance

Kingston City Council is fully compliant with the State Government's Fair Go Rates System.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2021/22 Forecast Actual	2022/23 Budget	Change	%
	\$'000	\$'000	\$'000	
General Rates*	135,992	139,411	3,419	2.51%
Waste management charge	18,136	18,900	764	4.21%
Special rates and charges	108	50	(58)	-53.83%
Supplementary rates and rate adjustments	923	628	295	-31.96%
Cultural and Recreational Land rates	344	344	-	0.00%
Interest on rates and charges	-	400	400	100.00%
Total rates and charges	155,503	159,733	4,230	2.72%

*General rates and the municipal charge are subject to the rate cap established under the FGRS, and also subject to final valuations from the Valuer-General Victoria.

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4.1.1(b) Rates will be raised by the application of differential rates. The rate in the dollar to be levied for each type or class of land compared with the previous financial year:

Type or class of land	Budget 2021/22 cents/\$CIV	Budget 2022/23 cents/\$CIV*	Change
Agricultural	0.0015615	0.0013532	-13.34%
Extractive	0.0058557	0.0050747	-13.34%
General	0.0019519	0.0016916	-13.34%
Residential Heritage	0.0017567	0.0015224	-13.34%
Retirement	0.0017567	0.0015224	-13.34%

*subject to final confirmation of the Valuations from the Valuer-General Victoria

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year *.

Type or class of land	Forecast Actual 2021/22	Budget 2022/23	Change	
	\$'000	\$'000	\$'000	%
Agricultural	108	114	6	5.61%
Extractive	57	56	(1)	-2.56%
General	127,245	130,665	3,420	2.69%
Residential Heritage	145	144	(1)	-0.49%
Retirement	801	733	(68)	-8.54%
Total amount to be raised by general rates	128,356	131,711	3,355	2.61%

*subject to final confirmation of the Valuations from the Valuer-General Victoria

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year *.

Type or class of land	Budget 2021/22	Budget 2022/23	Change	
	Number	Number	Number	%
Agricultural	39	39	-	0.00%
Extractive	5	5	-	0.00%
General	75,067	75,721	654	0.87%
Residential Heritage	96	95	(1)	-1.04%
Retirement	1,140	1,140	-	0.00%
Total number of assessments	76,347	77,000	653	0.86%

*subject to final confirmation of the Valuations from the Valuer-General Victoria

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

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4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year *:

Type or class of land	Budget 2021/22	Budget 2022/23	Change	
	\$'000	\$'000	\$'000	%
Agricultural	68,785	84,285	15,500	22.53%
Extractive	9,730	10,945	1,215	12.49%
General	65,190,423	77,242,722	12,052,299	18.49%
Residential Heritage	82,655	94,780	12,125	14.67%
Retirement	456,068	481,213	25,145	5.51%
Total value of land	65,807,661	77,913,945	12,106,284	18.40%

*subject to final confirmation of the Valuations from the Valuer-General Victoria

4.1.1(g) A fixed component of the rates will be a municipal charge. The municipal charge compared with the previous financial year is *:

Type of Charge	Per Rateable Property		Change	
	2021/22	2022/23		
	\$	\$	\$	%
Municipal	100	100	-	0.00%

*subject to final confirmation of the Valuations from the Valuer-General Victoria

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year *:

Type of Charge	Forecast Actual 2021/22	Budget 2022/23	Change	
	\$	\$	\$	%
	Municipal	7,636	7,701	65

*subject to final confirmation of the Valuations from the Valuer-General Victoria

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4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year *:

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2021/22	2022/23	\$	%
	\$	\$	\$	%
Waste Choice A - 120lt Refuse, 240lt Recycling, 240lt Green	326	342	16	4.91%
Waste Choice B - 80lt Refuse, 240lt Recycling, 240lt Green	270	283	13	4.81%
Waste Choice C - 120lt Refuse, 240lt Recycling, 120lt Green	299	314	15	5.02%
Waste Choice D - 80lt Refuse, 240lt Recycling, 120lt Green	250	262	12	4.80%
Waste Choice E - 120lt Refuse, 240lt Recycling	242	254	12	4.96%
Waste Choice F - 80lt Refuse, 240lt Recycling	200	210	10	5.00%
Waste Choice G - 240lt x2 Share Refuse, 240lt Recycling	190	199	9	4.74%
Waste Choice H - 240lt x3 Share Refuse, 240lt Recycling	152	160	8	5.26%
Waste Choice I - 240lt x4 Share Refuse, 240lt Recycling	136	143	7	5.15%
Waste Choice P - 120lt x2 Share Refuse, 240lt Recycling	136	143	7	5.15%
Waste Choice W - Additional 120L Green Waste	61	64	3	4.92%
Waste Choice X - Additional 240L Green Waste	76	80	4	5.26%
Waste Choice Y - Additional 240L Refuse	187	196	9	4.81%
Waste Choice Z - Additional 120L Refuse	177	186	9	5.08%

*Subject to confirmation of the final number of assessments

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	Forecast Actual	Budget	Change	
	2021/22	2022/23	\$	%
	\$	\$	\$	%
Municipal Charge	7,636	7,701	65	0.85%
Service Rates & Charges	108	50	(58)	-53.70%
Waste Management Charges	18,136	18,900	764	4.21%
Total	25,880	26,651	771	2.98%

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4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year.

	Forecast	2022/23	Change	
	Actual 2021/22		\$'000	%
	\$'000	\$'000	\$'000	%
General Rates	128,356	131,711	3,355	2.61%
Municipal Charge	7,636	7,701	65	0.85%
Waste Management Charges	18,136	18,900	764	4.21%
Special Rates & Charges	108	50	(58)	-53.70%
Supplementary Rates	923	627	296	-32.07%
Cultural & Recreational Lands Rates	344	344	-	0.00%
Interest on Rates	-	400	400	100.00%
Total Rates and charges	155,503	159,733	4,230	2.72%

4.1.1(i) Fair Go Rates System Compliance

Kingston City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System*:

	Forecast Actual 2021/22	Budget 2022/23
Total Rates & Charges Prior Year	\$ 133,981	\$ 137,011
Number of rateable properties	76.34	77.00
Base Average Rate	\$ 1,755	\$ 1,779.36
Maximum Rate Increase (set by the State Government)	1.50%	1.75%
Capped Average Rate	\$ 1,781	\$ 1,810
Maximum General Rates and Municipal Charges Revenue	\$ 135,992	\$ 139,412
Budgeted General Rates and Municipal Charges Revenue	\$ 135,992	\$ 139,412
Budgeted Supplementary Rates & Other Charges	\$ 19,511	\$ 20,321
Budgeted Total Rates and Municipal Charges Revenue	\$ 155,503	\$ 159,733

*subject to final confirmation of the Valuations from the Valuer-General Victoria

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2022/23: estimated \$627k and 2021/22: \$923k)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

Kingston's Revenue & Rating Plan outlines Council's approach to its differential rates. Please refer to the 2022-2026 Draft Revenue and Rating Plan for further information.

FIRE SERVICES PROPERTY LEVY (FSPL)

Until 30 June 2013 Victorian fire services were funded by a combination of a levy applied to building and contents insurance premiums, contributions from Local Government areas that are serviced by the MFB, and direct funding from the State Government. The 2009 Victorian Bushfires Royal Commission review of the February 2009 Black Saturday bushfires found the current system needed reform.

As a result, the Victorian Government introduced, with effect from 1 July 2013, a property based levy to replace the existing funding arrangements for the Metropolitan Fire and Emergency Services Board (MFB) and the Country Fire Authority (CFA). The Victorian Government has determined that the Fire Services Levy will be collected by local governments acting as a collection agency on behalf of the State Government. The Fire Services Levy is collected from property owners through council rates notices to ensure that all Victorian property owners, even those normally exempt from council rates such as churches, RSLs, and charities, pay a contribution to Victoria's fire services.

There was further major reform from 1 July 2020 where both the MFB and CFA organisations were merged into one new organisation called Fire Rescue Victoria.

Council is a collection agency only and as such the money collected for the Fire Services Property Levy does not under Australian Accounting Standards form part of Council's operating budget. It is estimated that Council will collect approximately \$19 million on behalf of the Victorian Government.

The amount collected by councils is passed on in full to the State Revenue Office.

4.1.2 Statutory Fees and Fines (\$1.2 million and 13.8% increase)

Statutory fees and fines relate to fees and fines levied in accordance with legislation and include animal registrations, *Public Health and Wellbeing Act 2008* registrations and parking fines. Increases in statutory fees are made in accordance with legislation. The parking infringements budget has been increased by \$1.1 million to better reflect the actual parking collections post lockdown / COVID19.

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	Forecast	Budget	Change	
	Actual	2022/23	\$'000	%
	2021/22	\$'000	\$'000	%
Infringements and Costs	1,760	1,829	69	3.9%
Parking Infringements	1,614	2,757	1,143	70.8%
Permits	952	929	(23)	(2.4%)
Town Planning	3,339	3,394	55	1.6%
Family Day Care	591	591	-	-
Other	240	190	(50)	(20.8%)
Land Information Certificates	180	180	-	0.0%
Total Statutory Fees and Fines	8,676	9,870	1,194	13.8%

4.1.3 User Fees (\$4.6 million and 29.0% increase)

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include use of leisure, and other community facilities and personal contributions to the provision of human services such as family day care, long day care and home help services. In setting the budget, the key principle for determining the level of user charges has been to have regard to cost escalations and market forces.

User charges are projected to increase by \$4.6 million compared to 2021/22 predominantly due to the Waves Leisure Centre being open for the full year (\$1.8 million) and the Children's Program area which is budgeted to operate at full capacity post lockdown / COVID19 (\$1.1 million).

	Forecast	Budget	Change	
	Actual	2022/23	\$'000	%
	2021/22	\$'000	\$'000	%
Leisure Recreation	4,014	5,846	1,832	45.6%
Building Services	752	664	(89)	(11.8%)
Rental Income	3,032	3,936	904	29.8%
Aged & Health	2,922	3,489	567	19.4%
Registration & Other Permits	253	219	(34)	(13.4%)
Childrens Programs	3,902	5,024	1,122	28.8%
Other	807	1,092	285	0.0%
Waste Management	163	168	5	0.0%
Total User Fees	15,847	20,439	4,593	29.0%

4.1.3.1. Proposals to Lease Council Land

There are no new proposals to lease Council Land to external parties in 2022-23 financial year.

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4.1.4 Grants – Operating & Capital (\$4.1 million and 6.4% decrease)

	Forecast Actual	Budget	Change	
	2021/22 \$'000	2022/23 \$'000	\$'000	%
Summary of grants				
Commonwealth funded grants	32,621	34,255	1,635	5.0%
State funded grants	30,793	25,097	(5,696)	(18.5%)
Total grants received	63,413	59,352	(4,061)	(6.4%)
(a) Operating Grants				
Recurrent - Commonwealth Government				
Before After School Care & Holiday Program	944	1,134	190	20.1%
Family & Children's Centres	6,055	6,154	99	1.6%
Family Day Care	1,748	1,748	-	-
Home and Community Support	11,138	11,368	229	2.1%
Kingston Business	105	105	-	-
Local Laws	475	501	26	5.4%
MCH & Immunisation	10	10	-	-
Packaged Care and Community Connections	11,257	12,145	888	7.9%
Social Development	69	69	-	-
Recurrent - State Government				
Assessment - Aged Care and Disability	1,278	1,297	18	1.4%
Building Hubs & Partnerships	253	253	-	-
Bushland & Foreshore	20	20	-	-
Children's Services Partnerships	185	187	2	1.0%
City Transformation	245	245	-	-
Family & Children's Centres	773	861	88	11.4%
Family Day Care	(574)	(574)	-	-
Grant Commission	2,157	2,157	-	-
Health Services	27	27	-	-
Home and Community Support	1,537	1,555	18	1.2%
Infrastructure Management	48	40	(8)	(16.7%)
Library Services	1,092	1,092	-	-
MCH & Immunisation	1,728	1,727	(1)	(0.0%)
Reserves & Sports Grounds	214	214	-	-
Social Development	174	223	48	27.7%
Strategic Planning	250	250	-	-
Traffic & Transport Planning	209	157	(53)	(25.1%)
Youth & Family Services	249	275	26	10.4%
Total recurrent grants	41,669	43,241	1,572	3.8%
Non-recurrent - Commonwealth Government				
Before After School Care & Holiday Program	-	202	202	-
Non-recurrent - State Government				
Home and Community Support	4	-	(4)	(100.0%)
Horticulture	2,400	-	(2,400)	(100.0%)
Maintenance Contracts & Waste	193	-	(193)	(100.0%)
Project Management Office	177	-	(177)	(100.0%)
Social Development	290	30	(260)	(89.6%)
Traffic & Transport Planning	-	45	45	-
Total non-recurrent grants	3,065	277	(2,787)	(91.0%)
Total Operating Grants	44,734	43,518	(1,216)	(2.7%)

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	Forecast Actual 2021/22 \$'000	Budget 2022/23 \$'000	Change \$'000	%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	818	818	()	(0.0%)
<i>Add additional grants by type as appropriate</i>	-	-	-	-
Total Recurrent Capital Grants	818	818	()	(0.0%)
Non-recurrent - State Government				
Buildings			-	-
Active Sports facilities	7,347	9,870	2,523	34.3%
Lifesaving Clubs	2,568	3,200	632	24.6%
Children's Facilities	-		-	-
Civil Infrastructure	7,857	1,946	(5,911)	(75.2%)
Community Facilities	90		(90)	(100.0%)
Foreshore Environment	-		-	-
Children's Services	-		-	-
Other	-		-	-
Total Non-Recurrent Capital Grants	17,861	15,016	(2,845)	(15.9%)
Total Capital Grants	18,679	15,834	(2,845)	(15.2%)
Total Grants	63,413	59,352	(4,061)	(6.4%)

Operating Grants - (\$1.2 million and 2.7% decrease)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants has decreased by \$1.2 million compared to 2021/22 primarily due to one-off Open Space (Horticulture) grant (\$2.4 million) received in 2021/22 for the work to be conducted over the next ten years. The Packaged Care service is budgeted to perform strongly by retaining and growing the client base, reflected by an additional grant of \$0.9 million. Home and Community Support will receive increased funding of \$0.2 million as the department meets the targeted service delivery hours.

Capital grants – (\$2.8 million and 15.2% decrease)

Capital grants include all monies received from Commonwealth and State Government sources for the purposes of funding the capital works program. In line with funding agreements Capital grants in 2022/23 have decreased by \$2.8 million to a total of \$15.8 million featuring \$2.5 million for Local Road and Community Infrastructure Projects, \$3.0 million for the GR Bricker Pavilion redevelopment, \$4.5 million for the Dingley Souter Reserve Pavilion, \$1.5 million for the Aspendale Life Saving Club, \$0.5 million for the Mentone Life Saving Club, \$1.2 million for the Carrum Life Saving Club extension, \$1.5 million for the Regents Parks Pavilion and \$0.3 million Roy Dore Sports Precinct. Refer to section 4.5 (Capital Works program) that includes a detailed analysis of the grants and contributions expected to be received during the 2022/23 year.

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4.1.5 Contributions – Monetary (\$1.6 million and 31.2% increase)

Other contributions are projected to be in line with the previous years and the increase mainly reflects an increase in Open Space Developer Contributions by \$1.5 million.

	Forecast	Budget	Change	
	Actual 2021/22	2022/23	\$'000	%
	\$'000	\$'000	\$'000	%
Capital Contributions	510	601	91	17.8%
Open Space Developer Contributions	4,500	6,025	1,525	33.9%
Donations	1	1	-	-
Other Contributions	110	109	(1)	(0.9%)
Farmers Market	19	21	1	7.1%
Royalties Income	45	45	-	-
Total Contributions	5,185	6,801	1,616	31.2%

4.1.6 Other income (\$0.001 million and 0.1% increase)

	Forecast	Budget	Change	
	Actual 2021/22	2022/23	\$'000	%
	\$'000	\$'000	\$'000	%
Interest income	390	400	10	2.6%
Other Income	922	913	(9)	-1.0%
Total Other Income	1,312	1,313	1	0.1%

Other income relates to a range of minor miscellaneous income items. It also includes interest revenue on investments which is budgeted to stay in line with 2021/22, with a minor increase of \$10,000.

4.1.7 Employee costs (\$6.7 million and 6.8% increase)

	Forecast	Budget	Change	
	Actual 2021/22	2022/23	\$'000	%
	\$'000	\$'000	\$'000	%
Salary & Wages	88,663	96,552	7,889	8.9%
FBT & WorkCover	1,073	1,072	(1)	(0.0%)
Casual Staff	8,812	7,659	(1,153)	(13.1%)
Total Employee Costs	98,548	105,283	6,736	6.8%

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, etc. As staff vacancies are expected throughout the year, Council continues to budget for 96.7% of the cost of permanent staff which is recognised as a productivity measure which saves approximately \$1.5 million per annum.

Employee costs are forecast to increase by \$6.7 million in 2022/23. The change from 2021/22 includes allowances for the following factors:

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- A wages and salaries increase in line with the Enterprise Bargaining Agreement (EBA).
- A 0.5% increase in the Superannuation Guarantee.
- A 0.75% increase for banding level increments.

4.1.8 Materials and services (\$7.3 million and 8.0% increase)

	Forecast Actual		Budget	Change	
	2021/22	2022/23	2022/23	\$'000	%
	\$'000	\$'000	\$'000	\$'000	%
Contract payments	35,684	36,885	1,201	3.4%	
Building maintenance	519	604	84	16.2%	
Utilities	4,069	4,391	322	7.9%	
Other	43,750	49,431	5,681	13.0%	
Capital projects to be expensed to operating	7,000	7,000	-	0.0%	
Total Materials and Services	91,023	98,311	7,288	8.0%	

Materials and services include the purchases of consumables, payments to contractors for the provision of services, and utility costs. Materials and services are budgeted to increase by \$7.3 million in 2022/23. Expenditure on all goods and services has been mainly kept at 2021/22 budget levels except for contractual expenditures with cost escalators.

Major items of contractual expenditure in the Budget 2022/23 include:

- Waste management contracts – \$19.0 million
- Civil maintenance contracts (drain, road, kerb and channel) – \$4.9 million
- Open space mowing maintenance – \$2.0 million
- Programmed tree maintenance – \$1.2 million
- Facilities maintenance – \$3.8 million
- Parks cleansing including inland litter collection contract – \$1.8 million
- ICT Services – \$3.6 million

The budgeted 2022/23 increase also includes to additional provision for aged and disability costs compared to last year, as the department aims to deliver on its increased targets. This is offset by grant funding.

Waste Management contracts are budgeted to increase by \$0.4 million (2%) driven by:

- Landfill levy increase of \$20 per tonne;
- Recycling receipt of waste increasing by \$4 per tonne;
- Green waste receipts price increasing by 2.5%.

4.1.9 Depreciation (\$7.5 million and 25.5% increase)

Depreciation is an accounting measure which allocates the value of an asset over its useful life. Council applies this to property, plant and equipment. This includes infrastructure assets such as roads and drains and reflects the effect of revaluing Council's assets to their current realisable value in accordance with Australian Accounting Standards. The level of depreciation is also affected by the net change in assets in 2021/22 and the full year effect of depreciation of the 2021/22 capital works program. Refer to Section 4.5 (Capital works program) for a more detailed analysis of Council's 2022/23 capital works program. The budgeted costs of Depreciation in 2022/23 is estimated to be \$36.7 million.

4.1.10 Amortisation Right of use of assets (No change)

Based on the accounting standard AASB 16 – Leases, Council has identified assets which include vehicles, equipment, property pertaining to long-term contracts with exclusive use of the assets. In accordance with the standard, Council has recognised the amortisation of those assets and the amortisation cost budgeted for 2022/23 is estimated to be \$1.3 million.

4.1.11 Bad and doubtful debts (No change)

Bad and doubtful debts are projected to remain at 2021/22 levels of \$0.05 million.

4.1.12 Borrowing costs (No change)

Borrowing costs relate to interest charged by financial institutions on funds borrowed in accordance with loan agreements and no additional borrowings are proposed for 2022/23. At this point in time, Council expects to be debt free in June 2022.

4.1.13 Finance costs – leases (No change)

Council has budgeted \$0.5 million for finance lease costs – for leases of right of use assets in line with the applicable accounting standard AASB 16-Leases, which include vehicles, equipment, and property pertaining to long-term contracts with the exclusive use of the assets.

4.2 BALANCE SHEET

4.2.1 Current assets (\$20.4 million and 13.1% decrease)

Cash and cash equivalents include cash and investments, such as cash held in the bank and in petty cash, and the value of investments in deposits or other highly liquid investments with short term maturities between one to twelve months. The 2022/23 budget for Current Assets shows a decrease of \$20.4 million compared to 2021/22 which reflects the increased capital spending in the year comparatively to last year. Council remains committed to the asset renewal and upgrade programs.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are expected to increase in 2022/23 (by \$7.1 million).

4.2.2 Non-current assets (\$35.1 million and 1.2% increase)

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc. which has been built up by Council over many years. The increase in this balance is attributable to the addition of assets as a net result of the capital works program, the depreciation and amortisation of existing assets and the effect of annual revaluation of assets in 2021/22 that is required under Australian Accounting Standards.

4.2.3 Current Liabilities (No change)

Current liabilities include trade and other payables, trust funds and deposits and the provisions for accrued long service leave and annual leave owing to employees, as well as short term interest-bearing liabilities.

4.2.4 Non-Current Liabilities (\$0.5 million and 4.2% decrease)

Interest-bearing loans and borrowings are borrowings of Council. Council has no loans and borrowing greater than 12 months in this budget. However, the budget includes an \$9.2 million liability in non-current lease liabilities as a result of recognising vehicles, equipment and property from right of use assets in accordance with AASB 16-Leases.

4.2.5 Equity (\$15.1 million and 0.5% increase)

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve, which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future.
- Accumulated surplus, which is the value of all net assets less reserves that have accumulated over time. The increase in accumulated surplus is being used as part of the funding for the 2022/23 Capital Works Program.

4.3 STATEMENT OF CHANGES IN EQUITY

4.3.1 Reserves

During 2022/23 a net amount of \$1.2 million is budgeted to be transferred to the accumulated surplus. This reflects the usage of the accumulated reserves and current year surplus to partly fund the capital works program associated with development of open space, land in the green wedge and building assets along the foreshore.

4.4 STATEMENT OF CASH FLOWS

4.4.1 Operating activities (\$10.2 million and 18.0% decrease)

Operating activities refer to the cash generated or used in the normal service delivery functions of Council. The net cash flows from operating activities does not equal the surplus (deficit) for the year as the expected revenues and expenses of the Council include non-cash items, which have been excluded from the Cash Flow Statement. See Notes 4.1.1 to 4.1.13 (excluding 4.1.9 and 4.1.10) for detailed commentary on the movement of individual items.

4.4.2 Investing activities (\$7.7 million and 11.7% decrease)

Investing activities refer to cash generated or used in the enhancement or creation of infrastructure or other assets. These activities can also include the acquisition and sale of other assets such as vehicles, property or equipment. Council's planned expenditure on capital renewal, upgrade or expansion works, which is discussed in detail in Section 4.5 of this report, is \$80.4 million. It also assumes that all capital works expenditure will be spent in 2022/23.

4.4.3 Financing activities (\$0.2 million and 15.0% increase)

Financing activities refer to cash generated or used in the financing of Council functions and can include borrowings from financial institutions and advancing of repayable loans to other organisations. It also includes interest and repayment costs of lease liabilities. Council's debt has decreased and will be debt free in early 2022/23.

4.4.4 Cash and cash equivalents at end of the year (\$27.5 million and 20.7% decrease)

Overall, total cash and cash equivalents are expected to decrease by \$27.5 million and this is primarily due to the significant capital works program. Cash is forecast to be \$105.7 million at 30 June 2023.

4.5 Capital Works Program

Capital Works Program

This section presents a listing of the capital works projects that will be undertaken for the year ending 30 June 2023. Any future years' capital works program is indicative and subject to future years' annual budget considerations by Council.

The capital works projects are grouped by class and include the following:

- New works for 2022/23.
- There will be works carried forward from the 2021/22 which will be added to the new works in 2022/23

Capital Works Program

4.5.1 Summary

	Budget	Budget	Change	
	2021/22 \$'000	2022/23 \$'000	\$'000	%
Property	30,340	50,189	19,849	65.42%
Plant and equipment	2,692	3,250	558	20.72%
Infrastructure	39,758	26,991	(12,767)	(32.11%)
Total	72,791	80,430	7,640	10.50%

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Property	50,189	15,885	22,548	6,185	5,571	12,830	-	37,359	-
Plant and equipment	3,250	360	2,194	349	347	-	-	3,250	-
Infrastructure	26,991	7,481	15,206	3,994	310	3,004	601	23,386	-
Total	80,430	23,726	39,949	10,528	6,228	15,834	601	63,995	-

Capital Works Program

4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
PROPERTY									
Land									
<i>Aquatics Centre Land Purchase</i>	14,600	14,600	-	-	-	-	-	14,600	-
Land Improvements									
<i>Don Tatnell Leisure Centre Site Remediation</i>	500	-	500	-	-	-	-	500	-
<i>Heatherton Park Landfill Remediation</i>	175	-	-	175	-	-	-	175	-
<i>Rowan / Spring Road Landfill Remediation</i>	115	-	-	115	-	-	-	115	-
<i>Elder Street South Landfill Remediation</i>	55	-	-	55	-	-	-	55	-
Buildings									
Building Improvements									
<i>Dingley Souter Res Pavilion - Refurb & Ext</i>	6,120	-	4,896	1,224	-	4,500	-	1,620	-
<i>Gr Bricker Pavilion Redevelopment</i>	5,200	-	4,160	1,040	-	3,000	-	2,200	-
<i>Mentone Lsc Redevelopment</i>	5,020	-	4,016	1,004	-	500	-	4,520	-
<i>Aspendale Lsc Redevelopment</i>	3,631	-	2,905	726	-	1,500	-	2,131	-
<i>Regents Park Pavilion</i>	3,300	-	-	-	3,300	1,500	-	1,800	-
<i>Carrum Surf Life Saving Club Extension</i>	1,851	-	-	-	1,851	1,200	-	651	-
<i>North Cheltenham Early Years Centre</i>	1,850	370	1,480	-	-	-	-	1,850	-
<i>Roy Dore Sports Precinct</i>	1,800	-	900	540	360	320	-	1,480	-
<i>Renewal Program Identified From Condition Audit</i>	1,625	-	1,381	244	-	-	-	1,625	-
<i>Gr Bricker Reserve Park Master Plan - Implementation</i>	1,200	-	960	240	-	-	-	1,200	-
<i>Mentone Station Commercial Fitout</i>	610	610	-	-	-	310	-	300	-
<i>Mens Shed Alternate Site</i>	480	-	240	240	-	-	-	480	-
<i>Waves - Asset Replacement Program</i>	400	-	300	100	-	-	-	400	-

Capital Works Program

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Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<i>Public Toilets Renewal Program - General</i>	300	-	240	60	-	-	-	300	-
<i>Highett Hub - Modular Facilities</i>	300	30	150	60	60	-	-	300	-
<i>Environmental Efficiency Upgrades (Merge Energy And Water Conservation)</i>	250	125	-	125	-	-	-	250	-
<i>1230 Nepean Hwy - Programmed Renewal Works</i>	228	-	182	46	-	-	-	228	-
<i>Advanced Project Design & Feasibility Budget</i>	150	-	-	150	-	-	-	150	-
<i>Walter Galt Reserve East Master Plan (former DT site)</i>	150	150	-	-	-	-	-	150	-
<i>Shed Investigation And Replacement - Edithvale Public Golf Course</i>	100	-	100	-	-	-	-	100	-
<i>Kingston Arts Centre - Facility Renewals</i>	65	-	46	20	-	-	-	65	-
<i>Library Amenity Improvements (Carpet, Shelving, Minor Works)</i>	60	-	54	6	-	-	-	60	-
<i>Kingston Hall - Facility - Building Renewals</i>	55	-	39	17	-	-	-	55	-
Leasehold Improvements									
Heritage buildings									
TOTAL PROPERTY	50,189	15,885	22,548	6,185	5,571	12,830	-	37,359	-
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
<i>Vehicles, Plant & Equipment Replacement</i>	150	-	120	15	15	-	-	150	-
Fixtures, Fittings and Furniture									
<i>Reducing Council'S Green House Emissions (Solar Initiative)</i>	200	200	-	-	-	-	-	200	-
Computers and Telecommunications									
<i>Desktop Fleet - Pc'S And Notebooks</i>	1,600	160	960	240	240	-	-	1,600	-
<i>IS Strategy Implementation</i>	180	-	54	54	72	-	-	180	-
<i>Corporate Systems</i>	100	-	40	40	20	-	-	100	-
<i>Mobile Device Refresh</i>	70	-	70	-	-	-	-	70	-

Capital Works Program

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Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Heritage Plant and Equipment									
Library books									
<i>Library Service Stock Purchasing</i>	-	-	-	-	-	-	-	-	-
	950	-	950	-	-	-	-	950	-
TOTAL PLANT AND EQUIPMENT	3,250	360	2,194	349	347	-	-	3,250	-
INFRASTRUCTURE									
Roads									
<i>Roads Infrastructure Renewal Program</i>	6,218	-	6,218	-	-	818	-	5,400	-
<i>Local Roads & Community Infrastructure (LRCI) - Phase 3</i>	1,636	-	1,636	-	-	1,636	-	-	-
<i>Traffic Management Program</i>	650	390	-	130	130	-	-	650	-
<i>Kingston Industrial Development Program</i>	250	-	75	75	100	-	-	250	-
<i>Stg3 - Chadwick Development - Civil And Landscaping</i>	150	150	-	-	-	-	-	150	-
<i>Intersection Signals Upgrades (Design & Install)</i>	100	-	-	100	-	-	-	100	-
Bridges									
Footpaths and Cycleways									
<i>Footpath Renewal Program</i>	700	70	560	70	-	-	-	700	-
<i>Linking Karkarook Park To Settlement Creek / Clayton Road</i>	520	520	-	-	-	-	-	520	-
<i>Longbeach And Granitic Trails Rehabilitation</i>	200	-	200	-	-	-	-	200	-
<i>Bike & Walking Trails</i>	50	40	-	10	-	-	-	50	-
Drainage									
<i>Drainage Flood Mitigation Program</i>	2,400	-	480	1,920	-	-	-	2,400	-
<i>Dr- Stormwater Harvesting - (Drainage Res)</i>	50	-	-	-	50	-	-	50	-
Recreational, Leisure & Community Facilities									
<i>Sportsground Lighting Program - Pole Replacements</i>	1,550	-	388	1,163	-	250	-	1,300	-
<i>Aquatic Centre Development</i>	1,400	1,400	-	-	-	-	-	1,400	-

Capital Works Program

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Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<i>Tennis Facility Development</i>	220	-	154	66	-	-	-	220	-
<i>Sportfield Warm Season Grass Conversion</i>	220	-	220	-	-	-	-	220	-
<i>GR Bricker reserve pavilion services upgrade</i>	200	-	-	200	-	-	-	200	-
<i>Chain Of Parks – Strategic Planning Work</i>	200	200	-	-	-	-	200	-	-
<i>Community Sports Clubs Infrastructure Renewal Fund</i>	150	-	150	-	-	-	-	150	-
<i>Regional & District Parks Renewal/ Upgrade</i>	150	-	150	-	-	-	-	150	-
<i>Sports Ground Synthetic And Cricket Net Renewal Program</i>	100	-	100	-	-	-	-	100	-
<i>Exercise Equipment In Parks</i>	100	100	-	-	-	-	-	100	-
<i>Cricket Infrastructure Development</i>	75	-	53	23	-	-	-	75	-
<i>Kingston Heath Hockey And Baseball Facility Development</i>	50	-	-	20	30	-	-	50	-
<i>Recreation Minor Projects</i>	50	-	38	13	-	-	-	50	-
<i>Turf Cricket Wicket Renewal Program</i>	50	-	50	-	-	-	-	50	-
<i>Baseball Facilities Upgrade Fund</i>	50	-	35	15	-	-	-	50	-
<i>Chelsea Netball Court Development</i>	30	9	21	-	-	-	-	30	-
Waste Management									
Parks, Open Space and Streetscapes									
<i>Hawthorn - Kennedy Centre & Aflw Sports Ground Contribution</i>	2,000	2,000	-	-	-	-	-	2,000	-
<i>Peter Scullin Reserve Playspace Upgrade</i>	1,800	-	1,800	-	-	-	-	1,800	-
<i>Foreshore Infrastructure Renewals</i>	750	-	750	-	-	-	-	750	-
<i>Open space strategy implementation</i>	500	-	500	-	-	-	-	500	-
<i>Playspace Improvement and Renewal Program</i>	400	-	400	-	-	-	-	400	-
<i>Elder Street South Reserve</i>	300	300	-	-	-	-	-	300	-
<i>Minor Reserve Improvements</i>	300	-	150	150	-	-	-	300	-

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Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
<i>CCTV at Waterways</i>	251	251	-	-	-	-	201	50	-
<i>Mentone Foreshore Playspace</i>	200	-	200	-	-	-	-	200	-
<i>Parks Asset Renewal</i>	200	-	200	-	-	-	-	200	-
<i>Irrigation & Drainage Upgrades/Renewals</i>	200	-	200	-	-	-	-	200	-
<i>Reserve Fencing Renewal</i>	200	10	190	-	-	-	-	200	-
<i>Local Shopping Centre Amenity Renewal - Notional</i>	80	-	40	40	-	-	-	80	-
<i>Parks Signs Renewal Program</i>	50	-	50	-	-	-	-	50	-
<i>Wayfinding Strategy Implementation</i>	50	10	40	-	-	-	-	50	-
Aerodromes									
Off Street Car Parks									
<i>Parkdale Yacht Club Carpark And Bay Trail</i>	750	750	-	-	-	-	-	750	-
Other Infrastructure									
<i>Inner Harbour Boardwalk And Dda Access To Jetty</i>	500	500	-	-	-	-	200	300	-
<i>Community Safety Infrastructure - CCTV Hub</i>	300	300	-	-	-	300	-	-	-
<i>Patterson River Art Trail</i>	200	200	-	-	-	-	-	200	-
<i>Mordialloc Beach Balustrade Wall Renewal</i>	160	-	160	-	-	-	-	160	-
<i>Christmas Decorations</i>	150	150	-	-	-	-	-	150	-
<i>Adapting To Climate Change (Urban Cooling Strategy)</i>	100	100	-	-	-	-	-	100	-
<i>Foreshore Car Parks Additional Payment Machines</i>	31	31	-	-	-	-	-	31	-
TOTAL INFRASTRUCTURE	26,991	7,481	15,206	3,994	310	3,004	601	23,386	-
TOTAL NEW CAPITAL WORKS	80,430	23,726	39,949	10,528	6,228	15,834	601	63,995	-

4.6 Summary of Planned Capital Works Expenditure for the four years ended 30 June 2026

2023/24	Asset Expenditure Types					Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property										
Land	0	0	0	0	0	0	0	0	0	0
Land improvements	2,155	0	2,000	0	155	2,155	0	0	2,155	0
Total Land	2,155	0	2,000	0	155	2,155	0	0	2,155	0
Buildings	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
Building improvements	14,946	300	10,426	3,570	650	14,946	2,450	150	12,346	0
Leasehold improvements	0	0	0	0	0	0	0	0	0	0
Total Buildings	14,946	300	10,426	3,570	650	14,946	2,450	150	12,346	0
Total Property	17,101	300	12,426	3,570	805	17,101	2,450	150	14,501	0
Plant and Equipment										
Heritage plant and equipment	0	0	0	0	0	0	0	0	0	0
Plant, machinery and equipment	300	0	300	0	0	300	0	0	300	0
Fixtures, fittings and furniture	500	200	300	0	0	500	0	0	500	0
Computers & Telecommunications	380	0	380	0	0	380	0	0	380	0
Library books	1,166	0	1,166	0	0	1,166	0	0	1,166	0
Total Plant and Equipment	2,346	200	2,146	0	0	2,346	0	0	2,346	0
Infrastructure										
Roads	11,368	650	9,368	0	1,350	11,368	818	0	10,550	0
Bridges	0	0	0	0	0	0	0	0	0	0
Footpaths & Cycleways	1,480	580	900	0	0	1,480	0	0	1,480	0
Drainage	3,350	0	0	50	3,300	3,350	0	0	3,350	0
Recreational, Leisure & Community Facilities	8,375	2,150	2,625	3,050	550	8,375	0	200	8,175	0
Waste management	0	0	0	0	0	0	0	0	0	0
Parks, open space and streetscapes	8,070	1,190	6,191	460	230	8,070	0	0	8,070	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	0	0	0	0	0	0	0	0	0	0
Other infrastructure	2,960	2,650	310	0	0	2,960	0	0	2,960	0
Total Infrastructure	35,603	7,220	19,394	3,560	5,430	35,603	818	200	34,585	0
Total Capital Works Expenditure	55,050	7,720	33,965	7,130	6,235	55,050	3,268	350	51,432	0

Capital Works Program

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2024/25	Asset Expenditure Types					Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property										
Land	0	0	0	0	0	0	0	0	0	0
Land improvements	300	0	0	0	300	0	0	0	300	0
Total Land	300	0	0	0	300	0	0	0	300	0
Buildings	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
Building improvements	3,716	250	3,266	0	200	0	0	0	0	0
Leasehold improvements	0	0	0	0	0	0	0	0	0	0
Total Buildings	3,716	250	3,266	0	200	0	0	0	0	0
Total Property	4,016	250	3,266	0	500	0	0	0	300	0
Plant and Equipment										
Heritage plant and equipment	0	0	0	0	0	0	0	0	0	0
Plant, machinery and equipment	300	0	300	0	0	0	0	0	300	0
Fixtures, fittings and furniture	850	200	650	0	0	0	0	0	850	0
Computers & Telecommunications	380	0	380	0	0	0	0	0	380	0
Library books	1,181	0	1,181	0	0	0	0	0	123	0
Total Plant and Equipment	2,711	200	2,511	0	0	0	0	0	1,653	0
Infrastructure										
Roads	10,118	650	9,468	0	0	5,818	5,818	0	0	0
Bridges	0	0	0	0	0	0	0	0	0	0
Footpaths & Cycleways	850	150	700	0	0	0	0	0	0	0
Drainage	3,350	0	300	50	3,000	0	0	0	0	0
Recreational, Leisure & Community Facilities	26,635	23,300	2,835	0	500	50,000	0	0	0	50,000
Waste management	0	0	0	0	0	0	0	0	0	0
Parks, open space and streetscapes	10,991	1,059	9,932	0	0	2,000	0	2,000	0	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	0	0	0	0	0	0	0	0	0	0
Other infrastructure	1,100	950	150	0	0	0	0	0	0	0
Total Infrastructure	53,044	26,109	23,385	50	3,500	57,818	5,818	2,000	0	50,000
Total Capital Works Expenditure	59,771	26,559	29,162	50	4,000	59,771	5,818	2,000	1,953	50,000

Capital Works Program

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2025/26	Asset Expenditure Types					Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property										
Land	0	0	0	0	0	0	0	0	0	0
Land improvements	170	0	0	0	170	0	0	0	170	0
Total Land	170	0	0	0	170	0	0	0	170	0
Buildings	0	0	0	0	0	0	0	0	0	0
Heritage Buildings	0	0	0	0	0	0	0	0	0	0
Building improvements	8,506	750	7,556	0	200	0	0	0	8,506	0
Leasehold improvements	0	0	0	0	0	0	0	0	0	0
Total Buildings	8,506	750	7,556	0	200	0	0	0	8,506	0
Total Property	8,676	750	7,556	0	370	0	0	0	8,676	0
Plant and Equipment										
Heritage plant and equipment	0	0	0	0	0	0	0	0	0	0
Plant, machinery and equipment	300	0	300	0	0	0	0	0	300	0
Fixtures, fittings and furniture	200	200	0	0	0	0	0	0	200	0
Computers & Telecommunications	380	0	380	0	0	0	0	0	380	0
Library books	1,213	0	1,213	0	0	0	0	0	1,213	0
Total Plant and Equipment	2,093	200	1,893	0	0	0	0	0	2,093	0
Infrastructure										
Roads	10,618	650	9,968	0	0	15,618	5,818	0	9,800	0
Bridges	750	750	0	0	0	750	0	0	750	0
Footpaths & Cycleways	850	150	700	0	0	850	0	0	850	0
Drainage	3,550	0	500	50	3,000	3,550	0	0	3,550	0
Recreational, Leisure & Community Facilities	28,335	26,900	935	0	500	23,335	0	0	23,335	0
Waste management	0	0	0	0	0	0	0	0	0	0
Parks, open space and streetscapes	7,683	240	7,443	0	0	7,683	0	0	7,683	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	0	0	0	0	0	0	0	0	0	0
Other infrastructure	950	950	0	0	0	950	0	0	950	0
Total Infrastructure	52,736	29,640	19,546	50	3,500	52,736	5,818	0	46,918	0
Total Capital Works Expenditure	63,505	30,590	28,995	50	3,870	63,505	5,818	0	57,687	0

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CITY OF KINGSTON

5. Financial Performance Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives. These financial performance indicators are the Local Government Performance Reporting Framework (LGPRF) measures. It is important to note that the trend of the indicator is often more important than the absolute number and that no one indicator can adequately measure the financial sustainability or otherwise of any organisation.

The key objective of effective financial management is assessed in the context of the financial performance indicators covering the five dimensions of; operating position, liquidity, obligations, stability, and efficiency.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	+/-
Operating position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	5.8%	4.8%	-0.6%	-0.8%	-1.4%	-1.8%	-
Liquidity									
Working Capital	Current assets / current liabilities	2	238.0%	230.9%	200.6%	191.8%	245.7%	225.8%	o
Unrestricted cash	Unrestricted cash / current liabilities	3	194.2%	144.4%	101.7%	78.3%	118.3%	86.7%	o
Obligations									
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	0.5%	0.0%	0.0%	0.0%	32.4%	30.3%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		1.1%	0.5%	0.0%	0.0%	2.0%	2.0%	+
Indebtedness	Non-current liabilities / own source revenue		5.2%	5.0%	4.6%	4.3%	22.2%	20.7%	+
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	5	68.9%	115.3%	117.2%	80.7%	84.6%	81.3%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	6	60.6%	59.4%	58.5%	58.3%	58.4%	58.6%	o
Rates effort	Rate revenue / CNV of rateable properties in the municipality		0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	o
Efficiency									
Expenditure level	Total expenses/ no. of property assessments		\$ 2,739	\$ 2,888	\$ 3,145	\$ 3,202	\$ 3,265	\$ 3,314	+
Revenue level	Total rate revenue / no. of property assessments		\$ 1,760	\$ 1,800	\$ 1,828	\$ 1,854	\$ 1,880	\$ 1,907	+

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- = Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators

1. **Adjusted underlying result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Financial performance is slowly decreasing over the period.
2. **Working capital** – The proportion of current liabilities represented by current assets. Working capital is forecast to increase.
3. **Unrestricted Cash** – An indicator of Council's ability to pay its short-term liabilities using cash and cash equivalents other than restricted cash (identified for specific purpose). Council's unrestricted cash is forecast to increase.
4. **Debt compared to rates** – Council is anticipating to be debt free in June 2022.
5. **Asset renewal** – This percentage indicates the extent of Council's renewals & upgrades against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is adequately maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.
6. **Rates concentration** – Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will remain reliant on rate revenue when compared to all other revenue sources.

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6. Fees and Charges Schedule

This appendix presents the fees and charges of a statutory and non-statutory nature which will be charged in respect to various goods and services provided during the 2022/23 year.

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
FREEDOM OF INFORMATION					
Freedom of Information - Request	Per Application	Taxable	2 Fee Units	2 Fee Units	Statutory
Freedom of Information - Search Time	Per Application	Taxable	1.5 Fee Units	1.5 Fee Units	Statutory
Freedom of Information - Supervision Fee	Per Application	Taxable	1.5 Fee Units	1.5 Fee Units	Statutory
Freedom of Information - Black & White Photocopy	Per A4 page	GST Free	\$0.20	\$0.20	Non-statutory
PARKING METER INCOME					
Foreshore Parking Fees	Per Hour	Taxable	\$3.90	\$4.00	Non-statutory
Foreshore Parking Fees	Per Day	Taxable	\$14.70	\$16.50	Non-statutory
RESIDENT PARKING SCHEME					
Application Fee for Resident Parking Permit (waived for first permit)	Per Application	Taxable	\$50.00	\$50.00	Non-statutory
PRIVATE PARKING AGREEMENTS					
Application Fee for Private Parking Agreement	Per Application	Taxable	\$290.00	\$500.00	Non-statutory
TRAFFIC MANAGEMENT PLAN ASSESSMENT FEE					
Traffic Management Plan Assessment for Local Roads	Per Assessment	Taxable	\$348.00	\$353.20	Non-statutory
Traffic Management Plan Assessment for Main Roads	Per Assessment	Taxable	\$348.00	\$649.30	Non-statutory
Plan Copy Charges					
A4	Per A4 page	Taxable	\$1.05	\$1.10	Non-statutory
A3	Per A3 page	Taxable	\$1.55	\$1.60	Non-statutory
A2	Per A2 page	Taxable	\$3.60	\$3.70	Non-statutory
A1	Per A1 page	Taxable	\$6.20	\$6.40	Non-statutory
B1	Per B1 page	Taxable	\$8.25	\$8.50	Non-statutory
A0	Per A0 page	Taxable	\$10.30	\$10.60	Non-statutory
NEW PLANNING PERMIT					
Class 1 Use only	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
Class 2 - < \$10,000	Per Application	GST Free	\$199.90	\$202.90	Statutory
Class 3 - \$10,000 to \$100,000	Per Application	GST Free	\$629.40	\$638.80	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Class 4 - \$100,000 to \$500,000	Per Application	GST Free	\$1,288.50	\$1,307.60	Statutory
Class 5 - \$500,000 to \$1,000,000	Per Application	GST Free	\$1,392.10	\$1,412.80	Statutory
Class 6 - \$1,000,000 to \$2,000,000	Per Application	GST Free	\$1,495.80	\$1,518.00	Statutory
NEW DEVELOPMENTS BOTH RESIDENTIAL AND COMMERCIAL AND ANYTHING ELSE NOT RELATED TO A SINGLE DWELLING					
Class 11 - < \$100,000	Per Application	GST Free	\$1,147.00	\$1,164.80	Statutory
Class 12 - \$100,001 to \$1,000,000	Per Application	GST Free	\$1,547.50	\$1,570.60	Statutory
Class 13 - \$1,000,001 and \$5,000,000	Per Application	GST Free	\$3,413.50	\$3,464.40	Statutory
Class 14 - \$5,000,001 to \$15,000,000	Per Application	GST Free	\$8,700.90	\$8,830.10	Statutory
Class 15 - \$15,000,000 to \$ 50,000,000	Per Application	GST Free	\$25,658.30	\$26,039.50	Statutory
Class 16 - More than \$ 50,000,001	Per Application	GST Free	\$57,670.10	\$58,526.80	Statutory
PLANNING PERMIT/AMENDED PERMITS (INCLUDING PLANS) UNDER SECTION 72					
Class 1 & 2 - Amendment to a permit to change the use of land allowed by the permit or allow a new use of land Amendment to a permit (other than a permit to develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot) – a. To change the statement of what the permit allows ; or b. To change any or all	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
Class 3 - < \$10,000	Per Application	GST Free	\$199.90	\$202.90	Statutory
Class 4 - \$10,001 to \$100,000	Per Application	GST Free	\$629.40	\$638.80	Statutory
Class 5 - \$100,001 to \$500,000	Per Application	GST Free	\$1,288.50	\$1,307.60	Statutory
Class 6 - \$500,001 to above	Per Application	GST Free	\$1,392.10	\$1,412.80	Statutory
NEW VICSMART APPLICATIONS (INCLUDING PLANS) & VIA SECTION 72 REG 8B					
Class 7 - If the estimated development is < \$10,000	Per Application	GST Free	\$199.90	\$202.90	Statutory
Class 8 - If the estimated development is > \$10,000	Per Application	GST Free	\$429.50	\$435.90	Statutory
Class 9 - Vic Smart application to subdivide or consolidate land	Per Application	GST Free	\$199.90	\$202.90	Statutory
Class 10 - other than class 7, class 8 or class 9 permit	Per Application	GST Free	\$199.90	\$202.90	Statutory
TO AMEND DEVELOPMENTS BOTH RESIDENTIAL AND COMMERCIAL AND ANYTHING ELSE NOT RELATED TO A SINGLE DWELLING					

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Class 11 - < \$100,000	Per Application	GST Free	\$1,147.00	\$1,164.80	Statutory
Class 12 - \$100,000 to \$1,000,000	Per Application	GST Free	\$1,547.50	\$1,570.60	Statutory
Class 13 - \$1,000,000 and above	Per Application	GST Free	\$3,413.50	\$3,464.40	Statutory
Class 21 - A permit not otherwise provided for in the regulation	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
NEW APPLICATIONS FOR SUBDIVISION PERMITS UNDER SECTION 47 (REGULATION 9)					
Class 17 - To subdivide an existing building (other than a Vic Smart Application)	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
Class 18 - To subdivide land into 2 lots (other than a Vic smart Application)	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
Class 19 - To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a Vic Smart Application)	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
Class 20 - To subdivide land (other than a class 9, class 16, class 17 or class 18 permit)	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
Class 21 - To: a. create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b. create or remove a right of way; or c. vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant.	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
TO AMEND AN APPLICATION FOR SUBDIVISION					
Class 14 - To subdivide an existing building (other than a Vic Smart Application)	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
Class 15 - To subdivide land into 2 lots (other than a Vic Smart Application)	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
Class 16 - To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a Vic Smart Application)	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
Class 17 - To subdivide land (other than class 17, class 18 or class 19 permit)	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
Class 18 - To amend an application for: a. create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b. create or remove a right of way; or c. create, vary or remove an easement other than a right of way; or d. vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant	Per Application	GST Free	\$1,318.10	\$1,337.70	Statutory
APPLICATIONS FOR SUBDIVISION (CERTIFICATION)					
Regulation 6 - For processing an application to certify a plan of subdivision	Per Application	GST Free	\$174.80	\$177.40	Statutory
Regulation 7 - Alteration of plan under section10(2) of the Act	Per Application	GST Free	\$111.10	\$112.70	Statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Regulation 8 - Amendment of Certified plan under section 11(1) of the Act	Per Application	GST Free	\$140.11	\$142.80	Statutory
Class 9 - Checking of engineering plans	Per Application	GST Free	0.75% of the estimated cost of construction of the works proposed in the engineering plan	0.75% of the estimated cost of construction of the works proposed in the engineering plan	Statutory
Class 11 - Supervision of works	Per Application	GST Free	2.5% of the estimated cost of construction works	2.5% of the estimated cost of construction works	Statutory
Class 12 - Section 57A - Amend an application for a permit or amend an application to amend a permit	Per Application	GST Free	A) New Application 40% of the application fee if amended after advertising B) Section 72 Amendment - 40% of the application fee if amended after advertising; and C) f S57A changes class of permit to new class (new application or S72 amendment) – additional fee will be the difference between the original class and the new class		Statutory
Class 14 - Combined Permit and Planning Scheme Amendment	Per Application	GST Free	Sum of highest of fees plus 50% of each of the other fees	Sum of highest of fees plus 50% of each of the other fees	Statutory
Class 15 - Certificate of compliance (97N)	Per Application	GST Free	\$325.80	\$330.70	Statutory
Class 16 - For an agreement to a proposal to amend or end an agreement under section 173 of the Act	Per Application	GST Free	\$659.00	\$668.80	Statutory
Class 18 - Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council	Per Application	GST Free	\$325.80	\$330.70	Statutory
NON STATUTORY PLANNING FEES					
Planning Permit - Extension of Time	Per Application	Taxable	\$600.00	\$618.00	Non-statutory
COMPLETED PLANNING FILES					
Copy of Planning Permit & Endorsed Plan	Per Application	Taxable	\$140.00	-	Non-statutory
General Planning Enquiry/Property Information	Per Application	Taxable	\$140.00	\$144.00	Non-statutory
Copy of Title	Per Application	Taxable	\$70.00	\$72.00	Non-statutory
Secondary Consent Application	Per Application	Taxable	\$600.00	\$618.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Retrospective Secondary Consent Application	Per Application	Taxable	\$765.00	\$788.00	Non-statutory
ADVERTISING FEES					
Standard Notice	Per Application	Taxable	\$272.00	\$280.00	Non-statutory
Additional Standard Notice	Per Application	Taxable	\$28.00	\$29.00	Non-statutory
Large Notice	Per Application	Taxable	\$330.00	\$340.00	Non-statutory
Additional Large Notice	Per Application	Taxable	\$138.00	\$142.00	Non-statutory
First 20 Letters	Per Application	Taxable	\$170.00	\$170.00	Non-statutory
Each Letter After That	Per Application	Taxable	\$5.50	\$5.50	Non-statutory
CONDITION 1 PLANNING FEE (ADDITIONAL CHECKS)					
Condition 1 Plan Fee (Additional Checks)	Per Application	Taxable	\$160.00	\$165.00	Non-statutory
SECTION 173 PREPARATION ADMINISTRATIVE FEE					
Section 173 Preparation Administrative Fee	Per Application	Taxable	\$1,060.00	\$1,090.00	Non-statutory
CONSENT FROM COUNCIL					
Determining whether something has been done to the satisfaction of Council	Per Application	Taxable	\$150.00	\$150.00	Non-statutory
Commercial Use of Council Land					
Construction Zone Fee (Exclusive Occupation)	Per SQM / Per Week	Taxable	\$13.40	\$13.67	Non-statutory
Construction Zone Fee (Non-Exclusive Occupation)	Per SQM / Per Week	Taxable	\$6.70	\$6.83	Non-statutory
Works Zone Fee (Exclusive Use)	Per Linear Metre	Taxable	\$27.80	\$28.36	Non-statutory
Works Zone Fee (Non Exclusive Use)	Per Linear Metre	Taxable	\$13.90	\$14.18	Non-statutory
Works Zone Signage	Per Sign	Taxable	\$390.00	\$397.80	Non-statutory
Shipping Container Fee (20ft)	Per Day	Taxable	\$29.00	\$29.58	Non-statutory
Shipping Container Fee (40ft)	Per Day	Taxable	\$58.00	\$59.16	Non-statutory
Consent for Works within the Road Reserve	Per Application	Taxable	23.5 Fee Units	23.5 Fee Units	Statutory
Permit to conduct non-road activity	Per Application	Taxable	21.22 Fee Units	21.22 Fee Units	Statutory
Licence Application Fee	Per Application	Taxable	\$270.00	\$278.00	Non-statutory
Commercial Use of Council Land Fees - Small Activity Groups	Per Annum	Taxable	Minimum \$575 per Annum	Minimum \$592 per Annum	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Sporting Ground - Hire / Rental					
Class A Ground - Senior Rate	Per Season	Taxable	\$630.36	\$643.00	Non-statutory
Class A Ground - Discount Rate	Per Season	Taxable	\$152.34	\$155.00	Non-statutory
Class B Ground - Senior Rate	Per Season	Taxable	\$315.18	\$322.00	Non-statutory
Class B Ground - Discount Rate	Per Season	Taxable	\$85.10	\$87.00	Non-statutory
Class A Ground - Senior Rate - Finals	Per Finals Match	Taxable	\$336.19	\$343.00	Non-statutory
Class A Ground - Discount Rate - Finals	Per Finals Match	Taxable	\$84.05	\$86.00	Non-statutory
Class B Ground - Senior Rate - Finals	Per Finals Match	Taxable	\$168.10	\$172.00	Non-statutory
Class B Ground - Discount Rate - Finals	Per Finals Match	Taxable	\$43.07	\$44.00	Non-statutory
Skills (incl Auskick, Goal kick, Netta, etc)	Per Season	Taxable	\$78.80	\$80.00	Non-statutory
Athletics (Junior)	Per Season	Taxable	\$420.24	\$429.00	Non-statutory
Athletics (Senior)	Per Season	Taxable	\$840.48	\$858.00	Non-statutory
Dog Training	Per Season	Taxable	\$630.36	\$643.00	Non-statutory
Casual Use of Seasonal Grounds - Community Groups	Per Day	Taxable	\$84.05	\$86.00	Non-statutory
Casual Use of Seasonal Grounds - Charity Groups	Per Day	Taxable	\$84.05	\$86.00	Non-statutory
Casual Use of Seasonal Grounds - Schools - Kingston Based	Per Day	Taxable	\$84.05	\$86.00	Non-statutory
Casual Use of Seasonal Grounds - Schools - Non Kingston Based	Per Day	Taxable	\$84.05	\$86.00	Non-statutory
Casual Use of Seasonal Grounds - Private - Social	Per Day	Taxable	\$168.10	\$172.00	Non-statutory
Casual Use of Seasonal Grounds - Private - Commercial	Per Day	Taxable	\$168.10	\$172.00	Non-statutory
Miscellaneous Pavilions - Seasonal Fee	Per Season	Taxable	\$416.04	\$425.00	Non-statutory
Seasonal Pavilion Use - pavilion (Basic facilities - i.e. change room facilities) - Brown Reserve, Keeley Reserve (East and West), Souter Reserve, Namatjira Park, GR Bricker, Doug Denyer, Dane Road, Roy Dore Reserve, Highett Reserve No. 1, Dolamore Reserve, Southern Road, Chadwick Reserve, Browns Reserve, Glen Street Reserve, Edithvale Common, Bonbeach - Curwood Hall,	Per Season	Taxable	\$168.10	\$172.00	Non-statutory
Seasonal Pavilion Use - pavilion (Small meeting space/social room) - Le Page Reserve, Highett Reserve No. 2, The Grange, Rowan Road Reserve - Baseball & Netball, Kingston Heath Reserve, Keys Road Reserve, Jack Grut Reserve, Regents Park, Beazley Reserve	Per Season	Taxable	\$168.10	\$172.00	Non-statutory
Seasonal Pavilion Use - pavilion (Large meeting space/social room) - Heatherton Reserve, Mentone Reserve, Walter Galt Reserve, Gerry Green, Ben Kavanagh Reserve, Edithvale Recreation Reserve, Chelsea Recreation Reserve, Bonbeach Recreation Reserve,	Per Season	Taxable	\$168.10	\$172.00	Non-statutory
KINGSTON HEATH REGIONAL SOCCER CENTRE SYNTHETIC PITCH HIRE					

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
Full Pitch - Visiting Club Match	Per Hire	Taxable	\$76.69	\$78.50	Non-statutory
Full Pitch - Visiting Club Match (with floodlights)	Per Hire	Taxable	\$105.06	\$107.00	Non-statutory
Full Pitch - Visiting Club Training	Per Hire	Taxable	\$52.53	\$53.50	Non-statutory
Full Pitch - Visiting Club Training (with floodlights)	Per Hire	Taxable	\$76.69	\$78.50	Non-statutory
Half Pitch - Visiting Club Training	Per Hire	Taxable	\$35.70	\$36.50	Non-statutory
Half Pitch - Visiting Club Training (with floodlights)	Per Hire	Taxable	\$52.53	\$53.50	Non-statutory
Full Pitch - Casual Club / User Match	Per Hire	Taxable	\$99.81	\$102.00	Non-statutory
Full Pitch - Casual Club / User Training	Per Hire	Taxable	\$69.34	\$71.00	Non-statutory
Full Pitch - Casual Club / User Clinic	Per Hire	Taxable	\$76.69	\$78.50	Non-statutory
Full Pitch - Casual Club / User School	Per Hire	Taxable	\$52.53	\$53.50	Non-statutory
Full Pitch - Casual Club / User Commercial	Per Hire	Taxable	\$152.34	\$156.00	Non-statutory
Full Pitch - Casual Club / User Match (with floodlights)	Per Hire	Taxable	\$141.83	\$145.00	Non-statutory
Full Pitch - Casual Club / User Training (with floodlights)	Per Hire	Taxable	\$99.81	\$102.00	Non-statutory
Full Pitch - Casual Club / User Clinic (with floodlights)	Per Hire	Taxable	\$105.06	\$107.00	Non-statutory
Full Pitch - Casual Club / User School (with floodlights)	Per Hire	Taxable	\$73.54	\$75.00	Non-statutory
Full Pitch - Casual Club / User Commercial (with floodlights)	Per Hire	Taxable	\$210.12	\$215.00	Non-statutory
Half Pitch - Casual Club / User Training	Per Hire	Taxable	\$35.72	\$36.50	Non-statutory
Half Pitch - Casual Club / User Clinic	Per Hire	Taxable	\$49.38	\$50.50	Non-statutory
Half Pitch - Casual Club / User School	Per Hire	Taxable	\$35.72	\$36.50	Non-statutory
Half Pitch - Casual Club / User Commercial	Per Hire	Taxable	\$105.06	\$107.00	Non-statutory
Half Pitch - Casual Club / User Training (with floodlights)	Per Hire	Taxable	\$68.29	\$70.00	Non-statutory
Half Pitch - Casual Club / User Clinic (with floodlights)	Per Hire	Taxable	\$71.44	\$73.00	Non-statutory
Half Pitch - Casual Club / User School (with floodlights)	Per Hire	Taxable	\$48.33	\$49.50	Non-statutory
Half Pitch - Casual Club / User Commercial (with floodlights)	Per Hire	Taxable	\$141.83	\$145.00	Non-statutory
Floodlight usage per hour (Kingston Club or clinic use)	Per Hour	Taxable	\$26.27	\$27.00	Non-statutory
Floodlight usage per hour (Non Kingston Club or clinic use)	Per Hour	Taxable	\$34.68	\$35.50	Non-statutory
Floodlight usage per hour (Commercial use)	Per Hour	Taxable	\$52.53	\$53.50	Non-statutory
HALL HIRE - Cheltenham Hall					
Cheltenham Hall Complex - Day	Per Day	Taxable	\$17.00	\$17.50	Non-statutory
Cheltenham Hall Complex - Evening	Per Evening	Taxable	\$32.00	\$33.00	Non-statutory
Cheltenham Hall Complex - Weekend	Per Weekend	Taxable	\$90.00	\$93.00	Non-statutory
Cheltenham Hall Main Hall - Day	Per Day	Taxable	\$17.00	\$17.50	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
Cheltenham Hall Main Hall - Evening	Per Evening	Taxable	\$22.00	\$22.50	Non-statutory
Cheltenham Hall Main Hall - Weekend	Per Weekend	Taxable	\$61.50	\$63.00	Non-statutory
Cheltenham Hall Supper Room - Day	Per Day	Taxable	\$10.50	\$10.75	Non-statutory
Cheltenham Hall Supper Room - Evening	Per Evening	Taxable	\$17.00	\$17.50	Non-statutory
Cheltenham Hall Supper Room - Weekend	Per Weekend	Taxable	\$37.00	\$38.00	Non-statutory
Cheltenham Hall Meetings	Per Meeting	Taxable	\$22.00	\$22.50	Non-statutory
HALL HIRE - Allan McLean Hall					
Allan McLean Hall Complex - Day	Per Day	Taxable	\$43.00	\$44.00	Non-statutory
Allan McLean Hall Complex - Evening	Per Evening	Taxable	\$95.50	\$97.00	Non-statutory
Allan McLean Hall Complex - Weekend	Per Weekend	Taxable	\$133.00	\$135.00	Non-statutory
Allan McLean Hall Main Hall - Day	Per Day	Taxable	\$32.00	\$33.00	Non-statutory
Allan McLean Hall Main Hall - Evening	Per Evening	Taxable	\$52.00	\$53.00	Non-statutory
Allan McLean Hall Main Hall - Weekend	Per Weekend	Taxable	\$96.50	\$98.00	Non-statutory
Allan McLean Hall Supper Room - Day	Per Day	Taxable	\$26.50	\$27.00	Non-statutory
Allan McLean Hall Supper Room - Evening	Per Evening	Taxable	\$45.00	\$46.00	Non-statutory
Allan McLean Hall Supper Room - Weekend	Per Weekend	Taxable	\$45.00	\$46.00	Non-statutory
Allan McLean Hall Meetings	Per Meeting	Taxable	\$45.00	\$46.00	Non-statutory
HALL HIRE - A.T. Niemann Community Centre					
A.T. Niemann Community Centre Main Hall - Day	Per Day	Taxable	\$32.00	\$33.00	Non-statutory
A.T. Niemann Community Centre Main Hall - Evening	Per Evening	Taxable	\$38.00	\$39.00	Non-statutory
A.T. Niemann Community Centre Main Hall - Weekend	Per Weekend	Taxable	\$45.00	\$46.00	Non-statutory
HALL HIRE - Carrum Community Centre					
Carrum Community Centre Main Hall - Day	Per Day	Taxable	\$32.00	\$33.00	Non-statutory
Carrum Community Centre Main Hall - Evening	Per Evening	Taxable	\$38.00	\$39.00	Non-statutory
Carrum Community Centre Main Hall - Weekend	Per Weekend	Taxable	\$45.00	\$46.00	Non-statutory
Carrum Community Centre Meetings	Per Meeting	Taxable	\$9.50	\$9.75	Non-statutory
Mordialloc Court House Hire					
Complex - Day	Per Day	Taxable	\$32.00	\$33.00	Non-statutory
Main Hall - Day	Per Day	Taxable	\$22.00	\$22.50	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
Supper Room - Day	Per Day	Taxable	\$18.00	\$18.50	Non-statutory
COMMUNITY BUS TRANSPORT HIRE FEES					
Single Trip	Per Single Trip	GST Free	\$1.90	\$2.00	Non-statutory
Return Trip	Per Return Trip	GST Free	\$3.80	\$4.00	Non-statutory
Community Bus Day Trip	Per Trip	GST Free	\$15.00	\$15.50	Non-statutory
Community Bus Self Drive Hire - half day	Per Day	GST Free	\$89.60	\$92.30	Non-statutory
Community Bus Self Drive Hire - full day	Per Day	GST Free	\$142.00	\$146.30	Non-statutory
Community Bus Group Hire - full day	Per Day	GST Free	\$233.00	\$240.00	Non-statutory
Community Bus Self Drive Hire & Cleaning	Per Day	GST Free	\$194.00	\$199.90	Non-statutory
Community Bus Self Drive Hire & Fuel	Per Day	GST Free	\$224.00	\$230.80	Non-statutory
Community Bus Self Drive Hire & Fuel & Cleaning	Per Day	GST Free	\$276.00	\$284.30	Non-statutory
LOCAL LAWS - Other Income					
Building Materials/Nature Strip Permits	Per Application	Taxable	\$158.00	\$162.00	Non-statutory
Replacement of Disabled Label (Administration Charge)	Per Application	Taxable	\$21.50	\$22.00	Non-statutory
Impounded Goods Release	Per Application	Taxable	\$120.00	\$124.00	Non-statutory
Permit for livestock	Per Application	Taxable	\$169.00	\$174.00	Non-statutory
Annual Renewal Permit Livestock	Per Application	Taxable	\$54.00	\$56.00	Non-statutory
Permit to store oversize/overweight vehicles	Per Application	Taxable	\$300.00	\$310.00	Non-statutory
WAVES - AQUATIC ENTRY					
Adult Swim	Per Adult	Taxable	\$8.50	\$8.70	Non-statutory
Child Swim	Per Child	Taxable	\$7.00	\$7.20	Non-statutory
Child (Under 3)	N/A	N/A	Free	Free	N/A
Student Swim	Per Student	Taxable	\$7.00	\$7.20	Non-statutory
Concession Swim	Per Concession	Taxable	\$7.00	\$7.20	Non-statutory
Family	Per Family	Taxable	\$27.00	\$29.00	Non-statutory
Spectator	Per Spectator	Taxable	\$2.50	\$2.50	Non-statutory
WAVES OCCASIONAL CHILD CARE					
Members	Per Session	Taxable	\$8.30	\$8.30	Non-statutory
Casuals	Per Session	Taxable	\$11.90	\$11.90	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
GR BRICKER ATHLETICS CENTRE					
Kingston Schools and community groups - non-seasonal (per hour)	Per Hour	Taxable	\$94.55	\$97.00	Non-statutory
Schools and community groups (non-seasonal) outside of Kingston (per hour)	Per Hour	Taxable	\$115.57	\$118.00	Non-statutory
Commercial (per hour)	Per Hour	Taxable	\$168.10	\$172.00	Non-statutory
Kingston Schools and community groups - non-seasonal (Half Day - up to 3 hours)	Per Half Day	Taxable	\$257.40	\$263.00	Non-statutory
Schools and community groups (non-seasonal) outside of Kingston (Half Day - up to 3 hours)	Per Half Day	Taxable	\$315.18	\$322.00	Non-statutory
Commercial (Half Day - up to 3 hours)	Per Half Day	Taxable	\$336.19	\$343.00	Non-statutory
Kingston Schools and community groups - non-seasonal (Full Day - up to 6 hours)	Per Day	Taxable	\$441.25	\$450.00	Non-statutory
Schools and community groups (non-seasonal) outside of Kingston (Full Day - up to 6 hours)	Per Day	Taxable	\$556.82	\$568.00	Non-statutory
Commercial (Full Day - up to 6 hours)	Per Day	Taxable	\$577.83	\$589.00	Non-statutory
OUTDOOR NETBALL COURT HIRE					
Kingston Schools and community groups - Per hour 8 Courts	Per Hour	Taxable	\$68.29	\$70.00	Non-statutory
Kingston Schools and community groups - Per hour 4 Courts	Per Hour	Taxable	\$39.92	\$41.00	Non-statutory
Kingston Schools and community groups - Per hour 1 Court	Per Hour	Taxable	\$21.01	\$21.50	Non-statutory
Non Kingston Schools and community groups - Per hour 8 Courts	Per Hour	Taxable	\$91.40	\$93.50	Non-statutory
Non Kingston Schools and community groups - Per hour 4 Courts	Per Hour	Taxable	\$51.48	\$53.00	Non-statutory
Non Kingston Schools and community groups - Per hour 1 Court	Per Hour	Taxable	\$34.67	\$35.50	Non-statutory
Netball court lighting per hour	Per Hour	Taxable	\$6.30	\$6.50	Non-statutory
Team Based Charges (per Season) - Asphalt surface - Senior Rate	Per Season	Taxable	\$108.21	\$110.50	Non-statutory
Team Based Charges (per Season) - Painted surface - Senior Rate	Per Season	Taxable	\$168.10	\$172.00	Non-statutory
Team Based Charges (per Season) - Asphalt surface - Junior Rate	Per Season	Taxable	\$27.32	\$28.00	Non-statutory
Team Based Charges (per Season) - Painted surface - Junior Rate	Per Season	Taxable	\$42.02	\$43.00	Non-statutory
RESIDENTIAL TENANCIES REGISTRATION					
Caravan Parks (per site)	Per Site	Taxable	State Legislation	State Legislation	Statutory
Caravan Parks Registration Transfer	Per Transfer	Taxable	State Legislation	State Legislation	Statutory
HEALTH ACT REGISTRATION					
Residential Accommodation up to 5 Rooms	Per Accommodation	Taxable	\$313.00	\$322.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
Residential Accommodation for each additional Room over 5	Per Additional Room	Taxable	\$26.00	\$27.00	Non-statutory
Hotels/Motels - Up to 10 units	Per Hotel / Motel	Taxable	\$232.00	\$239.00	Non-statutory
Hotels/Motels - 10 to 20 units	Per Hotel / Motel	Taxable	\$337.00	\$347.00	Non-statutory
Hotels/Motels - 20 to 40 units	Per Hotel / Motel	Taxable	\$359.00	\$370.00	Non-statutory
Hotels/Motels - plus each additional above 40	Per Additional Unit	Taxable	\$26.00	\$27.00	Non-statutory
Personal Care and Body Art Industries - Low Risk e.g. Hairdressers	Per Business	Taxable	\$111.00	\$114.00	Non-statutory
Personal Care and Body Art Industries - High Risk e.g. Beauty Therapy	Per Business	Taxable	\$140.00	\$144.00	Non-statutory
FOOD ACT REGISTRATION - MONTHLY PRO RATA INITIAL REGISTRATION					
Category 1 (Complex FSP)	Per Application	Taxable	\$555.00	\$572.00	Non-statutory
Category 2 (Simple FSP)	Per Application	Taxable	\$388.00	\$400.00	Non-statutory
Category 3 (Minor FSP / 3rd Party Audit)	Per Application	Taxable	\$308.00	\$317.00	Non-statutory
Category 4 (FSP Exempt)	Per Application	Taxable	\$223.00	\$230.00	Non-statutory
Plus each EFT above 5	Per Application	Taxable	\$31.00	\$32.00	Non-statutory
Club Pavilions (full year)	Per Club	Taxable	50% of the applicable Category	50% of the applicable Category	Non-statutory
Club Pavilions per season	Per Season	Taxable	25% of the applicable Category	25% of the applicable Category	Non-statutory
School Canteens School Operated	Per Canteen	Taxable	25% of the applicable Category	25% of the applicable Category	Non-statutory
CHANGE OF PREMISES OWNERSHIP DETAILS					
Registration Transfer	Per Transfer	Taxable	\$356.00	\$367.00	Non-statutory
Transfer Packaged Food and Personal Care and Body Art Industries	Per Transfer	Taxable	\$177.00	\$182.00	Non-statutory
PREMISES OWNERSHIP - OTHER FEES					
Late Payment of Registration Fee	Per Late Registration	Taxable	\$111.00	\$114.00	Non-statutory
Urgent Report and Inspection Fee (within 7 days)	Per Report	Taxable	\$638.00	\$657.00	Non-statutory
NEW PREMISES					
Urgent new premises Application - Full fee less than 14 days	Per Application	Taxable	\$816.00	\$840.00	Non-statutory
Urgent new premises Application - Half fee less than 14 days	Per Application	Taxable	\$408.00	\$420.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
Urgent new premises Application - Quarter fee less than 14 days	Per Application	Taxable	\$204.00	\$210.00	Non-statutory
New Premises Application - Full Fee	Per Application	Taxable	\$408.00	\$420.00	Non-statutory
New Premises Application - Half Fee	Per Application	Taxable	\$204.00	\$210.00	Non-statutory
New Premises Application - Quarter Fee	Per Application	Taxable	\$102.00	\$105.00	Non-statutory
PREMISES					
File Enquiries	Per Enquiry	Taxable	\$98.00	\$101.00	Non-statutory
Reinspection Fee	Per Reinspection	Taxable	\$136.00	\$140.00	Non-statutory
Ministry of Housing Declaration (Cessation)	Per Declaration	Taxable	\$191.00	\$197.00	Non-statutory
TRADER PARKING PERMITS					
Trader car parking permit - Cheltenham	Per Permit	Taxable	\$265.23	\$273.00	Non-statutory
Trader car parking permit - Mordialloc	Per Permit	Taxable	\$265.23	\$273.00	Non-statutory
Trader car parking permit - Chelsea	Per Permit	Taxable	\$265.23	\$273.00	Non-statutory
POOL / SPA REGISTRATION					
1 to 3 Pools / Spas	Per 1 to 3 Pools / Spas	Taxable	\$195.00	\$201.00	Non-statutory
Plus each additional Pool / Spa	Per Pool / Spa	Taxable	\$52.00	\$54.00	Non-statutory
IMMUNISATION					
Hepatitis B (Adult) (per vaccine)	Per Vaccine	GST Free	\$38.00	\$38.00	Non-statutory
Hepatitis A (adult) (per Vaccine)	Per Vaccine	GST Free	\$72.00	\$72.00	Non-statutory
Flu Vax (per vaccine)	Per Vaccine	GST Free	\$16.50	\$16.50	Non-statutory
Varivax (Chicken Pox) (per vaccine)	Per Vaccine	GST Free	\$76.00	\$76.00	Non-statutory
Boostrix (per vaccination)	Per Vaccine	GST Free	\$57.00	\$57.00	Non-statutory
Nimenrix (per vaccination)	Per Vaccine	GST Free	\$83.00	\$83.00	Non-statutory
Bexsero (per vaccination)	Per Vaccine	GST Free	\$138.00	\$138.00	Non-statutory
LONG DAY CARE (CHILDCARE)					
Late Collection Fee (per 15 mins)	Per 15 minutes	Taxable	\$30.00	\$30.00	Non-statutory
1/2 day session / orientation (child care transition)	Per 1/2 Day	Taxable	\$70.00	\$70.00	Non-statutory
Daily Flat Fee - Child Care & Kindergarten PLUS - Parkdale, Edithvale and Carrum FCC	Per Day	Taxable	\$138.00	\$142.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Child Care / Kindergarten PLUS Enrolment Fee Deposit for new families - Part-time	Per Family	Taxable	\$100.00	\$100.00	Non-statutory
Child Care / Kindergarten PLUS Enrolment Fee Deposit for new families - Full-time	Per Family	Taxable	\$200.00	\$200.00	Non-statutory
Excursion / Incursion Fee	Per Excursion	Taxable	\$9.00	\$9.00	Non-statutory
Children's Hats	Per Hat	Taxable	\$8.00	\$10.00	Non-statutory
Children's T-shirts	Per T-Shirt	Taxable	\$17.00	\$20.00	Non-statutory
FAMILY DAY CARE					
Parent Administration Fee - per child per hour	Per Hour	Taxable	\$2.00	\$2.10	Non-statutory
Care Provider Scheme Contribution - per fortnight	Per Fortnight	Taxable	\$7.00	\$8.00	Non-statutory
Playgroup Attendance Fee	Per Attendance	Taxable	\$4.00	\$5.00	Non-statutory
CHILDREN'S SERVICES TRAINING, PARENT SEMINARS AND WORKSHOPS					
Entry Fees	Per Entry	Taxable	\$53.00	Not Applicable	Non-statutory
PLAY CENTRE FEES					
Hourly Hire	Per Hour	Taxable	\$9.50	Not Applicable	Non-statutory
PRESCHOOL ENROLMENT					
Enrolment Fee (per enrolment)	Per Enrolment	Taxable	\$25.00	\$25.00	Non-statutory
Enrolment Fee (with Health Care Card)	Per Enrolment	N/A	-	-	N/A
BEFORE & AFTER SCHOOL CARE					
Before School Care - Permanent	Per Session	Taxable	\$22.50	\$23.00	Non-statutory
After School Care - Permanent	Per Session	Taxable	\$28.50	\$29.00	Non-statutory
Curriculum Day Fee	Per Session	Taxable	\$72.00	\$73.00	Non-statutory
Late collection fee (per 15 mins)	Per 15 mins	Taxable	\$30.00	\$30.00	Non-statutory
ASC - Early finish fee (e.g. end of term 2.30 start)	Per Session	Taxable	\$42.00	\$42.50	Non-statutory
VACATION CARE					
Flat fee term	Per Term	Taxable	\$72.00	\$73.00	Non-statutory
In Centre activities	Per Activity	Taxable	Per Activity	Per Activity	Non-statutory
Excursions	Per Excursion	Taxable	Per Excursion	Per Excursion	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Late booking enrolment fee	Per Enrolment	N/A	\$77.00	\$78.00	Non-statutory
YOUTH SERVICES					
FReeZA Canteen Supplies (Confectionary/Chocolate)	Per Item	Taxable	\$1.00	\$1.00	Non-statutory
FReeZA Battle of the Sounds & Other Events (Gold Coin Donation)	Per Entry	Taxable	\$1.00	\$1.00	Non-statutory
FReeZA Canteen Supplies (Chips/Drinks)	Per Item	Taxable	\$2.00	\$2.00	Non-statutory
FAMILY SERVICES					
Pit Stop Parenting Program	Per Program	Taxable	\$2.00	\$2.00	Non-statutory
REZONING APPLICATIONS					
Application Fee	Per Application	Taxable	\$3,050.90	\$3,050.90	Non-statutory
To consider - (1-10 submissions)	Per Application	Taxable	\$15,121.00	\$15,121.00	Non-statutory
To consider - (11-20 submissions)	Per Application	Taxable	\$30,212.40	\$30,212.40	Non-statutory
To consider - (>20 submissions)	Per Application	Taxable	\$40,386.90	\$40,386.90	Non-statutory
To adopt	Per Application	Taxable	\$481.30	\$481.30	Non-statutory
To the Minister	Per Application	Taxable	\$481.30	\$481.30	Non-statutory
ENVIRONMENTAL HEALTH FEES					
Application Fee – Temporary discharge permit	Per Permit	Taxable	\$68.00	\$68.00	Non-statutory
MORDIALLOC FESTIVAL					
Beer Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$250.00	\$250.00	Non-statutory
Beer Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$220.00	\$220.00	Non-statutory
Wine Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$150.00	\$150.00	Non-statutory
Wine Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$120.00	\$120.00	Non-statutory
Food Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$150.00	\$150.00	Non-statutory
Food Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$120.00	\$120.00	Non-statutory
Snack Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$80.00	\$80.00	Non-statutory
Snack Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$50.00	\$50.00	Non-statutory
Premium Sites - Minimum as above + Additional fee	Determined by EOI	Taxable	EOI	EOI	Non-statutory
CAROLS BY KINGSTON					

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Food Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$80.00	\$80.00	Non-statutory
Food Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$50.00	\$50.00	Non-statutory
Market Vendor - Commercial - Marquee / Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$20.00	\$20.00	Non-statutory
Market Vendor - Community - Marquee / Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$10.00	\$10.00	Non-statutory
SPRING FAIR					
Food Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$80.00	\$80.00	Non-statutory
Food Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$50.00	\$50.00	Non-statutory
Market Vendor - Commercial - Marquee / Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$20.00	\$20.00	Non-statutory
Market Vendor - Community - Marquee / Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$10.00	\$10.00	Non-statutory
PET EXPO					
Food Vendor - Marquee (3m x 3m or 6m x 3m) Per SQM	Per SQM	Taxable	\$80.00	\$80.00	Non-statutory
Food Vendor - Truck / Trailer / Van (no size restrictions) Per SQM	Per SQM	Taxable	\$50.00	\$50.00	Non-statutory
Market Vendor - Commercial - Marquee / Truck / Trailer / Van (no size restrictions) Per SQM	Per SQM	Taxable	\$20.00	\$20.00	Non-statutory
Market Vendor - Community - Marquee / Truck / Trailer / Van (no size restrictions) Per SQM	Per SQM	Taxable	\$10.00	\$10.00	Non-statutory
COMMERCIAL EVENTS - TRIATHLONS, MARATHONS ETC					
Commercial Use of Council Land Fees - Primary Sites	Per Day	Taxable	\$1,160.00	\$1,500.00	Non-statutory
Commercial Use of Council Land Fees - Secondary Sites	Per Day	Taxable	\$580.00	\$750.00	Non-statutory
ACCESSCARE - LINKAGES USER FEES AND CHARGES					
User Service Fees	Per User Service	Taxable	Based on AccessCare Package	Based on AccessCare Package	Non-statutory
ACCESSCARE HOME CARE PACKAGES - USER FEES					
Package Management Fee	Per Package	Taxable	8% of package daily subsidy	8% of package daily subsidy	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Care Management Fee	Per Package	Taxable	Level 1 \$4.29 per day	Level 1 \$4.29 per day	Non-statutory
Care Management Fee	Per Package	Taxable	Level 2 \$7.14 per day	Level 2 \$7.14 per day	Non-statutory
Care Management Fee	Per Package	Taxable	Level 3 \$11.29 per day	Level 3 \$11.29 per day	Non-statutory
Care Management Fee	Per Package	Taxable	Level 4 \$15.71 per day	Level 4 \$15.71 per day	Non-statutory
BOAT SHEDS					
Small under 15.99 m2	Per Shed	GST Free	\$745.00	\$767.00	Non-statutory
Medium 16m2 - 29.99 m2	Per Shed	GST Free	\$1,030.00	\$1,060.00	Non-statutory
Large 30m2 +	Per Shed	GST Free	\$1,268.00	\$1,306.00	Non-statutory
Pension Rebate for Boatshed	Per Shed	GST Free	10% Discount	10% Discount	Non-statutory
Late Fee charges	Per Shed	GST Free	5% of Outstanding Fee	5% of Outstanding Fee	Non-statutory
Transfer Fee - category A - small under 15.99 sq. metres	Per Transfer	GST Free	\$1,495 (Transfer fee \$1,328.00 + Administration charge \$167)	1,540 (Transfer fee 1,368 + Administration Charge 172)	Non-statutory
Transfer Fee - category B - medium 16 sq. metres - 29.99 sq. Metres	Per Transfer	GST Free	\$2,475 (Transfer fee \$2,308 + Administration charge \$167)	2,549 (Transfer fee 2,377 + Administration Charge (172)	Non-statutory
Transfer Fee - category C - large 30 sq. Metres+	Per Transfer	GST Free	\$3,490 (Transfer fee \$3,323 + Administration charge \$167)	3,595 (Transfer fee 3,423.00 + Administration Charge (172)	Non-statutory
Administration Charge	Per Transfer	GST Free	\$167.00	\$172.00	Non-statutory
RIGHT OF WAY					
Minimum charge for sale of right of way	Per Application	Taxable	Per Council Policy	Per Council Policy	Non-statutory
Right of Way Admin Fee	Per Application	Taxable	\$305.00	\$314.00	Non-statutory
PROPERTY RENTAL					
Groups with Liquor Licence	Per Rental	Taxable	2% of Gross Takings	2% of Gross Takings	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Minimum Rental Group 1	Per Lease	Taxable	\$114.40	\$114.40	Non-statutory
LAND INFORMATION CERTIFICATES					
Land Information Certificate	Per Certificate	Taxable	1.82 Fee Units	1.82 Fee Units	Statutory
Land Information Certificate (24hr turnaround)	Per Certificate	Taxable	1.82 Fee Units + \$42.00	1.82 Fee Units + \$42.00	Statutory
REVENUE AND COLLECTION FEES					
Rate Notice Copy	Per Copy	Taxable	\$0	\$16.50	Non-statutory
Interim Rate Notice Request	Per Request	Taxable	\$0	\$16.50	Non-statutory
Refund	Per Refund	Taxable	\$0	\$22.00	Non-statutory
Reapportionment	Per Item	Taxable	\$0	\$38.50	Non-statutory
Manual Ledger Reconciliation	Per Item	Taxable	\$0	\$49.50	Non-statutory
DISHONOUR FEES					
Dishonour Payment Fees	Per Payment	Taxable	\$25.00	\$25.00	Non-statutory
HOME AND COMMUNITY SUPPORT: TRANSPORT					
Volunteer Transport	Per Kilometre	GST Free	\$1.10	\$1.13	Non-statutory
Transport	Per Trip	GST Free	\$2.50	\$2.60	Non-statutory
HOME AND COMMUNITY SUPPORT: DELIVERED MEALS					
Delivered Meals - Main Meal	Per Meal	GST Free	\$10.00	\$10.30	Non-statutory
Delivered Meals - Sandwiches	Per Meal	GST Free	\$10.00	\$10.30	Non-statutory
Delivered Meals - Soups	Per Meal	GST Free	\$1.75	\$1.90	Non-statutory
Delivered Meals - Dessert	Per Meal	GST Free	\$2.00	\$2.10	Non-statutory
Delivered Meals Commercial Rate- Main Meal	Per Meal	Taxable	\$18.70	\$19.30	Non-statutory
Delivered Meals Commercial Rate- Sandwiches	Per Meal	Taxable	\$13.20	\$13.60	Non-statutory
Delivered Meals Commercial Rate - Soups	Per Meal	Taxable	\$2.20	\$2.30	Non-statutory
Delivered Meals Commercial Rate- Dessert	Per Meal	Taxable	\$2.20	\$2.30	Non-statutory
HOME AND COMMUNITY SUPPORT: LOW INCOME CATEGORY - INDIVIDUAL/COUPLE/FAMILY					
Domestic Care	Per Hour	GST Free	\$8.00	\$8.30	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Unescorted Shopping	Per Hour	GST Free	\$8.00	\$8.30	Non-statutory
Personal Care	Per Hour	GST Free	\$6.00	\$6.20	Non-statutory
Escorted Shopping	Per Hour	GST Free	\$6.00	\$6.20	Non-statutory
Social Support Individual	Per Hour	GST Free	\$6.00	\$6.20	Non-statutory
Social Support Group	Per Hour	GST Free	\$6.00	\$6.20	Non-statutory
Meal Preparation	Per Hour	GST Free	\$6.00	\$6.20	Non-statutory
Respite Care	Per Hour	GST Free	\$4.90	\$5.10	Non-statutory
Property Maintenance	Per Hour	GST Free	\$14.85	\$15.30	Non-statutory
Travel Charges	Per Kilometre	GST Free	\$1.10	\$1.13	Non-statutory
HOME AND COMMUNITY SUPPORT MEDIUM A INCOME CATEGORY - INDIVIDUAL/COUPLE/FAMILY					
Domestic Care	Per Hour	GST Free	\$9.50	\$9.80	Non-statutory
Unescorted Shopping	Per Hour	GST Free	\$9.50	\$9.80	Non-statutory
Personal Care	Per Hour	GST Free	\$6.00	\$6.20	Non-statutory
Escorted Shopping	Per Hour	GST Free	\$6.00	\$6.20	Non-statutory
Social Support Individual	Per Hour	GST Free	\$6.00	\$6.20	Non-statutory
Social Support Group	Per Hour	GST Free	\$6.00	\$6.20	Non-statutory
Meal Preparation	Per Hour	GST Free	\$6.00	\$6.20	Non-statutory
Respite Care	Per Hour	GST Free	\$4.90	\$5.10	Non-statutory
Property Maintenance	Per Hour	GST Free	\$17.50	\$18.10	Non-statutory
Travel Charges	Per Kilometre	GST Free	\$1.10	\$1.13	Non-statutory
HOME AND COMMUNITY SUPPORT MEDIUM B INCOME CATEGORY - INDIVIDUAL/COUPLE/FAMILY					
Domestic Care	Per Hour	GST Free	\$12.20	\$12.60	Non-statutory
Unescorted Shopping	Per Hour	GST Free	\$12.20	\$12.60	Non-statutory
Personal Care	Per Hour	GST Free	\$11.00	\$11.40	Non-statutory
Escorted Shopping	Per Hour	GST Free	\$11.00	\$11.40	Non-statutory
Social Support Individual	Per Hour	GST Free	\$11.00	\$11.40	Non-statutory
Social Support Group	Per Hour	GST Free	\$11.00	\$11.40	Non-statutory
Meal Preparation	Per Hour	GST Free	\$11.00	\$11.40	Non-statutory
Respite Care	Per Hour	GST Free	\$6.55	\$6.80	Non-statutory
Property Maintenance	Per Hour	GST Free	\$17.50	\$18.10	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Travel Charges	Per Kilometre	GST Free	\$1.10	\$1.13	Non-statutory
HOME AND COMMUNITY SUPPORT MEDIUM C INCOME CATEGORY - INDIVIDUAL/COUPLE/FAMILY					
Domestic Care	Per Hour	GST Free	\$17.30	\$17.90	Non-statutory
Unescorted Shopping	Per Hour	GST Free	\$17.30	\$17.90	Non-statutory
Personal Care	Per Hour	GST Free	\$11.00	\$11.40	Non-statutory
Escorted Shopping	Per Hour	GST Free	\$11.00	\$11.40	Non-statutory
Social Support Individual	Per Hour	GST Free	\$11.00	\$11.40	Non-statutory
Social Support Group	Per Hour	GST Free	\$11.00	\$11.40	Non-statutory
Meal Preparation	Per Hour	GST Free	\$11.00	\$11.40	Non-statutory
Respite Care	Per Hour	GST Free	\$6.55	\$6.80	Non-statutory
Property Maintenance	Per Hour	GST Free	\$17.50	\$18.10	Non-statutory
Travel Charges	Per Kilometre	GST Free	\$1.10	\$1.13	Non-statutory
HOME AND COMMUNITY SUPPORT HIGH INCOME CATEGORY - INDIVIDUAL/COUPLE/FAMILY					
Domestic Care	Per Hour	GST Free	\$31.90	\$32.90	Non-statutory
Unescorted Shopping	Per Hour	GST Free	\$31.90	\$32.90	Non-statutory
Personal Care	Per Hour	GST Free	\$31.90	\$32.90	Non-statutory
Escorted Shopping	Per Hour	GST Free	\$31.90	\$32.90	Non-statutory
Social Support Individual	Per Hour	GST Free	\$31.90	\$32.90	Non-statutory
Social Support Group	Per Hour	GST Free	\$31.90	\$32.90	Non-statutory
Meal Preparation	Per Hour	GST Free	\$31.90	\$32.90	Non-statutory
Respite Care	Per Hour	GST Free	\$24.70	\$25.50	Non-statutory
Property Maintenance	Per Hour	GST Free	\$42.00	\$43.30	Non-statutory
Travel Charges	Per Kilometre	GST Free	\$1.10	\$1.13	Non-statutory
HOME AND COMMUNITY SUPPORT COMMERCIAL RATE					
Domestic Care	Per Hour	Taxable	\$65.71	\$67.70	Non-statutory
Unescorted Shopping	Per Hour	Taxable	\$65.71	\$67.70	Non-statutory
Personal Care	Per Hour	Taxable	\$68.72	\$70.80	Non-statutory
Escorted Shopping	Per Hour	Taxable	\$68.72	\$70.80	Non-statutory
Social Support Individual	Per Hour	Taxable	\$68.72	\$70.80	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Social Support Group	Per Hour	Taxable	\$68.72	\$70.80	Non-statutory
Meal Preparation	Per Hour	Taxable	\$68.72	\$70.80	Non-statutory
Respite Care	Per Hour	Taxable	\$77.95	\$80.30	Non-statutory
Property Maintenance	Per Hour	Taxable	\$66.33	\$68.40	Non-statutory
Travel Charges	Per Kilometre	Taxable	\$1.21	\$1.24	Non-statutory
MULTI PURPOSE THEATRE - (KINGSTON ARTS CENTRE)					
Hire Monday - Friday	Per Hire	Taxable	\$134.00	\$137.00	Non-statutory
Studio Rate (new) per hour: min 3 hrs 9am to 5pm only	Per Hour	Taxable	\$35.00	\$36.00	Non-statutory
MULTI PURPOSE THEATRE - (KINGSTON ARTS CENTRE) SAT - SUN ADDITIONAL CHARGES THEATRE					
Hire	Per Hire	Taxable	\$85.00	\$87.50	Non-statutory
Lighting & Audio Pro Rata Charge	Per Hire	Taxable	\$108.00	\$110.00	Non-statutory
Technician Charges (compulsory if theatre lighting & audio is required)	Per Hour	Taxable	\$75.00	\$77.00	Non-statutory
CHAMBER 1 (KINGSTON ARTS CENTRE)					
Monday - Friday	Per Hour	Taxable	\$47.00	\$48.00	Non-statutory
Studio 9am to 5pm Mon - Fri	Per Hour	Taxable	\$36.00	\$37.00	Non-statutory
Saturday - Sunday	Per Hour	Taxable	\$68.00	\$70.00	Non-statutory
GALLERY 1 (KINGSTON ARTS CENTRE)					
4 week Gallery hire	Per 4 Week Block	Taxable	\$1,050.00	\$1,050.00	Non-statutory
GALLERY 2 (KINGSTON ARTS CENTRE)					
4 week Gallery hire	Per 4 Week Block	Taxable	\$1,816.00	\$1,816.00	Non-statutory
GALLERY 3 (SHIRLEY BURKE THEATRE)					
4 week Gallery hire	Per 4 Week Block	Taxable	\$500.00	\$500.00	Non-statutory
KINGSTON CITY HALL RENTAL					
Theatre Style / Dinner Dance (up to 400 people) - Day 8 hrs - Mon to Thurs	Per Day	Taxable	\$1,370.00	\$1,400.00	Non-statutory
Theatre Style / Dinner Dance (up to 400 people) - Day / Night - Mon to Thurs	Per Day / Night	Taxable	\$2,121.00	\$2,150.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Theatre Style / Dinner Dance (up to 400 people) - Day 8 hrs - Schools - Mon to Thurs	Per Day	Taxable	\$825.00	\$850.00	Non-statutory
Theatre Style / Dinner Dance (up to 400 people) - Day / Night - Schools - Mon to Thurs	Per Day / Night	Taxable	\$1,287.00	\$1,325.00	Non-statutory
Theatre Style / Dinner Dance (up to 400 people) - Day 8 hrs - Fri / Sat / Sun	Per Day	Taxable	\$2,472.00	\$2,550.00	Non-statutory
Theatre Style / Dinner Dance (up to 400 people) - Day / Night - Fri / Sat / Sun	Per Day / Night	Taxable	\$3,182.00	\$3,225.00	Non-statutory
Trade Shows / Exhibitions - Mon to Thurs - 8 hrs Day or 5 hrs Evening	Per Day / Evening	Taxable	\$2,225.00	\$2,275.00	Non-statutory
Trade Shows / Exhibitions - Day / Night - Mon to Thurs	Per Day / Night	Taxable	\$2,225.00	\$2,275.00	Non-statutory
Trade Shows / Exhibitions - Fri / Sat / Sun - 8 hrs Day or 5 hrs Evening	Per Day / Evening	Taxable	\$2,328.00	\$2,375.00	Non-statutory
Trade Shows / Exhibitions - Fri / Sat / Sun - Day / Night	Per Day / Night	Taxable	\$2,755.00	\$2,800.00	Non-statutory
Theatre Style / Dinner Dance (up to 800 people) - Day 8 hrs	Per Day	Taxable	\$1,905.50	\$1,950.00	Non-statutory
Theatre Style / Dinner Dance (up to 800 people) - Day / Night	Per Day / Night	Taxable	\$2,652.25	\$2,700.00	Non-statutory
Theatre Style / Dinner Dance - Schools - Mon to Thurs (up to 800 people) - Day 8 hrs	Per Day	Taxable	\$1,133.00	\$1,150.00	Non-statutory
Theatre Style / Dinner Dance - Schools - Mon to Thurs (up to 800 people) - Day / Night	Per Day / Night	Taxable	\$1,591.00	\$1,625.00	Non-statutory
Theatre Style / Dinner Dance (up to 800 people) - Fri / Sat / Sun - Day 8 hrs	Per Day	Taxable	\$3,502.00	\$3,575.00	Non-statutory
Theatre Style / Dinner Dance (up to 800 people) - Fri / Sat / Sun - Day / Night 13 hrs	Per Day / Night	Taxable	\$4,234.00	\$4,300.00	Non-statutory
Theatre Style Only (up to 1000 people) - Day 8 hrs	Per Day	Taxable	\$2,091.00	\$2,150.00	Non-statutory
Theatre Style Only (up to 1000 people) - Day / Night 13 hrs	Per Day / Night	Taxable	\$3,811.00	\$3,900.00	Non-statutory
Theatre Style Only (up to 1000 people) - Schools - Mon to Thurs - Day 8 hrs	Per Day	Taxable	\$1,236.00	\$1,275.00	Non-statutory
Theatre Style Only (up to 1000 people) - Schools - Mon to Thurs - Day / Night 13 hrs	Per Day / Night	Taxable	\$2,266.00	\$2,325.00	Non-statutory
Theatre Style Only (up to 1000 people) - Fri / Sat / Sun - Day 8 hrs	Per Day	Taxable	\$4,120.00	\$4,200.00	Non-statutory
Theatre Style Only (up to 1000 people) - Fri / Sat / Sun - Day / Night 13 hrs	Per Day / Night	Taxable	\$4,841.00	\$4,900.00	Non-statutory
KINGSTON CITY HALL RENTAL - LIVE MUSIC UNDERAGE FEE					
Full Day Venue Hire - 11am - 1am - Mon to Sun	Per Day	Taxable	\$4,985.00	\$5,100.00	Non-statutory
KINGSTON CITY HALL RENTAL - LIVE MUSIC FEE					
Full Day Venue Hire 11am - 1am Mon - Sun	Per Day	Taxable	\$1,185.00	\$1,225.00	Non-statutory
KINGSTON CITY HALL RENTAL BANQUET ROOM					
(up to 200 people) - Dinner or Theatre Style (Day 8 hrs)	Per Day	Taxable	\$710.00	\$725.00	Non-statutory
(up to 200 people) - Dinner or Theatre Style (Day/Night)	Per Day / Night	Taxable	\$942.00	\$960.00	Non-statutory

2022/23 Adopted Budget
CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Schools - Mon to Thurs (up to 200 people) - Dinner or Theatre Style (Day 8 hrs)	Per Day	Taxable	\$432.00	\$440.00	Non-statutory
Schools - Mon to Thurs (up to 200 people) - Dinner or Theatre Style (Day/Night)	Per Day / Night	Taxable	\$566.00	\$575.00	Non-statutory
(up to 200 people) - Dinner or Theatre Style (Fri/Sat/Sun) (Day 8 hrs)	Per Day	Taxable	\$943.00	\$975.00	Non-statutory
(up to 200 people) - Dinner or Theatre Style (Fri/Sat/Sun) (Day/Night)	Per Day / Night	Taxable	\$1,164.00	\$1,200.00	Non-statutory
(Trade Shows/Exhibitions) - (8 hrs Day or 5 hrs Evening)	Per Day / Evening	Taxable	\$1,164.00	\$1,200.00	Non-statutory
(Trade Shows/Exhibitions) - (Day / Night)	Per Day / Night	Taxable	\$1,164.00	\$1,200.00	Non-statutory
(Trade Shows/Exhibitions) - (Fri/Sat/Sun) (8 hrs Day or 5 hrs Evening)	Per Day / Evening	Taxable	\$1,236.00	\$1,275.00	Non-statutory
(Trade Shows/Exhibitions) - (Fri/Sat/Sun) (Day / Night)	Per Day / Night	Taxable	\$1,432.00	\$1,475.00	Non-statutory
(up to 100 people) - Dinner or Theatre Style (Day 8 hrs)	Per Day	Taxable	\$510.00	\$525.00	Non-statutory
(up to 100 people) - Dinner or Theatre Style (Day/Night)	Per Day / Night	Taxable	\$731.00	\$750.00	Non-statutory
Schools - Mon to Thurs (up to 100 people) - Dinner or Theatre Style (Day 8 hrs)	Per Day	Taxable	\$297.00	\$305.00	Non-statutory
Schools - Mon to Thurs (up to 100 people) - Dinner or Theatre Style (Day/Night)	Per Day / Night	Taxable	\$432.00	\$445.00	Non-statutory
(up to 100 people) - Dinner or Theatre Style (Fri/Sat/Sun) (Day 8 hrs)	Per Day	Taxable	\$731.00	\$750.00	Non-statutory
(up to 100 people) - Dinner or Theatre Style (Fri/Sat/Sun) (Day/Night 13 hrs)	Per Day / Night	Taxable	\$963.00	\$990.00	Non-statutory
KINGSTON CITY HALL - EVENT BUMP IN / OUT					
Grand Hall or Banquet Room for Event Bump In / Out held prior to / after event dates	Per Event	Taxable	\$340.00	\$350.00	Non-statutory
KINGSTON CITY HALL - FUNCTIONS ROOM					
Functions Room - A or B	Per Function	Taxable	\$46.00	\$47.00	Non-statutory
Functions Room - A & B	Per Function	Taxable	\$80.00	\$82.00	Non-statutory
Functions Room - A or B - Sat / Sun	Per Function	Taxable	\$68.00	\$70.00	Non-statutory
Functions Room - A & B - Sat / Sun	Per Function	Taxable	\$101.00	\$104.00	Non-statutory
KINGSTON CITY HALL - OTHER CHARGES					
Kingston City Hall Kitchen	Per Hour	Taxable	\$690.00	\$710.00	Non-statutory
Hourly Rate (Mon - Thurs) after block rates of hire	Per Hour	Taxable	\$289.00	\$295.00	Non-statutory
Hourly Rate (Fri - Sun) after block rates of hire	Per Hour	Taxable	\$360.00	\$370.00	Non-statutory
Basic Audio/Lighting Charge	Per Hour	Taxable	\$417.00	\$425.00	Non-statutory
Additional Audio/Lighting Charge (enquire on application)	Per Hour	Taxable	On Application	On Application	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
Technician Charges (compulsory if theatre lighting & audio is required)	Per Hour	Taxable	\$75.00	\$77.00	Non-statutory
Box Office Staff/ Ushers Mon - Fri	Per Hour	Taxable	\$54.00	\$55.00	Non-statutory
Box Office Staff/ Ushers Sat - Sun	Per Hour	Taxable	\$58.00	\$59.00	Non-statutory
Box Office Staff/ Ushers Public Holidays	Per Hour	Taxable	\$117.00	\$120.00	Non-statutory
Damage Bond - regular hirers	Per Hour	Taxable	\$691.00	\$710.00	Non-statutory
Damage Bond - one off hirers	Per Event	Taxable	\$3,460.00	\$3,550.00	Non-statutory
Damage Bond - with use of kitchen	Per Event	Taxable	\$927.00	\$950.00	Non-statutory
Rehearsals and Decorating	Per Hour	Taxable	\$160.00	\$165.00	Non-statutory
Public Liability Insurance (one-off events)	Per Event	Taxable	\$39.00	\$40.00	Non-statutory
MOORABBIN ORGAN RENTAL - KINGSTON ARTS CENTRE					
Wurlitzer Organ & Piano	Per Day	Taxable	\$65.00	\$67.00	Non-statutory
Wurlitzer Organ & Piano	Per Hour	Taxable	\$27.00	\$28.00	Non-statutory
APRA LICENCES - KINGSTON ARTS CENTRE					
Rate if music is to be played or performed	Per Function	Taxable	\$57.00	\$58.00	Non-statutory
SHIRLEY BURKE THEATRE					
Theatre Performance rate (5 hour block) - Standard	Per 5 Hour Block	Taxable	\$1,025.00	\$1,050.00	Non-statutory
Theatre Performance rate (5 hour block) - Community	Per 5 Hour Block	Taxable	\$726.00	\$750.00	Non-statutory
Additional Performance hours - Standard	Per Hour	Taxable	\$206.00	\$210.00	Non-statutory
Additional Performance hours - Community	Per Hour	Taxable	\$145.00	\$150.00	Non-statutory
Theatre Weekly rate - Standard	Per Week	Taxable	\$4,643.00	\$4,750.00	Non-statutory
Theatre Weekly rate - Community	Per Week	Taxable	\$3,288.00	\$3,400.00	Non-statutory
Theatre Weekly rate - Schools	Per Week	Taxable	\$3,953.00	\$4,075.00	Non-statutory
Theatre Rehearsal (3 hour block) - Standard	Per 3 Hour Block	Taxable	\$343.00	\$350.00	Non-statutory
Theatre Rehearsal (3 hour block) - Community	Per 3 Hour Block	Taxable	\$259.00	\$265.00	Non-statutory
Additional Theatre Rehearsal hours - Standard	Per Hour	Taxable	\$114.00	\$117.00	Non-statutory
Additional Theatre Rehearsal hours - Community	Per Hour	Taxable	\$86.00	\$88.00	Non-statutory
Foyer and Bar hire (3 hour block) - Standard	Per 3 Hour Block	Taxable	\$374.00	\$380.00	Non-statutory
Foyer and Bar hire (3 hour block) - Community	Per 3 Hour Block	Taxable	\$253.00	\$260.00	Non-statutory
Additional Foyer and bar hours - Standard	Per Hour	Taxable	\$124.00	\$127.00	Non-statutory
Additional Foyer and bar hours - Community	Per Hour	Taxable	\$84.00	\$86.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Studio hire (3 hour block) - Standard	Per 3 Hour Block	Taxable	\$114.00	\$117.00	Non-statutory
Studio hire (3 hour block) - Community	Per 3 Hour Block	Taxable	\$80.00	\$82.00	Non-statutory
Additional studio hire hours - Standard	Per Hour	Taxable	\$38.00	\$39.00	Non-statutory
Additional studio hire hours - Community	Per Hour	Taxable	\$26.50	\$27.00	Non-statutory
APRA LICENCES - SHIRLEY BURKE THEATRE					
Rate if music is to be played or performed	Per Event	Taxable	\$32.00	\$33.00	Non-statutory
SHIRLEY BURKE THEATRE - OTHER CHARGES					
Technician Charges (minimum of 3 hours)	Per Hour	Taxable	\$72.00	\$74.00	Non-statutory
Box Office Staff / Ushers - Mon to Fri (minimum of 3 hours)	Per Hour	Taxable	\$50.90	\$52.00	Non-statutory
Box Office Staff / Ushers - Sat to Sun (minimum of 3 hours)	Per Hour	Taxable	\$59.20	\$61.00	Non-statutory
Box Office Staff / Ushers - Public Holidays (minimum of 3 hours)	Per Hour	Taxable	\$115.30	\$118.00	Non-statutory
Public Liability Insurance (one-off events)	Per Event	Taxable	\$37.50	\$38.00	Non-statutory
Damage Bond	Per Event	Taxable	\$550.00	\$565.00	Non-statutory
LICENCE FEES FOR LANEWAYS					
Minimum Annual Fee	Per Year	Taxable	\$270.00	\$278.00	Non-statutory
FILMING PERMIT FEES					
Television Productions - First Full Day	Per Day	GST Free	\$610.00	\$616.00	Non-statutory
Television Productions - Each Additional Day	Per Day	GST Free	\$125.00	\$126.00	Non-statutory
Television Productions - Half Day	Per Half Day	GST Free	\$335.00	\$338.00	Non-statutory
Still Photography - First Full Day	Per Day	GST Free	\$219.00	\$221.00	Non-statutory
Still Photography - Each Additional Day	Per Day	GST Free	\$115.00	\$116.00	Non-statutory
Still Photography - Half Day	Per Half Day	GST Free	\$167.00	\$169.00	Non-statutory
Charge per Oversized Vehicle Parking	Per Vehicle	GST Free	\$37.50	\$38.00	Non-statutory
Student Productions	Per Production	GST Free	No Charge	No Charge	Non-statutory
LIBRARY FEES , AUDIO/VISUAL, INTERNET					
Interlibrary loans	Per Item	Taxable	\$5.00	\$5.00	Non-statutory
University and Interstate Interlibrary loans	Per Item	Taxable	\$28.50	\$28.50	Non-statutory
Lost and damaged books	Per Item	Taxable	Replacement Cost	Replacement Cost	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Printing	Per A4 Page	GST Free	\$0.20	\$0.20	Non-statutory
3D printing	Per Print	Taxable	\$5.00	\$5.00	Non-statutory
COMMUNITY ORGANISATION PHOTOCOPYING (LIBRARY)					
A4 - (black & white)	Per Page	GST Free	\$0.20	\$0.20	Non-statutory
A4 - (colour)	Per Page	GST Free	\$1.00	\$0.20	Non-statutory
A3 - (black & white)	Per Page	GST Free	\$0.40	\$0.20	Non-statutory
A3 - (colour)	Per Page	GST Free	\$2.00	\$0.20	Non-statutory
MEETING ROOM HIRE (LIBRARY)					
Community Groups	Per Session	Taxable	\$22.50	\$22.50	Non-statutory
Commercial Groups	Per Hour	Taxable	\$56.65	\$56.65	Non-statutory
Um	Per Session	Taxable	\$4.50	\$4.50	Non-statutory
Cups	Per Session	Taxable	\$6.80	\$6.80	Non-statutory
CLARINDA HALL HIRE HALL 1					
Community - Business Hours	Per Hour	Taxable	\$25.00	\$25.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$70.00	\$70.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$110.00	\$110.00	Non-statutory
CLARINDA HALL HIRE HALL 2					
Community - Business Hours	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$80.00	\$80.00	Non-statutory
CLARINDA HALL HIRE HALL 1 & 2 COMBINED					
Community - Business Hours	Per Hour	Taxable	\$35.00	\$35.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$80.00	\$80.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$130.00	\$130.00	Non-statutory
CLARINDA HALL HIRE HALL 1 & KITCHEN					
Community - Business Hours	Per Hour	Taxable	\$25.00	\$25.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$70.00	\$70.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
Standard - All Hours	Per Hour	Taxable	\$110.00	\$110.00	Non-statutory
CLARINDA HALL HIRE HALL 2 & KITCHEN					
Community - Business Hours	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$80.00	\$80.00	Non-statutory
CLARINDA HALL HIRE HALL 1, 2 & KITCHEN					
Community - Business Hours	Per Hour	Taxable	\$35.00	\$35.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$80.00	\$80.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$130.00	\$130.00	Non-statutory
CLARINDA MULTIPURPOSE ROOM					
Community - Business Hours	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$45.00	\$45.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$60.00	\$60.00	Non-statutory
CLARINDA KITCHEN					
Community - Business Hours	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
CLARINDA TRAINING ROOM					
Community - Business Hours	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$45.00	\$45.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
CARRUM ACTIVITY HUB - HALL					
Community	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Standard	Per Hour	Taxable	\$20.00	\$20.00	Non-statutory
CHELSEA ACTIVITY HUB HALL & KITCHEN					
Community	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
Standard	Per Hour	Taxable	\$80.00	\$80.00	Non-statutory
CHELSEA ACTIVITY HUB KITCHEN					
Community	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Standard	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
CHELSEA ACTIVITY HUB PARK MEETING ROOM					
Community	Per Hour	Taxable	\$5.00	\$5.00	Non-statutory
Standard	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
DUTY OFFICER FEE					
Community	Per Hour	Taxable	\$42.00	\$42.00	Non-statutory
Standard	Per Hour	Taxable	\$42.00	\$42.00	Non-statutory
HIRE BOND - Clarinda Community Centre					
Community	Per Hire	Taxable	\$300.00	\$300.00	Non-statutory
Standard	Per Hire	Taxable	\$500.00	\$500.00	Non-statutory
HIRE BOND - All Other Buildings					
Community	Per Hire	Taxable	\$300.00	\$300.00	Non-statutory
Standard	Per Hire	Taxable	\$300.00	\$300.00	Non-statutory
KINGSTON HERITAGE CENTRE					
Community	Per Hour	Taxable	\$5.00	\$5.00	Non-statutory
Standard	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
MELALEUCA ACTIVITY HUB - HALL					
Community	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Standard	Per Hour	Taxable	\$20.00	\$20.00	Non-statutory
MENTONE ACTIVITY HUB - HALL					
Community	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard	Per Hour	Taxable	\$70.00	\$70.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
MENTONE ACTIVITY HUB - KITCHEN					
Community	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Standard	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
MOORABBIN ACTIVITY HUB					
Community	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Standard	Per Hour	Taxable	\$25.00	\$25.00	Non-statutory
OLD CHELSEA COURT HOUSE					
Community	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Standard	Per Hour	Taxable	\$20.00	\$20.00	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - MAIN HALL					
Community - Business Hours	Per Hour	Taxable	\$25.00	\$25.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$80.00	\$80.00	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - MAIN HALL & COMMERCIAL KITCHEN					
Community - Business Hours	Per Hour	Taxable	\$30.00	\$30.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$60.00	\$60.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$110.00	\$110.00	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - COMMERCIAL KITCHEN					
Community - Business Hours	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - SMALL HALL					
Community - Business Hours	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$45.00	\$45.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
PATTERSON LAKES COMMUNITY CENTRE - SMALL HALL & COMMERCIAL KITCHEN					
Community - Business Hours	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$60.00	\$60.00	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - MULTIPURPOSE ROOM					
Community - Business Hours	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$45.00	\$45.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$60.00	\$60.00	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - MEETING ROOM (single)					
Community - Business Hours	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - MEETING ROOM COMBINED					
Community - Business Hours	Per Hour	Taxable	\$20.00	\$20.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$60.00	\$60.00	Non-statutory
SCOTT AVE COMMUNITY BUILDING					
Community	Per Hour	Taxable	\$5.00	\$5.00	Non-statutory
Standard	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
SUNDOWNER COMMUNITY CENTRE - MAIN HALL					
Community	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Standard	Per Hour	Taxable	\$25.00	\$25.00	Non-statutory
SUNDOWNER COMMUNITY CENTRE - MULTIPURPOSE ROOM					
Community	Per Hour	Taxable	\$5.00	\$5.00	Non-statutory
Standard	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
WESTALL COMMUNITY HUB - BRADY ROOM 1					

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
Community - Business Hours	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$60.00	\$60.00	Non-statutory
WESTALL COMMUNITY HUB - BRADY ROOM 2					
Community - Business Hours	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$60.00	\$60.00	Non-statutory
WESTALL COMMUNITY HUB - BRADY ROOMS 1&2 COMBINED					
Community - Business Hours	Per Hour	Taxable	\$20.00	\$20.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$60.00	\$60.00	Non-statutory
WESTALL COMMUNITY HUB - COMMERCIAL KITCHEN					
Community - Business Hours	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$50.00	\$50.00	Non-statutory
WESTALL COMMUNITY HUB - FAIRBANK ROOM & KITCHEN					
Community - Business Hours	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$70.00	\$70.00	Non-statutory
WESTALL COMMUNITY HUB - LIBRARY MEETING ROOMS					
Community - Business Hours	Per Hour	Taxable	\$15.00	\$15.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$60.00	\$60.00	Non-statutory
WESTALL COMMUNITY HUB - OFFICE SPACE					
Community - Business Hours	Per Hour	Taxable	\$5.00	\$5.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
WESTALL COMMUNITY HUB - ROOM 6					
Community - Business Hours	Per Hour	Taxable	\$10.00	\$10.00	Non-statutory
Community - After Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$40.00	\$40.00	Non-statutory
ROAD OPENING CHARGES					
Deep Lift Asphalt (over 100mm thick)	Per SQM	Taxable	\$189.50	\$195.00	Non-statutory
Asphalt over rock on macadam base	Per SQM	Taxable	\$145.00	\$150.00	Non-statutory
Road Opening Permit	Per Application	Taxable	\$140.00	\$143.00	Non-statutory
Drainage Connection Permit	Per Application	Taxable	\$140.00	\$143.00	Non-statutory
Crushed rock pavement	Per SQM	Taxable	\$82.50	\$85.00	Non-statutory
FOOTPATH OPENING CHARGES					
75mm Concrete, asphalt (minimum charge based on one bay of footpath)	Per SQM	Taxable	\$170.00	\$175.00	Non-statutory
Crossing or ROW 75mm to 150mm (minimum charge based on 2.25 sq. meters of crossing)	Per SQM	Taxable	\$181.00	\$185.00	Non-statutory
VEHICLE CROSSINGS					
Reinforced Concrete 150mm to 200mm (minimum charge based on 2.25 sq. meters)	Per SQM	Taxable	\$200.00	\$205.00	Non-statutory
Vehicle Crossing Permits	Per Application	Taxable	\$140.00	\$143.00	Non-statutory
ASSET PROTECTION					
Asset Protection Permit	Per Permit	Taxable	\$290.00	\$295.00	Non-statutory
Asset Protection Permit Extension	Per Permit	Taxable	\$145.00	\$147.50	Non-statutory
Asset Protection/Vehicle Crossing/Road Opening - additional inspection	Per Permit	Taxable	\$145.00	\$147.50	Non-statutory
Asset Protection Compliance	Per Permit	Taxable	\$166.00	\$170.00	Non-statutory
Building site make safe - Call out fee	Per Call Out	Taxable	-	\$250.00	Non-statutory
KERB & CHANNEL					
Concrete and Bluestone (minimum charge based on less than 2 meters)	Per SQM	Taxable	\$151.00	\$155.00	Non-statutory
BLOCK PAVING (BRICK PAVING)					

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Brick Paving	Per SQM	Taxable	\$173.00	\$177.00	Non-statutory
CONCRETE CHANNEL INVERT, FLOOD DISH, KERB					
Flood	Per Application	Taxable	\$151.00	\$155.00	Non-statutory
SUPERVISION OF NATURE STRIP OPENINGS					
Supervision of nature strip	Per Opening	Taxable	\$82.00	\$84.00	Non-statutory
Grass covered nature strip	Per Opening	Taxable	\$93.00	\$95.00	Non-statutory
PROJECT MANAGEMENT SERVICES					
Hourly Fee	Per Hour	Taxable	\$155.00	\$158.00	Non-statutory
PLAN CHECKING OF LAND SUBDIVISIONS					
Where certain works will become the responsibility of Council	Per Sub Division	Taxable	0.75% / construction cost	0.75% / construction cost	Non-statutory
SUPERVISION OF LAND SUBDIVISIONS					
Where Certain Works will become responsibility of Council	Per Sub Division	Taxable	2.50% / construction cost	2.50% / construction cost	Non-statutory
DEVELOPMENT PLAN CHECKING					
2 Lot development with common property	Per Development	Taxable	\$155.00	\$158.00	Non-statutory
3-4 Lot development with common property	Per Development	Taxable	\$257.00	\$262.00	Non-statutory
5-8 Lot development with common property	Per Development	Taxable	\$412.00	\$422.00	Non-statutory
9-12 Lot development with common property	Per Development	Taxable	\$618.00	\$633.00	Non-statutory
13-19 Lot development with common property	Per Development	Taxable	\$772.00	\$790.00	Non-statutory
20+ Lot development with common property	Per Development	Taxable	\$1,030.00	\$1,055.00	Non-statutory
UNIT APARTMENT DEVELOPMENT PLANS CHECKING					
Up to 20 unit apartment building	Per Development	Taxable	\$257.00	\$262.00	Non-statutory
20-60 unit apartment building	Per Development	Taxable	\$412.00	\$422.00	Non-statutory
60+ unit apartment building	Per Development	Taxable	\$618.00	\$633.00	Non-statutory
COMMERCIAL DEVELOPMENT PLANS CHECKING					

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Small commercial development (<500m2)	Per Development	Taxable	\$257.00	\$262.00	Non-statutory
Medium commercial development (500-2000m2)	Per Development	Taxable	\$618.00	\$633.00	Non-statutory
Large commercial development (2000m2+)	Per Development	Taxable	\$1,030.00	\$1,055.00	Non-statutory
INDUSTRIAL/FACTORY/WAREHOUSE DEVELOPMENTS					
Single industrial/factory/warehouse development	Per Development	Taxable	\$155.00	\$158.00	Non-statutory
2-5 industrial/factory/warehouse developments	Per Development	Taxable	\$360.00	\$370.00	Non-statutory
6+ industrial/factory/warehouse developments	Per Development	Taxable	\$567.00	\$580.00	Non-statutory
SUPERVISION OF WATER MAIN CONSTRUCTION					
Water main renewals	Per Renewal	Taxable	\$91.00	\$93.00	Non-statutory
STREET TREE REPLACEMENT					
Provide a nature strip tree	Per Tree	Taxable	Fee varies on application	Fee varies on application	Non-statutory
ON CALL HARD GARBAGE COLLECTION					
First On Call Hard Garbage Collection	Per Collection	Taxable	\$62.50	\$64.00	Non-statutory
COMMERCIAL WASTE FEE					
240 Litre Bin	Per Bin	Taxable	\$600.00	\$615.00	Non-statutory
Each additional 240 Litre Bin	Per Bin	Taxable	\$600.00	\$615.00	Non-statutory
120 Litre Bin	Per Bin	Taxable	\$440.00	\$450.00	Non-statutory
Bin Service Adjustment Fees	Per Bin	Taxable	Fee varies on application	Fee varies on application	Non-statutory
WORKING IN THE ROAD RESERVE - APPLICATION FOR CONSENT FEE					
Works other than minor works - on roadway, shoulder or pathway	Per Application	Taxable	\$694.00	\$710.00	Non-statutory
Works other than minor works - not on roadway, shoulder or pathway	Per Application	Taxable	\$385.00	\$395.00	Non-statutory
Minor works - on roadway, shoulder or pathway	Per Application	Taxable	\$178.00	\$182.00	Non-statutory
Minor works - not on roadway, shoulder or pathway	Per Application	Taxable	\$76.00	\$78.00	Non-statutory
Works other than minor works - on roadway, shoulder or pathway	Per Application	Taxable	\$307.00	\$315.00	Non-statutory
Works other than minor works - not on roadway, shoulder or pathway	Per Application	Taxable	\$76.00	\$78.00	Non-statutory
Minor works - on roadway, shoulder or pathway	Per Application	Taxable	\$178.00	\$182.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Minor works - not on roadway, shoulder or pathway	Per Application	Taxable	\$76.00	\$78.00	Non-statutory
BIN/SKIP PERMIT FEES					
Bin/Skip	Per Application	Taxable	\$477.00	\$495.00	Non-statutory
Bin/Skip Application Fee	Per Application	Taxable	\$33.50	\$35.00	Non-statutory
Bin/Skip One Day Permit	Per Application	Taxable	\$27.50	\$30.00	Non-statutory
Bin/Skip Weekly Permit	Per Application	Taxable	\$99.00	\$125.00	Non-statutory
On Road Permit	Per Application	Taxable	\$124.00	\$130.00	Non-statutory
GOODS & SIGNS					
New Permit Application Fee	Per Application	Taxable	Pro Rate for new applications	Pro Rate for new applications	Non-statutory
A-frame / Tear Drop sign	Per Application	Taxable	\$190.00	\$196.00	Non-statutory
Display goods and sign	Per Application	Taxable	\$472.00	\$486.00	Non-statutory
Display goods	Per Application	Taxable	\$408.00	\$422.00	Non-statutory
TABLES & CHAIRS					
New Permit Application Fee	Per Application	Taxable	Pro Rate for new applications	Pro Rate for new applications	Non-statutory
Up to 8 Chairs	Per Application	Taxable	\$410.00	\$422.00	Non-statutory
For each additional chair > 8	Per Application	Taxable	\$82.00	\$84.00	Non-statutory
ANIMAL RELEASE FEES					
Cat release fees	Per Animal	Taxable	Equal to Charges from Lost Dogs' Home plus \$25 admin fee	\$190.00	Non-statutory
Dog release fees	Per Animal	Taxable	Equal to Charges from Lost Dogs' Home plus \$25 admin fee	\$200.00	Non-statutory
DOG/CAT REGISTRATION					
Category 1 Cat	Per Animal	Taxable	\$171.00	\$176.00	Non-statutory
Category 2 Cat	Per Animal	Taxable	\$57.00	\$45.00	Non-statutory

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee Inc GST	2022/23 Fee Inc GST	Basis of Fee
			\$	\$	
Category 1 Cat - pensioner	Per Animal	Taxable	\$85.50	\$88.00	Non-statutory
Category 2 Cat - pensioner	Per Animal	Taxable	\$28.50	\$22.50	Non-statutory
Cat disposal / euthanasia	Per Animal	Taxable	Equal to fee charged by contractor	Equal to fee charged by contractor	Non-statutory
Category 1 Dog	Per Animal	Taxable	\$179.00	\$184.00	Non-statutory
Category 2 Dog	Per Animal	Taxable	\$59.00	\$61.00	Non-statutory
Category 1 Dog - pensioner	Per Animal	Taxable	\$89.50	\$92.00	Non-statutory
Category 2 Dog - pensioner	Per Animal	Taxable	\$29.50	\$30.50	Non-statutory
Dog disposal / euthanasia	Per Animal	Taxable	Equal to fee charged by contractor	Equal to fee charged by contractor	Non-statutory
Foster Carer dog / cat	Per Animal	Taxable	\$38.70	\$40.00	Non-statutory
Permit for excess animals on property	Per Animal	Taxable	\$172.00	\$177.00	Non-statutory
Registration of Restricted Breed / Declared Dangerous Dog, Menacing Dog	Per Animal	Taxable	\$306.00	\$315.00	Non-statutory
Impounded Livestock	Per Animal	Taxable	Equal to fee charged by contractor	Equal to fee charged by contractor	Non-statutory
Refund of Animal Registration - deceased animals	Per Animal	Taxable	-	-	Non-statutory
Domestic Animal Business	Per Animal	Taxable	\$255.00	\$262.50	Non-statutory
Database search on animal history	Per Animal	Taxable	FOI Request Fee	FOI Request Fee	Non-statutory
FIRE PREVENTION WORKS - RECOVERY COSTS					
Fire Prevention Clearance non compliance	Per Permit	Taxable	Invoice Cost + 20%	Invoice Cost + 20%	Non-statutory
Fire Prevention owners request	Per Permit	Taxable	Invoice Cost + 10%	Invoice Cost + 10%	Non-statutory
Permit to Burn	Per Permit	Taxable	\$165.00	\$170.00	Non-statutory
DERELICT & ABANDONED VEHICLES					
Reclaimed Vehicle	Per Vehicle	Taxable	\$432.00	\$445.00	Non-statutory
Storage Fee (from date of impoundment, first 5 days free to encourage quick pick up by owner)	Per Vehicle	Taxable	\$28.50	\$29.00	Non-statutory
VEGETATION PRE INSPECTION PERMIT					
Tree Inspection and Report on Private Property - Block < 800sqm	Per Tree	Taxable	\$272.00	\$280.00	Non-statutory

2022/23 Adopted Budget
CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2021/22 Fee	2022/23 Fee	Basis of Fee
			Inc GST	Inc GST	
			\$	\$	
Tree Inspection and Report on Private Property - Block > 800sqm	Per Tree	Taxable	\$380.00	\$400.00	Non-statutory
Appeal against Refusal for Tree Removal for Local Law Application	Per Application	Taxable	\$330.00	\$340.00	Non-statutory
Application for tree removal (Local Law No.5)	Per Application	Taxable	\$105.00	\$110.00	Non-statutory
MISCELLANEOUS BUILDING FEES					
ResCode 410 Siting Dispensation Report & Consent Fee	Per Application	GST Free	\$290.40	\$294.70	Statutory
Combined Allotments 502 Report & Consent Fee	Per Application	GST Free	\$290.40	\$294.70	Statutory
Subdivision 503 Report & Consent Fee	Per Application	GST Free	\$290.40	\$294.70	Statutory
Street Projection 513 Report & Consent Fee	Per Application	GST Free	\$290.40	\$294.70	Statutory
Public Area 515 Report & Consent Fee	Per Application	GST Free	\$290.40	\$294.70	Statutory
Public Protection 604 Report & Consent Fee	Per Application	GST Free	\$290.40	\$294.70	Statutory
Septic Tank 801 Report & Consent Fee	Per Application	GST Free	\$290.40	\$294.70	Statutory
Flooding 802 Report & Consent Fee	Per Application	GST Free	\$290.40	\$294.70	Statutory
Designated Land 806 Report & Consent Fee	Per Application	GST Free	\$290.40	\$294.70	Statutory
Place Public Entertainment POPE 1101 Report & Consent Fee	Per Application	GST Free	\$1,000.00	\$1,200.00	Non-statutory
Temporary Structures	Per Application	GST Free	\$570.00	\$650.00	Non-statutory
Report and Consent Re - Application Fee	Per Application	GST Free	\$160.00	\$200.00	Non-statutory
Demolition 29A Report and Consent Fee	Per Application	GST Free	\$85.20	\$85.20	Statutory
Stormwater LPD 610 Report & Consent Fee	Per Application	GST Free	\$144.70	\$144.70	Statutory
Building Permit/Hazard Information Reg 51(1) & 51 (2), (3)	Per Application	GST Free	\$52.20	\$47.90	Statutory
Council Building Swimming Pool & Spa Safety Audits per Hour	Per Application	GST Free	\$772.50	\$795.00	Non-statutory
Adjoining Owners Details for Public Protection and Siting Purposes	Per Application	GST Free	\$50.00	\$50.00	Non-statutory
Swimming Pool / Spa Barrier Registration	Per Application	GST Free	\$31.90	\$32.31	Statutory
Swimming Pool / Spa Research Fee	Per Application	GST Free	\$47.10	\$47.94	Statutory
Swimming Pool Certificate Lodgement	Per Application	GST Free	\$47.10	\$20.75	Statutory
Swimming Pool Non Compliance Fee	Per Application	GST Free	\$47.10	\$390.75	Statutory
Building Permit Information Reg 51(1) & 51 (2), (3) (48 Hour Turn around)	Per Application	GST Free	\$52.20	\$95.90	Statutory
Copies of Building Plans - Residential	Per Application	Taxable	\$105.00	\$108.00	Non-statutory
Copies of Building Plans - Commercial	Per Application	Taxable	\$210.00	\$215.00	Non-statutory

Appendix A: Budget Processes

This section lists the processes to be undertaken in order to adopt the Budget in accordance with the Local Government Act 2020 (the Act) and Local Government (Planning and Reporting) Regulations 2020 (the Regulations).

Under the Act, Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Regulations which support the Act.

The 2022/23 Budget is for the year 1 July 2022 to 30 June 2023. The Budget includes financial statements being a budgeted Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works. These statements have been prepared for the year ended 30 June 2023 in accordance with the Act and the Regulations and are consistent with the annual financial statements which are prepared in accordance with Australian Accounting Standards. The budget also includes information about the rates and charges to be levied, the capital works program to be undertaken, the human resources required, and other financial information Council requires in order making an informed decision about the adoption of the budget.

In advance of preparing the budget, officers firstly review and update Council's long-term financial projections, which includes consideration of Council's Community Panel 2021 recommendations. The preparation of the budget, within this broader context, begins with Officers preparing Departmental Business Plans identifying the operating and capital components of the annual budget between December and February. A draft consolidated budget is then prepared and various iterations are considered by Council at informal briefings during March and April, informed by Community feedback. A 'proposed' budget is then prepared in accordance with the Acts and submitted to Council for approval 'in principle' for consultation with the community.

The final step is for Council to adopt the budget after receiving and considering any comments from interested parties. The budget is required to be adopted by 30 June and a copy submitted to the Minister within 28 days of adoption. The key dates for the budget process are summarised as follows:

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Budget Process	Timing
Officers complete Department Business Plans	Jan - February 2022
Councillor Strategic workshops on the Council Plan & Budget	Feb - March 2022
Officers update Council's Long Term Financial Plan	Dec 2021 - March 2022
Community feedback sought	March 2022
Officers prepare detailed Operating & Capital Budgets	Jan - April 2022
Council Meeting to adopt draft Budget, LTFP, and Revenue & Rating Plan in principle	Monday, 23 May 2022
Community comments sought	May – June 2022
Public Information Session - online	Tuesday 31 May 2022
Council Meeting to adopt Budget, LTFP and Revenue & Rating Plan	Monday 27 June 2022
Copy of Budget, LTFP and Revenue & Rating Plan to the Minister	July 2022

Appendix B: Departmental Activities and Resources 2022/23

This section sets out the activities and associated resource requirements for each department.

The column headed 'Net' represents the amount of contribution to the overall cost of delivering this program from rate revenue. Amounts shown as '()' indicate programs where the amount of revenue achieved from sources other than rates is more than the amount of expenditure, except for the Central department which includes rates and charges as revenue.

CITY ASSETS AND ENVIRONMENT

Property and Arts

The Property and Arts department manages Kingston's commercial and community leases and licences, and the lease register.

The department also manages Council's property portfolio including acquisitions and disposal of council property, road discontinuance and title management. Other responsibilities are the provision of valuations for open space contributions, and pre-sale and purchase activities for financial reporting and insurance.

The department manages Council's legacy contaminated land including closed landfill sites.

Arts functions include the management of Kingston's three cultural facilities and five community halls. These venues provide formal visual arts spaces, theatres and major event spaces for directly programmed and 'hire in' events.

The arts team is responsible for the development, delivery and management of public art, arts grants and Kingston's key arts and cultural strategies and policies.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Property and Arts	4,905	2,383	1,820	(702)

Full Time Equivalent (FTE): 18.0

Open space

The Open Space department creates, maintains and enhances; safe, fun and resilient open spaces for all to enjoy. Services are delivered in a sustainable way, mindful of traditional owners.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Open Space	327	6,635	12,940	19,247

FTE: 76.6

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Infrastructure

The Infrastructure department is responsible for Kingston's civil infrastructure. This includes the asset management, condition assessment and planning for the upgrading and renewal of road, footpath, drainage, bridges and other infrastructure.

The department is responsible for maintenance and repairs to Council's roads, drains, footpaths, signs and street furniture and for provision of waste services to Kingston's residential premises.

The department provides a high level of traffic and transport services to our residents and ensures Kingston is a well-connected city that is active, safe and efficient.

The department provides waste services to the community, including the collection and disposal of domestic waste, food and green organics, recyclables and hard waste.

The department also coordinates Council's emergency management response including liaison with emergency services within the municipality and the region.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Infrastructure	1,627	4,505	26,225	29,102

FTE: 51.7

Active Kingston

The Active Kingston department encourages community participation in sport and leisure activities to increase physical and mental health and wellbeing.

Partnering with sports clubs/associations and the community, Active Kingston supports the planning and delivery of sport and recreation services to ensure that our recreational and sporting facilities meet the community's needs.

The department operates the Waves Leisure Centre, providing recreational and health services to all ages and physical abilities.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Active Kingston	4,932	5,724	2,365	3,156

FTE: 39.5

Project Management Office

The Project Management department is responsible for planning and delivery of the annual capital works program for the upgrading and renewal of roads, footpaths, drainage, bridges and other civil infrastructure.

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Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Project Management Office	-	751	241	992

FTE: 6.0

PLANNING AND DEVELOPMENT

City Development

The City Development department provides integrated development services to meet the needs of residents, ratepayers, the development industry and internal stakeholders. The department works with applicants to encourage environmentally sustainable development.

Council's Vegetation Local Law and Planning Appeals and Compliance is also managed by the department.

In addition to managing reports and consents as required by the Building Regulations, the department inspects high risk buildings, cladding compliance and swimming pools to ensure community safety.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
City Development	3,127	6,321	741	3,935

FTE: 57.9

City Strategy

The City Strategy department develops, manages and guides Council's strategic land use planning and policy functions across a broad range of social, economic and environmental issues.

The department plays a key role in facilitating public and private investment in Activity Centres and Green Wedge areas.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
City Strategy	512	2,260	1,467	3,216

FTE: 18.0

City Economy and Innovation

The City Economy and Innovation department supports and assists Kingston's business community including manufacturers, retailers, business and personal service providers and home-based businesses.

Its purpose is to contribute to the health and wellbeing of the Kingston community by supporting local job retention, growth and diversification, and protecting public health.

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Department	2022/23 Budget \$ '000			NET
	Income	Employee Cost	Material & Services	
City Economy and Innovation	1,322	2,584	793	2,055
FTE: 24.6				

Compliance and Amenity

The Compliance and Amenity department works with the community to provide a safer and more liveable municipality.

Responsibilities include education about and enforcement of local laws, parking, animal management for Kingston's registered animals, providing local school crossing supervisors, processing appeals and prosecutions and reducing pollution and fire risks.

The department implements policies to ensure that the amenity of existing and future populations is not adversely impacted by the changing built environment, and that Council's decisions are supported by policy and represented appropriately in external decision-making forums.

In addition, the department ensures compliance with Council requirements - including enforcement action when necessary e.g. to ensure that time-limited car parking spaces are monitored to provide customers with access to their local shops and in turn, support the local businesses.

Department	2022/23 Budget \$ '000			NET
	Income	Employee Cost	Material & Services	
Compliance and Amenity	5,777	4,650	1,404	276
FTE: 51.9				

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COMMUNITY SUSTAINABILITY

Libraries and Social Development

Libraries and Social Development provides library services, community centres and social support to the Kingston community.

Kingston's libraries provide for the recreation, information, digital inclusion and social and cultural needs of the community as well as providing community spaces which everyone can use. Many programs are provided to promote reading, literacy and lifelong learning including developing children's literacy and information literacy for adults. The department also promotes community awareness of local history and supports local historical societies.

Kingston's popular community centres provide meeting spaces for local community groups. The department works to foster strong community networks to reduce social isolation and identify and address the needs of vulnerable community members.

The department also develops social policies to promote community health and wellbeing and manages Council's community grants program.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Libraries & Social Development	1,966	8,655	3,642	10,330

FTE: 80.3

AccessCare

AccessCare's purpose is to encourage and support a connected community with enhanced health, wellbeing, and independence of individuals, groups and communities.

Together, we ensure those who are older, homeless, carers, or have disabilities are heard and empowered to make choices about things they value most, experience the best care and continue to enrich our community.

AccessCare is largely funded by the Commonwealth and Victorian Governments to support people who are older, have a disability and/or have other complex care needs, including those who are homeless or are at risk of becoming homeless.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Access Care	29,398	19,400	12,813	2,815

FTE: 219.2

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Family, Youth and Children's Services

Family, Youth and Children's Services works to improve the health, wellbeing, and educational outcomes of children, families, and young people in Kingston.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Family, Youth & Childrens' Services	17,616	18,888	2,985	4,257
FTE: 190.2				

Community Buildings

The Community Buildings department provides 'fit for purpose' community buildings and facilities that support the delivery of services to the Kingston community.

The department is also responsible for a comprehensive building operation management plan which defines strategic capital and planned maintenance investment priorities.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Community Buildings	130	3,704	5,784	9,358
FTE: 34.0				

CORPORATE SERVICES

Finance and Corporate Performance

The Finance and Corporate Performance department manages Council's finances to ensure compliance with statutory financial and reporting obligations and ensure Council's long-term financial sustainability.

Responsibilities include preparation of the Annual Budget and Long Term Financial Plan and administration of accounts receivable, accounts payable and payroll.

The department also manages corporate planning and reporting including development of the Community Vision, Council Plan, performance reporting, local government performance reporting for the Know Your Council website and business planning.

Additionally, the department oversees Council's property and rating database and the annual revaluation of properties, to ensure rate revenue is raised accurately and on time.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Finance and Corporate Performance	480	2,875	1,092	3,488
FTE: 27.0				

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Information Services and Strategy

The role of Information Service and Strategy is to provide information systems and services that ensure the quality, security and accessibility of data and information to Council.

The department is responsible for the support and development of Council's information technology and communications, information management, information services policies and the management of the software applications used by Council staff and Councillors. The hardware and applications support services operate in a 24/7 environment.

The department maintains and supports the mobile phone fleet and other mobile devices used by Council.

The department is also responsible for ensuring disaster recovery and business continuity processes are in place.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Information Services & Strategy	-	3,804	6,773	10,577

FTE: 33.1

Procurement and Contracts

The purpose of the Procurement and Contracts department is to drive excellence in procurement and contracting processes.

The department provides information and specialist advice to the organisation on procurement and contracts, overseeing tendering and contract compliance and probity, reporting organisational activity and driving best value procurement outcomes.

The department oversees, supports and advises on the appropriate management of Occupational, Health and Safety associated with Council's engagement of contractors.

In addition, the department manages Council's vehicle fleet as well as facilitating the annual review and renewal of Council's suite of insurances and managing any claims that may arise.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Procurement & Contracts	1	696	2,383	3,078

FTE: 5.6

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People Support

The People Support department supports Kingston staff to deliver Council's vision.

The department is responsible for all employment-related issues, including policy development, provision of advice and support on workplace relations issues, organisational development, training and professional development, performance management, risk management, occupational health and safety, injury management and rehabilitation.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
People Support	-	2,372	773	3,145

FTE: 23.4

Governance

The Governance department delivers both democratic governance and organisational governance.

The function of democratic governance is to facilitate and support Council and Councillors in the performance of their role, effective decision making and the implementation of those decisions.

The function of organisational governance is to drive accountability, integrity and transparency across people, processes and policies to achieve best practice governance.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Governance	52	1,061	1,005	2,014

FTE: 9.8

Communications and Community Relations

The Communications and Community Relations department provides the Kingston community with timely, relevant and accurate information and services through creative communication, multiple contact and service channels and engagement opportunities.

The department also delivers family-friendly festivals, events and opportunities for our residents to share and celebrate in their community.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Communications & Community Relations	165	4,739	2,337	6,912

FTE: 48.1

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Executive Services

This area includes the Chief Executive Officer and Executive Management Team and associated support staff.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Executive Services	-	2,522	1,956	4,478

FTE: 17.6

Central

This area includes income and expenditure of a corporate nature which, if attributed to an individual department, would distort the presentation of the budgets of that area.

Income includes rates and charges revenue, capital grants associated with capital projects, the annual allocation from the Victorian Grants Commission and interest income.

Expenditure includes the Council-funded pensioner rate rebate, finance and banking costs and non-cash items such as depreciation and bad debts.

Department	2022/23 Budget \$ '000			
	Income	Employee Cost	Material & Services	NET
Central	185,270	755	8,770	(175,745)

FTE: 0.0



1230 Nepean Highway,
Cheltenham, VIC 3192
PO Box 1000, Mentone, VIC 3194

1300 653 356

131 450

info@kingston.vic.gov.au

kingston.vic.gov.au



City of Kingston

DRAFT FINANCIAL PLAN

2022/23 TO 2031/32

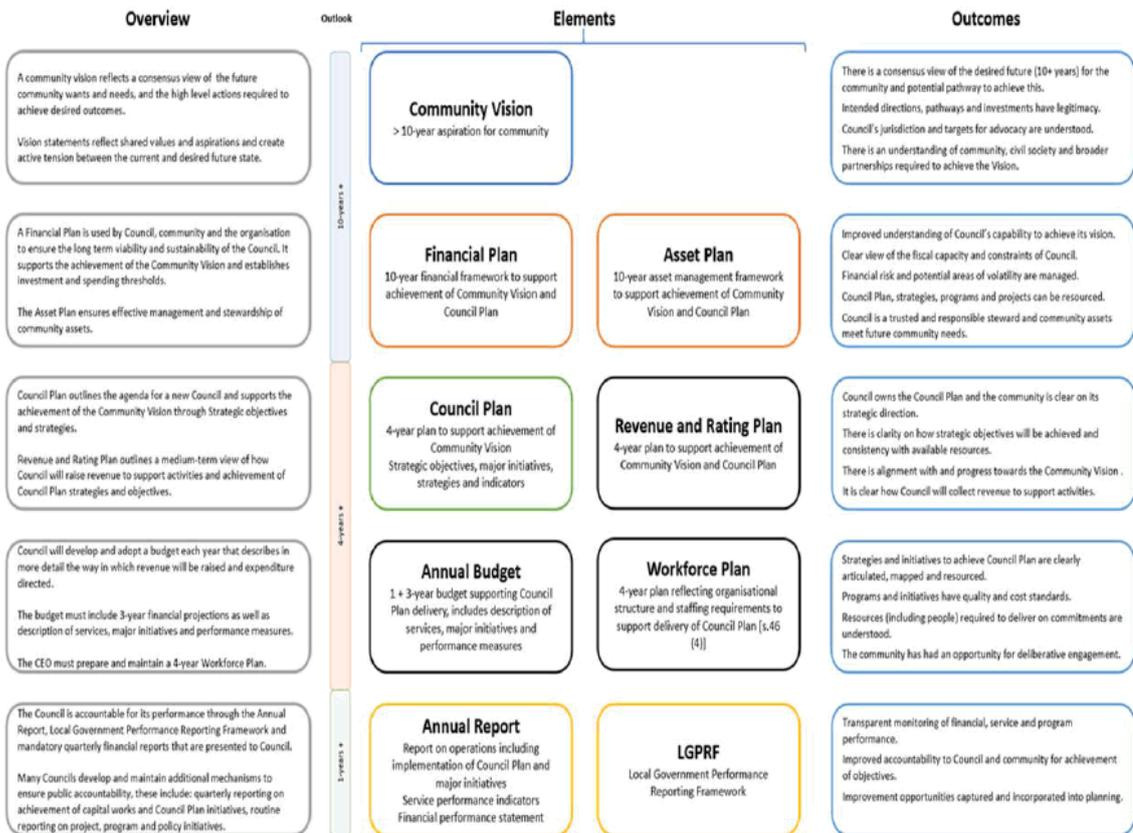


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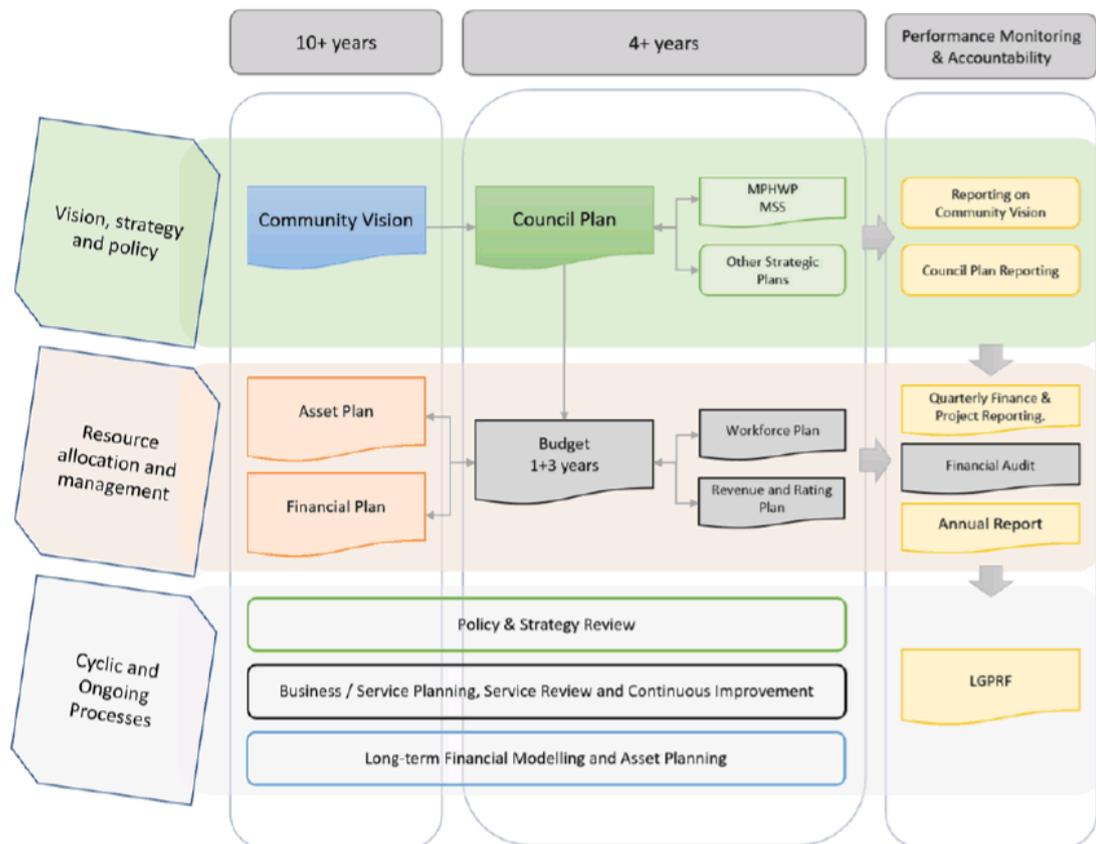
1. Legislative Requirements

This section describes how the Financial Plan links to the achievement of the Community Vision and the Council Plan within the Integrated Strategic Planning & Reporting framework. This framework guides Council in identifying community needs and aspirations over the long term (Community Vision), medium term (Council Plan) and short term (Annual Budget) and then holding itself accountable (Annual Report).

The following diagram provides an overview of the core legislated elements of an integrated strategic planning and reporting framework and outcomes.



The following figure demonstrates how each element might inform or be informed by other parts of the integrated framework.



1.1 Strategic Planning Principles

The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is developed in the context of the following strategic planning principles:

- Council has an integrated approach to planning, monitoring and performance reporting.
- Council's financial plan addresses the Community Vision by funding the aspirations of the Council Plan. The Council Plan aspirations and actions are formulated in the context of the Community Vision.
- The Financial Plan statements articulate the 10-year financial resources necessary to implement the goals and aspirations of the Council Plan to achieve the Community Vision.
- Council's strategic planning principles identify and address the risks to effective implementation of the Financial Plan. The financial risks are included at section 1.2.2 below.
- The Financial Plan provides for the strategic planning principles of progress monitoring of progress and reviews to identify and adapt to changing circumstances.

1.2 Financial Management Principles

The Financial Plan demonstrates the following financial management principles:

- 1.2.1 Revenue, expenses, assets, liabilities, investments and financial transactions are managed in accordance with Council's financial policies and strategic plans.
- 1.2.2 Management of the following financial risks:
 - a) the financial viability of the Council (refer to section 2.1 Financial Policy Statements).
 - b) the management of current and future liabilities of the Council. The estimated 10 year-liabilities are disclosed in section 3.2 Balance Sheet projections.
 - c) the beneficial enterprises of Council (where appropriate).
- 1.2.3 Financial policies and strategic plans are designed to provide financial stability and predictability to the community.
- 1.2.4 Council maintains accounts and records that explain its financial operations and financial position (refer section 3 Financial Statements)

1.3 Engagement Principles

Council has developed a comprehensive community engagement framework. As part of this framework, Council recently gathered a community panel of 45 independently selected community members, bringing together a diverse group of people who reflect the broader community. Council sought feedback from the panel on the Financial Plan.

1.4 Service Performance Principles

Council services are designed to be purpose driven, targeted to community needs and value for money. The service performance principles are listed below:

- a) Services are provided in an equitable manner and are responsive to the diverse needs of the community. The Council Plan is designed to identify the key services and projects to be delivered to the community. The Financial Plan provides the mechanism to demonstrate how the service aspirations within the Council Plan may be funded.
- b) services should be accessible to the members of the municipal community for whom the services are intended;

- c) quality and costs standards for services set by the Council should provide good value to the municipal community;
- d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;
- e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.

1.5 Asset Plan Integration

Integration to the Asset Plan is a key principle of the Council's strategic financial planning principles. The purpose of this integration is designed to ensure that future funding is allocated in a manner that supports service delivery in terms of the plans and the effective management of Council's assets into the future.

The Asset Plan identifies the operational and strategic practices which will ensure that Council manages assets across their life cycle in a financially sustainable manner. The Asset Plan, and associated asset management policies, provide council with a sound base to understand the risk associated with managing its assets for the community's benefit.

The Asset Plan is designed to inform the 10-year Financial Plan by identifying the amount of capital renewal, backlog and maintenance funding that is required over the life of each asset category. The level of funding will incorporate knowledge of asset condition, the risk assessment issues as well as the impact of reviewing and setting intervention and service levels for each asset class.

In addition to identifying the operational and strategic practices that ensure that Council manages assets across their life cycle in a financially sustainable manner, the Asset Plan quantifies the asset portfolio and the financial implications of those practices. Together the Financial Plan and Asset Plan seek to balance projected investment requirements against projected budgets.

2. Financial Plan Context

This section describes the context and external / internal environment and consideration in determining the 10-year financial projections and assumptions.

2.1 Financial Policy Statements

This section defines the policy statements, and associated measures, that demonstrates Council's financial sustainability to fund the aspirations of the Community Vision and the Council Plan.

Policy Statement	Measure	Target	Forecast										
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	
Consistent underlying surplus results	Adjusted underlying result greater than 0%	> 0%	4.76%	-0.62%	-0.76%	-1.41%	-1.81%	-1.97%	-1.84%	-1.19%	-1.01%	-1.00%	-0.34%
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due.	Current Assets / Current liabilities greater than 1.50	> 1.5	2.31	2.01	1.92	2.46	2.25	2.27	2.29	2.25	2.45	2.69	2.95
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life.	Asset renewal and upgrade expenses / Depreciation above 100%	> 100%	178%	164%	124%	138%	123%	114%	91%	97%	72%	76%	76%
That Council applies loan funding to new capital and maintains total borrowings in line with rate income and growth of the municipality.	Total borrowings / Rate revenue to remain below 40%	< 40%	0%	0%	0%	31%	29%	27%	25%	23%	21%	19%	17%
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required.	Unrestricted cash / current liabilities to be maintained above 100%	> 100%	144%	102%	76%	118%	87%	88%	79%	85%	60%	69%	80%

2.2 Strategic Actions

Following a series of community engagement activities, Council has identified the following strategic actions that will support the aspirations of the Council Plan.

The strategic actions are included in the 10-year financial plan and, where appropriate, referenced in the commentary associated with the 10-year Comprehensive Income Statement and the 10-year Statement of Capital Works.

- Increase investment in renewal capital to reduce the escalating risk and maintenance of aging infrastructure.
- Additional funding to address climate change.
- Debt funding to be applied to growth infrastructure where necessary.
- Maintaining current service levels.

2.3 Assumptions to the financial plan statements

This section presents information regarding the assumptions to the Comprehensive Income Statement for the 10 years from 2022/23 to 2031/32. The assumptions comprise the annual escalations / movement for each line item of the Comprehensive Income Statement.

Escalation Factors % movement	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
CPI	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Growth	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Rates and charges	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Statutory fees and fines	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
User fees	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Grants - Operating	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Grants - Capital	As per Capital Works program									
Contributions - monetary	Based on Planning Trend									
Other income	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Employee costs	As per Council's Enterprise Agreement, and Superannuation Guarantee									
Materials and services	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Depreciation & Amortisation	As per Additions from Capital Works program									
Other expenses	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%

2.3.1 Rates and charges

Average base rate revenue will increase by 1.75% for the 2022/23 year, based on the state government rate cap, with estimated future annual increases of 1.75% per annum for the ensuing years of the long term financial plan.

Waste charges are proposed to increase in order to cover the total costs of waste management incurred across the municipal district. Future years waste charges are estimated to increase in line with the growth % increase to ensure Council continues to recover the full costs of providing waste services.

2.3.2 Statutory fees and fines

The Financial Plan indexes statutory fees, set by legislation by 1%. This is often a best case scenario given some fees are outside of the control of Council and therefore may be subject to increases less than CPI, and in many cases, don't increase at all.

2.3.3 User fees

Revenue from user fees is expected to increase by 3% for the 2022/23 year. Details of user fees for the 2022/23 budget year can be found in Council's schedule of Fees and Charges that is adopted in conjunction with the budget.

Revenue increases for the ensuing years are based on a conservative annual rate of increase of 3%.

2.3.4 Grants

Council currently receives grants for tied (specific purpose grants) and un-tied Financial Assistance grant funding received via the Victorian Local Government Grants Commission (VLGGC). Operating grants are expected to increase on an annual basis by approximately 1%.

2.3.5 Contributions

Council receives Open Space Contributions from developers. These contributions represent funds to enable council to provide the necessary infrastructure and infrastructure improvements to accommodate development growth. These contributions are statutory contributions and are transferred to a restricted reserve until utilised for a specific purpose through the capital works program or delivered as works in kind by developers.

2.3.6 Other income

Revenue from other income mainly comprises investment income plus the recovery income from a variety of sources and rental income received from the hire of Council facilities.

2.3.7 Employee costs

The 2022/23 year includes a 3.05% increase for employee costs that mainly reflects the salary increase for all staff pursuant to the Enterprise Bargaining Agreement and superannuation guarantee increase.

The ensuing years, from 2022/23 to 2030/31, reflect annual increases to provide for annual EBA and superannuation guarantee increases.

2.3.8 Materials and services

Materials and services costs include items required for the maintenance and repairs of Council buildings, roads, drains and footpaths which are more driven by contract pricing. Council's payments to family day carers are also included under this category. Other associated costs included are utilities, materials for the supply of meals on wheels and consumable items for a range of services. These costs are kept to within CPI levels year on year.

2.3.9 Depreciation & amortisation

Depreciation estimates have been based on the projected capital spending contained within this LTFS document. Depreciation has been further increased by the indexing of the replacement cost of Council's fixed assets.

2.3.10 Borrowing costs

Borrowing costs comprise the interest expense to service Council's loan portfolio that is described in Section 5.1 Borrowing Plan. At the end of June 2022, Council is expecting to be debt free.

2.3.11 Other expenses

Other expenses include administration costs such as Councillor allowances and audit costs associated with the day to day running of Council.

2.4 Other Matters impacting the 10-year financial projections

Description of the current challenges and expected future events likely to impact the Financial Plan projections.

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme. As a result of the volatility in financial markets, the likelihood of making such contributions in future periods exists.

3. Financial Plan Statements

This section presents information regarding the Financial Plan Statements for the 10 years from 2022/23 to 2031/32.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

3.1 Comprehensive Income Statement

	Forecast										
	2022/23	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income											
Rates and charges	155,503	159,733	164,135	168,644	173,265	178,001	182,854	187,831	192,933	198,166	203,534
Statutory fees and fines	8,676	9,870	9,969	10,088	10,189	10,271	10,373	10,477	10,582	10,688	10,793
User fees	15,847	20,439	21,052	21,664	22,334	23,004	23,695	24,405	25,138	25,892	26,668
Grants - Operating	44,734	43,518	43,953	44,393	44,837	45,285	45,738	46,195	46,657	47,124	47,595
Grants - Capital	18,679	15,834	3,268	5,818	5,818	5,818	5,818	5,818	5,818	5,818	5,818
Contributions - monetary	-	776	680	2,330	330	330	330	330	330	330	330
Contributions - non-monetary	5,185	6,025	6,890	6,990	6,450	6,310	6,350	6,340	6,320	6,170	6,232
Other income	1,312	1,313	1,326	1,339	1,353	1,366	1,380	1,394	1,408	1,422	1,436
Total income	249,936	257,508	251,273	261,267	264,556	270,385	276,538	282,790	289,165	295,609	302,407
Expenses											
Employee costs	98,548	105,283	108,495	111,804	115,214	118,182	121,165	124,254	127,423	130,672	134,004
Materials and services	90,382	97,699	99,124	100,611	102,120	103,652	105,206	106,784	108,386	110,012	111,662
Depreciation	29,240	36,695	38,824	40,585	42,085	44,000	45,385	46,860	48,080	49,698	49,699
Amortisation - intangible assets	80	300	300	300	300	300	300	-	-	-	-
Amortisation - right of use assets	1,000	1,250	1,250	1,250	1,250	1,250	1,250	-	-	-	-
Bad and doubtful debts	25	30	30	30	30	30	30	30	30	30	30
Borrowing costs	31	-	-	937	897	856	815	772	729	685	645
Finance Costs - leases	435	300	300	300	300	300	300	300	300	300	300
Other expenses	641	651	661	671	681	691	701	712	723	733	744
Net loss on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-
Total expenses	220,382	242,388	249,203	256,677	263,097	269,451	275,372	279,933	285,891	292,351	297,254
Surplus (deficit) for the year	29,554	15,120	2,070	4,590	1,459	934	1,166	2,857	3,294	3,258	5,153
Other comprehensive income											
Items that will not be reclassified to surplus or deficit in future periods											
Net asset revaluation (increase) / (decrease)	150	100	100	100	100	1,000	100	100	100	100	100
Share of other comprehensive income of associates and joint ventures	-	-	-	-	-	-	-	-	-	-	-
Items that may be reclassified to surplus or deficit in future periods (detail as appropriate)	-	-	-	-	-	-	-	-	-	-	-
Total comprehensive result	29,704	15,220	2,170	4,690	1,559	1,934	1,266	2,957	3,394	3,358	5,253

3.2 Balance Sheet

	Forecast										
	2022/23	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Assets											
Current assets											
Cash and cash equivalents	133,242	105,699	92,471	129,923	111,940	108,473	105,720	98,472	107,764	120,018	134,044
Trade and other receivables	20,257	27,354	34,645	38,762	42,990	47,332	51,791	56,369	61,071	65,899	70,856
Other financial assets	-	-	-	-	-	-	-	-	-	-	-
Inventories	-	-	-	-	-	-	-	-	-	-	-
Non-current assets classified as held for sale	980	980	980	980	980	980	980	980	980	980	980
Other assets	1,214	1,214	1,214	1,214	1,214	1,214	1,214	1,214	1,214	1,214	1,214
Total current assets	155,673	135,228	129,290	170,859	157,104	157,978	156,685	157,015	171,009	188,091	207,073
Non-current assets											
Trade and other receivables	-	-	-	-	-	-	-	-	-	-	-
Other financial assets	250	250	250	250	250	250	250	250	250	250	250
Investments in associates, joint arrangement and subsidiaries	-	-	-	-	-	-	-	-	-	-	-
Property, infrastructure, plant & equipment	2,822,122	2,858,757	2,867,883	2,880,000	2,894,320	2,893,494	2,892,077	2,895,185	2,882,073	2,865,843	2,849,612
Right-of-use assets	9,178	7,928	6,678	5,128	3,578	2,028	478	478	478	478	478
Investment property	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900	3,900
Intangible assets	754	454	154	154	154	154	154	154	154	154	154
Total non-current assets	2,836,204	2,871,289	2,878,865	2,889,432	2,902,202	2,899,826	2,896,859	2,899,967	2,886,855	2,870,625	2,854,394
Total assets	2,991,877	3,006,517	3,008,155	3,060,291	3,059,305	3,057,804	3,056,544	3,056,981	3,057,864	3,058,716	3,061,468
Liabilities											
Current liabilities											
Trade and other payables	16,377	16,377	16,377	16,377	16,377	16,377	16,377	16,377	16,377	16,377	16,377
Trust funds and deposits	9,864	9,864	9,864	9,864	9,864	9,864	9,864	9,864	9,864	9,864	9,864
Unearned income	16,977	16,977	16,977	16,977	16,977	16,977	16,977	16,977	16,977	16,977	16,977
Provisions	23,286	23,286	23,286	23,286	23,286	23,286	23,286	23,286	23,286	23,286	23,286
Interest-bearing liabilities	-	-	-	2,113	2,154	2,195	2,237	2,280	2,324	2,369	2,415
Lease liabilities	922	922	922	922	922	922	922	922	922	922	922
Total current liabilities	67,426	67,426	67,426	69,539	69,580	69,621	69,663	69,706	69,750	69,795	69,841
Non-current liabilities											
Provisions	1,929	1,929	1,929	1,929	1,929	1,929	1,929	1,929	1,929	1,929	1,929
Interest-bearing liabilities	-	-	-	45,814	43,661	41,466	39,228	36,948	34,624	32,255	29,840
Lease liabilities	9,634	9,154	8,722	8,341	8,009	7,727	7,496	7,314	7,182	7,100	7,069
Total non-current liabilities	11,563	11,083	10,651	56,084	53,599	51,122	48,653	46,191	43,735	41,284	38,837
Total liabilities	78,989	78,509	78,077	125,623	123,178	120,743	118,316	115,897	113,485	111,079	108,678
Net assets	2,912,888	2,928,008	2,930,078	2,934,668	2,936,127	2,937,061	2,938,227	2,941,084	2,944,378	2,947,637	2,952,789
Equity											
Accumulated surplus	1,487,171	1,501,065	1,500,588	1,497,196	1,494,655	1,499,729	1,494,745	1,491,462	1,488,636	1,485,924	1,484,896
Asset revaluation reserve	1,389,825	1,389,825	1,389,825	1,389,825	1,389,825	1,389,825	1,389,825	1,389,825	1,389,825	1,389,825	1,389,825
Other reserves	35,892	37,118	39,664	47,647	51,647	47,507	53,657	59,797	65,917	71,887	78,069
Total equity	2,912,888	2,928,008	2,930,078	2,934,668	2,936,127	2,937,061	2,938,227	2,941,084	2,944,378	2,947,637	2,952,789

3.3 Statement of Changes in Equity

	Total	Accumulated Surplus	Revaluation Reserve	Other Reserves
	\$'000	\$'000	\$'000	\$'000
Forecast 2021-2022				
Balance at beginning of the financial year	2,883,184	1,458,509	1,389,825	34,850
Surplus/(deficit) for the year	29,704	29,704	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(7,786)	-	7,786
Transfers from other reserves	-	6,744	-	(6,744)
Balance at end of the financial year	2,912,888	1,487,171	1,389,825	35,892
2022-2023				
Balance at beginning of the financial year	2,912,888	1,487,171	1,389,825	35,892
Surplus/(deficit) for the year	15,120	15,120	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(12,626)	-	12,626
Transfers from other reserves	-	11,400	-	(11,400)
Balance at end of the financial year	2,928,008	1,501,065	1,389,825	37,118
2023-2024				
Balance at beginning of the financial year	2,928,008	1,501,065	1,389,825	37,118
Surplus/(deficit) for the year	2,070	2,070	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(9,537)	-	9,537
Transfers from other reserves	-	6,990	-	(6,990)
Balance at end of the financial year	2,930,078	1,500,588	1,389,825	39,664
2024-2025				
Balance at beginning of the financial year	2,930,078	1,500,588	1,389,825	39,664
Surplus/(deficit) for the year	4,590	4,590	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(9,683)	-	9,683
Transfers from other reserves	-	1,700	-	(1,700)
Balance at end of the financial year	2,934,668	1,497,196	1,389,825	47,647
2025-2026				
Balance at beginning of the financial year	2,934,668	1,497,196	1,389,825	47,647
Surplus/(deficit) for the year	1,459	1,459	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,450)	-	6,450
Transfers from other reserves	-	2,450	-	(2,450)
Balance at end of the financial year	2,936,127	1,494,655	1,389,825	51,647

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2026-2027				
Balance at beginning of the financial year	2,936,127	1,494,655	1,389,825	51,647
Surplus/(deficit) for the year	934	934	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,310)	-	6,310
Transfers from other reserves	-	10,450	-	(10,450)
Balance at end of the financial year	2,937,061	1,499,729	1,389,825	47,507
2027-2028				
Balance at beginning of the financial year	2,937,061	1,499,729	1,389,825	47,507
Surplus/(deficit) for the year	1,166	1,166	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,350)	-	6,350
Transfers from other reserves	-	200	-	(200)
Balance at end of the financial year	2,938,227	1,494,745	1,389,825	53,657
2028-2029				
Balance at beginning of the financial year	2,938,227	1,494,745	1,389,825	53,657
Surplus/(deficit) for the year	2,857	2,857	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,340)	-	6,340
Transfers from other reserves	-	200	-	(200)
Balance at end of the financial year	2,941,084	1,491,462	1,389,825	59,797
2029-2030				
Balance at beginning of the financial year	2,941,084	1,491,462	1,389,825	59,797
Surplus/(deficit) for the year	3,294	3,294	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,320)	-	6,320
Transfers from other reserves	-	200	-	(200)
Balance at end of the financial year	2,944,378	1,488,636	1,389,825	65,917
2030-2031				
Balance at beginning of the financial year	2,944,378	1,488,636	1,389,825	65,917
Surplus/(deficit) for the year	3,258	3,258	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,170)	-	6,170
Transfers from other reserves	-	200	-	(200)
Balance at end of the financial year	2,947,637	1,485,924	1,389,825	71,887
2031-2032				
Balance at beginning of the financial year	2,947,637	1,485,924	1,389,825	71,887
Surplus/(deficit) for the year	5,153	5,153	-	-
Net asset revaluation increment/(decrement)	-	-	-	-
Transfers to other reserves	-	(6,232)	-	6,232
Transfers from other reserves	-	50	-	(50)
Balance at end of the financial year	2,952,789	1,484,896	1,389,825	78,069

3.4 Statement of Cash Flows

	Forecast 2022/23	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)										
Cash flows from operating activities											
Rates and charges	152,393	153,344	157,570	165,272	169,800	174,441	179,197	184,074	189,074	194,203	199,463
Statutory fees and fines	8,590	9,623	9,719	9,817	9,915	10,014	10,114	10,215	10,317	10,421	10,525
User fees	15,688	19,928	20,528	21,142	21,776	22,429	23,102	23,795	24,509	25,244	26,002
Grants - operating	44,734	43,518	43,953	44,393	44,837	45,285	45,738	46,195	46,657	47,124	47,595
Grants - capital	18,679	15,834	3,268	5,818	5,818	5,818	5,818	5,818	5,818	5,818	5,818
Contributions - monetary	5,185	6,801	7,570	9,320	6,780	6,640	6,880	6,670	6,650	6,500	6,562
Other receipts	1,312	1,313	1,328	1,339	1,353	1,368	1,380	1,394	1,408	1,422	1,436
Employee costs	(98,548)	(105,283)	(108,495)	(111,804)	(115,214)	(118,152)	(121,165)	(124,254)	(127,423)	(130,672)	(134,004)
Materials and services	(90,382)	(97,659)	(99,124)	(100,611)	(102,120)	(103,652)	(105,208)	(106,784)	(108,388)	(110,012)	(111,662)
Other payments	(641)	(651)	(661)	(671)	(681)	(691)	(701)	(712)	(723)	(733)	(744)
Net cash provided by/(used in) operating activities	57,010	46,768	35,653	44,015	42,264	43,499	44,957	46,411	47,902	49,314	50,989
Cash flows from investing activities											
Payments for property, infrastructure, plant and equipment	(65,791)	(73,430)	(48,050)	(52,771)	(56,505)	(44,175)	(44,068)	(50,068)	(35,068)	(33,568)	(33,568)
Payments for intangibles	-	-	-	-	-	-	-	-	-	-	-
Proceeds from sale of property, infrastructure, plant and equipment	150	100	100	100	100	1,000	100	100	100	100	100
Payments for investments	-	-	-	-	-	-	-	-	-	-	-
Proceeds from sale of investments	-	-	-	-	-	-	-	-	-	-	-
Net cash provided by/(used in) investing activities	(65,641)	(73,330)	(47,950)	(52,671)	(56,405)	(43,175)	(43,968)	(49,968)	(34,968)	(33,468)	(33,468)
Cash flows from financing activities											
Borrowing costs	(31)	-	-	(937)	(897)	(856)	(815)	(772)	(729)	(685)	(595)
Proceeds from borrowings	-	-	-	50,000	-	-	-	-	-	-	-
Repayment of borrowings	(687)	-	-	(2,073)	(2,113)	(2,154)	(2,195)	(2,237)	(2,280)	(2,324)	(2,369)
Interest paid - lease liability	(435)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)
Repayment of lease liabilities	-	(480)	(432)	(382)	(332)	(282)	(232)	(182)	(132)	(82)	(32)
Net cash provided by/(used in) financing activities	(1,153)	(980)	(932)	46,108	(3,842)	(3,792)	(3,742)	(3,692)	(3,642)	(3,592)	(3,496)
Net increase/(decrease) in cash & cash equivalents	(9,784)	(27,542)	(13,229)	37,453	(17,983)	(3,467)	(2,752)	(7,249)	9,293	12,254	14,025
Cash and cash equivalents at the beginning of the financial year	143,026	133,242	105,699	92,471	129,923	111,940	108,473	105,720	98,472	107,764	120,018
Cash and cash equivalents at the end of the financial year	133,242	105,699	92,471	129,923	111,940	108,473	105,720	98,472	107,764	120,018	134,044

3.5 Statement of Capital Works

	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property											
Land	-	14,600	-	-	-	8,000	-	-	-	-	-
Land improvements	400	845	2,155	300	170	315	315	315	315	315	315
Total land	400	15,445	2,155	300	170	8,315	315	315	315	315	315
Buildings	272	-	-	-	-	-	-	-	-	-	-
Heritage buildings	-	-	-	-	-	-	-	-	-	-	-
Building improvements	29,868	34,744	14,946	3,716	8,506	12,666	12,666	12,666	3,458	3,458	3,458
Leasehold improvements	-	-	-	-	-	-	-	-	-	-	-
Total buildings	29,940	34,744	14,946	3,716	8,506	12,666	12,666	12,666	3,458	3,458	3,458
Total property	30,340	50,189	17,101	4,016	8,676	20,981	12,981	12,981	3,773	3,773	3,773
Plant and equipment											
Heritage plant and equipment	-	-	-	-	-	-	-	-	-	-	-
Plant, machinery and equipment	252	150	300	300	300	300	300	300	300	300	300
Fixtures, fittings and furniture	445	200	500	850	200	-	200	200	200	200	200
Computers & Telecommunications	875	1,950	380	380	380	1,780	380	380	380	380	380
Library books	1,121	950	1,166	1,181	1,213	1,237	1,181	1,181	1,181	1,181	1,181
Total plant and equipment	2,692	3,250	2,346	2,711	2,093	3,317	2,081	2,081	2,081	2,081	2,081
Infrastructure											
Roads	13,337	9,004	11,368	10,118	10,618	10,800	10,618	11,618	10,618	10,618	10,618
Bridges	900	-	-	-	750	750	750	750	750	750	750
Footpaths & Cycleways	1,738	1,470	1,480	850	850	850	1,480	2,442	850	850	850
Drainage	2,750	2,450	3,350	3,350	3,550	5,750	3,350	5,750	3,550	3,050	3,050
Recreational, Leisure & Community Facilities	6,897	4,595	8,375	26,635	28,335	1,035	7,737	8,375	8,375	7,875	7,375
Waste management	-	-	-	-	-	-	-	-	-	-	-
Parks, open space and streetscapes	10,185	7,281	8,070	10,991	7,683	6,741	10,991	11,991	10,991	10,491	10,991
Aerodromes	-	-	-	-	-	-	-	-	-	-	-
Off Street Carparks	2,680	750	-	-	-	-	-	-	-	-	-
Other infrastructure	1,271	1,441	2,980	1,100	950	950	1,100	1,100	1,100	1,100	1,100
Total infrastructure	39,758	28,991	35,603	53,044	52,736	26,876	36,026	42,026	36,234	34,734	34,734
Total capital works expenditure	72,791	80,430	55,050	59,771	63,505	51,175	51,088	57,088	42,068	40,568	40,568
Represented by:											
New asset expenditure	14,719	23,726	7,720	26,559	30,590	24,651	24,599	27,490	20,264	19,542	19,542
Asset renewal expenditure	3,139	39,949	33,965	29,162	28,995	23,365	23,316	26,056	19,207	18,522	18,522
Asset expansion expenditure	36,564	10,528	7,130	50	50	40	40	45	33	32	32
Asset upgrade expenditure	18,368	6,228	6,235	4,000	3,870	3,119	3,112	3,478	2,564	2,472	2,472
Total capital works expenditure	72,790	80,430	55,050	59,771	63,505	51,175	51,088	57,088	42,068	40,568	40,568
Funding sources represented by:											
Grants	18,679	15,834	3,268	5,818	5,818	5,818	5,818	5,818	5,818	5,818	5,818
Contributions	510	801	350	2,000	-	-	-	-	-	-	-
Council cash	53,601	63,995	51,432	1,953	57,687	45,357	45,250	51,250	36,250	34,750	34,750
Borrowings	-	-	-	50,000	-	-	-	-	-	-	-
Total capital works expenditure	72,790	80,430	55,050	59,771	63,505	51,175	51,088	57,088	42,068	40,568	40,568

3.6 Statement of Human Resources

Staff expenditure	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
Total staff expenditure										
Male	31,019	31,965	32,940	33,944	34,810	35,697	36,608	37,541	38,499	39,480
Female	65,534	67,533	69,593	71,715	73,544	75,419	77,343	79,315	81,337	83,411
Self-described gender	-	-	-	-	-	-	-	-	-	-
Casuals, temps, & other expenditure	8,731	8,998	9,272	9,555	9,799	10,048	10,305	10,567	10,837	11,113
Total staff expenditure	105,284	108,495	111,804	115,214	118,152	121,165	124,255	127,423	130,673	134,005
Permanent full time										
Male	28,317	29,181	30,071	30,988	31,778	32,589	33,420	34,272	35,146	36,042
Female	42,581	43,880	45,218	46,697	47,785	49,004	50,253	51,535	52,849	54,197
Self-described gender	-	-	-	-	-	-	-	-	-	-
Total	70,898	73,060	75,289	77,585	79,564	81,592	83,673	85,807	87,995	90,239
Permanent part time										
Male	2,701	2,784	2,869	2,956	3,032	3,109	3,188	3,269	3,353	3,438
Female	22,953	23,653	24,375	25,118	25,759	26,415	27,089	27,780	28,488	29,215
Self-described gender	-	-	-	-	-	-	-	-	-	-
Total	25,655	26,437	27,243	28,074	28,790	29,524	30,277	31,049	31,841	32,653
Casuals & Other Staff Expenses	8,731	8,998	9,272	9,555	9,799	10,048	10,305	10,567	10,837	11,113
Total	105,284	108,495	111,804	115,214	118,152	121,165	124,255	127,423	130,673	134,005

Staff numbers	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
Total staff numbers										
Male	314	314	314	314	314	314	314	314	314	314
Female	704	704	704	704	704	704	704	704	704	704
Self-described gender	-	-	-	-	-	-	-	-	-	-
Casuals	15	15	15	15	15	15	15	15	15	15
Total staff numbers	1,032									
Permanent full time										
Male	276	276	276	276	276	276	276	276	276	276
Female	428	428	428	428	428	428	428	428	428	428
Self-described gender	-	-	-	-	-	-	-	-	-	-
Total	704									
Permanent part time										
Male	38	38	38	38	38	38	38	38	38	38
Female	276	276	276	276	276	276	276	276	276	276
Self-described gender	-	-	-	-	-	-	-	-	-	-
Total	314									
Casuals & Temps	15									
Total staff numbers	1,032									

3.7 Planned Human Resource Expenditure

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Planning and Development										
Permanent - Full time	12,852	13,244	13,648	14,084	14,423	14,790	15,168	15,554	15,951	16,358
Women	7,614	7,846	8,085	8,332	8,544	8,762	8,986	9,215	9,450	9,691
Men	5,238	5,398	5,563	5,732	5,879	6,028	6,182	6,340	6,501	6,667
Persons of self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	1,948	2,008	2,069	2,132	2,187	2,242	2,300	2,358	2,418	2,480
Women	863	889	916	944	969	993	1,019	1,045	1,071	1,098
Men	1,085	1,119	1,153	1,188	1,218	1,249	1,281	1,314	1,347	1,382
Persons of self-described gender	0	0	0	0	0	0	0	0	0	0
Total Planning and Development	14,800	15,252	15,717	16,196	16,609	17,033	17,467	17,912	18,369	18,838
City Assets and Environment										
Permanent - Full time	16,281	16,778	17,290	17,817	18,271	18,737	19,215	19,705	20,208	20,723
Women	5,714	5,888	6,088	6,253	6,412	6,576	6,744	6,918	7,092	7,273
Men	10,567	10,889	11,221	11,564	11,858	12,161	12,471	12,789	13,115	13,450
Persons of self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	1,170	1,205	1,242	1,280	1,313	1,346	1,380	1,416	1,452	1,489
Women	864	890	918	946	970	994	1,020	1,046	1,073	1,100
Men	305	315	324	334	343	351	360	370	379	389
Persons of self-described gender	0	0	0	0	0	0	0	0	0	0
Total City Assets and Environment	17,451	17,983	18,532	19,097	19,584	20,083	20,595	21,121	21,659	22,212
Community Sustainability										
Permanent - Full time	25,403	26,178	26,976	27,799	28,508	29,235	29,980	30,745	31,529	32,333
Women	19,750	20,352	20,973	21,613	22,164	22,729	23,309	23,903	24,512	25,138
Men	5,654	5,826	6,004	6,187	6,345	6,506	6,672	6,843	7,017	7,196
Persons of self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	20,882	21,313	21,983	22,633	23,210	23,802	24,409	25,031	25,669	26,324
Women	19,489	20,083	20,696	21,327	21,871	22,428	23,000	23,587	24,188	24,805
Men	1,194	1,230	1,288	1,306	1,339	1,374	1,409	1,445	1,481	1,519
Persons of self-described gender	0	0	0	0	0	0	0	0	0	0
Total Community Sustainability	46,085	47,491	48,939	50,432	51,718	53,037	54,389	55,776	57,198	58,657
Corporate Services										
Permanent - Full time	16,362	16,861	17,375	17,905	18,362	18,830	19,310	19,803	20,307	20,825
Women	9,503	9,793	10,092	10,400	10,665	10,937	11,216	11,502	11,795	12,096
Men	6,858	7,067	7,283	7,505	7,697	7,893	8,094	8,300	8,512	8,729
Persons of self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part time	1,854	1,910	1,969	2,029	2,080	2,134	2,188	2,244	2,301	2,360
Women	1,737	1,790	1,845	1,901	1,950	1,999	2,050	2,103	2,156	2,211
Men	117	120	124	128	131	135	138	142	145	149
Persons of self-described gender	0	0	0	0	0	0	0	0	0	0
Total Corporate Services	18,216	18,771	19,344	19,934	20,442	20,963	21,498	22,046	22,608	23,185
Casuals, temporary and other expenditure	8,731	8,998	9,272	9,555	9,799	10,048	10,305	10,567	10,837	11,113
Total staff expenditure	105,283	108,495	111,804	115,214	118,152	121,165	124,254	127,423	130,672	134,004

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
	FTE									
Planning and Development										
Permanent - Full time	121.6	121.6	121.6	121.6	121.6	121.6	121.6	121.6	121.6	121.6
Women	72.6	72.6	72.6	72.6	72.6	72.6	72.6	72.6	72.6	72.6
Men	49.0	49.0	49.0	49.0	49.0	49.0	49.0	49.0	49.0	49.0
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	30.3	30.3	30.3	30.3	30.3	30.3	30.3	30.3	30.3	30.3
Women	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7	9.7
Men	20.6	20.6	20.6	20.6	20.6	20.6	20.6	20.6	20.6	20.6
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Planning and Development	151.9									
City Assets and Environment										
Permanent - Full time	171.2	171.2	171.2	171.2	171.2	171.2	171.2	171.2	171.2	171.2
Women	59.2	59.2	59.2	59.2	59.2	59.2	59.2	59.2	59.2	59.2
Men	112.0	112.0	112.0	112.0	112.0	112.0	112.0	112.0	112.0	112.0
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	14.8	14.8	14.8	14.8	14.8	14.8	14.8	14.8	14.8	14.8
Women	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2	12.2
Men	2.9	2.9	2.9	2.9	2.9	2.9	2.9	2.9	2.9	2.9
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total City Assets and Environment	186.0									
Community Sustainability										
Permanent - Full time	267.0	267.0	267.0	267.0	267.0	267.0	267.0	267.0	267.0	267.0
Women	210.1	210.1	210.1	210.1	210.1	210.1	210.1	210.1	210.1	210.1
Men	57.0	57.0	57.0	57.0	57.0	57.0	57.0	57.0	57.0	57.0
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	248.4	248.4	248.4	248.4	248.4	248.4	248.4	248.4	248.4	248.4
Women	234.8	234.8	234.8	234.8	234.8	234.8	234.8	234.8	234.8	234.8
Men	13.2	13.2	13.2	13.2	13.2	13.2	13.2	13.2	13.2	13.2
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Community Sustainability	515.4									
Corporate Services										
Permanent - Full time	143.9	143.9	143.9	143.9	143.9	143.9	143.9	143.9	143.9	143.9
Women	86.4	86.4	86.4	86.4	86.4	86.4	86.4	86.4	86.4	86.4
Men	57.8	57.8	57.8	57.8	57.8	57.8	57.8	57.8	57.8	57.8
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Permanent - Part time	20.7	20.7	20.7	20.7	20.7	20.7	20.7	20.7	20.7	20.7
Women	18.9	18.9	18.9	18.9	18.9	18.9	18.9	18.9	18.9	18.9
Men	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
Persons of self-described gender	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Corporate Services	164.6									
Casuals and temporary staff	14.7									
Total staff numbers	1,032.5									

4. Financial Performance Indicators

The following table highlights Council's projected performance across a range of key financial performance indicators. These indicators provide an analysis of Council's 10-year financial projections and should be interpreted in the context of the organisation's objectives and financial management principles.

Indicator	Measure	Notes	Forecast											Trend
			Actual	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Operating position														
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	48%	-0.6%	-0.8%	-1.4%	-1.8%	-2.0%	-1.8%	-1.2%	-1.0%	-1.0%	-0.3%	-
Liquidity														
Working Capital	Current assets / current liabilities	2	231%	201%	192%	246%	226%	227%	229%	225%	245%	269%	296%	o
Unrestricted cash	Unrestricted cash / current liabilities	3	144%	102%	78%	118%	87%	88%	75%	55%	60%	69%	80%	o
Obligations														
Loans and borrowings	Interest bearing loans and borrowings / rate revenue	4	0%	0%	0%	32%	30%	28%	26%	24%	22%	20%	19%	+
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		1%	0%	0%	2%	2%	2%	2%	2%	2%	2%	2%	+
Indebtedness	Non-current liabilities / own source revenue		34%	33%	32%	50%	48%	46%	44%	42%	40%	38%	37%	+
Asset renewal	Asset renewal and upgrade expense / Asset depreciation	5	115%	117%	81%	85%	81%	84%	71%	76%	56%	59%	59%	-
Stability														
Rates concentration	Rate revenue / adjusted underlying revenue	6	59%	58%	58%	58%	59%	59%	59%	59%	59%	59%	59%	o
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	o
Efficiency														
Expenditure level	Total expenses/ no. of property assessments		\$ 2,888	\$ 3,145	\$ 3,202	\$ 3,265	\$ 3,314	\$ 3,360	\$ 3,400	\$ 3,422	\$ 3,460	\$ 3,503	\$ 3,527	+
Revenue level	Total rate revenue / no. of property assessments		\$ 1,800	\$ 1,828	\$ 1,854	\$ 1,880	\$ 1,907	\$ 1,933	\$ 1,960	\$ 1,986	\$ 2,013	\$ 2,040	\$ 2,067	+

Key to Forecast Trend:

+ Forecasts improvement in Council's financial performance/financial position indicator

o Forecasts that Council's financial performance/financial position indicator will be steady

- Forecasts deterioration in Council's financial performance/financial position indicator

5. Strategies and Plans

This section describes the strategies and plans that support the 10-year financial projections included to the Financial Plan.

5.1 Borrowing Strategy

5.1.1 Current Debt Position

The total amount borrowed as at 30 June 2022 is zero.

Council will be debt free by the end of the 2021/22 financial year.

5.1.2 Future Borrowing Requirements

The following table highlights Council's projected loan balance, including new loans and loan repayments for the 10 years of the Financial Plan.

The \$50 million budgeted in 2024/25 is to fund the construction of a new District Level Aquatic Facility.

	Forecast										
	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000
Opening balance	887	0	0	0	47,927	45,814	43,661	41,466	39,228	36,948	34,624
Plus New loans	0	0	0	50,000	0	0	0	0	0	0	0
Less Principal repayment	-887			(2,073)	(2,113)	(2,154)	(2,195)	(2,237)	(2,280)	(2,324)	(2,369)
Closing balance	0	0	0	47,927	45,814	43,661	41,466	39,228	36,948	34,624	32,255

5.1.3 Performance Indicators

The following table highlights Council's projected performance across a range of debt management performance indicators.

Performance Indicator	Target	Forecast									
		2021/22 %	2022/23 %	2023/24 %	2024/25 %	2025/26 %	2026/27 %	2027/28 %	2028/29 %	2029/30 %	2030/31 %
Total borrowings / Rate revenue	Below 60%	0%	0%	0%	31%	29%	27%	25%	23%	21%	19%
Debt servicing / Rate revenue	Below 5%	0%	0%	0%	1%	1%	1%	1%	0%	0%	0%
Debt commitment / Rate revenue	Below 10%	1%	0%	0%	2%	2%	2%	2%	2%	2%	2%
Indebtedness / Own source revenue	Below 60%	34%	33%	32%	50%	48%	46%	44%	42%	40%	38%

Council maintains its loan borrowing within prudent and management limits as demonstrated by the following performance indicators.

Total borrowings / Rate revenue

With Council at the end of its loan term, the total borrowings indicator is well within target.

Debt servicing / Rate revenue

With Council at the end of its loan term, the debt servicing indicator is well within target.

Debt commitment / Rate revenue

With Council at the end of its loan term, the debt commitment indicator is well within target.

Indebtedness / Own source revenue

With Council at the end of its loan term, and with leases decreasing in value as their terms complete, the indebtedness indicator is well within target.

5.2 Reserves Strategy

5.2.1 Current Reserves

Asset Replacement Reserve

- Purpose - The Asset Replacement Reserve is an appropriation to partially fund future costs associated with Council's buildings.
- Movements – Transfers from this reserve will be for nominated capital works related to Council Buildings.

Asset Development Reserve

- Purpose – This reserve recognises the cash contributions made by developers, pursuant to the requirements of the Subdivision of Land Act.
- Movements – Transfers from this reserve will be for nominated open space purchases and development, and are tied to the catchment area in which the subdivision was occurring.

Aged Care Reserve

- Purpose – This reserve holds funds for home care clients who have not fully spent their Linkages package funding.
- Movements – Inflows to the reserve are from home care clients who have not fully spent their Linkages funding, and outflows are reallocated from the reserve when the services are delivered.

Foreshore Reserve

- Purpose – The Foreshore Reserve is a reserve created by Council in 2011, designed to accelerate and improve Council's foreshore areas.
- Movements – The annual contributions are an appropriation of surplus based on the previous year's allocation incremented by the rate cap. Outflows from the reserve are used to fund foreshore related projects.

Green Wedge Reserve

- Purpose – The Green Wedge Reserve is a reserve created by Council in 2011, designed to accelerate and improve Council's green wedge areas.
- Movements – The annual contributions are an appropriation of surplus based on the previous year's allocation incremented by the rate cap. Outflows from the reserve are used to fund green wedge related projects.

Defined Benefits Reserve

- Purpose – The Defined Benefits Reserve is a reserve created by Council in 2014, designed to provide for possible future calls on any unfunded liability of the Local Government Defined Benefits Superannuation Fund.
- Movements – Council has not made any further contributions to this Reserve since 2014/15.

Stormwater Quality Reserve

- Purpose – The Storm Water Quality Reserve is a reserve created by Council in 2017/18, designed to help fund various stormwater improvement projects.
- Movements – Funds are received from development works related to drainage and are used to fund stormwater improvement projects.

Other Reserves

- Purpose – Other Reserves represent contributions received from the community to be used for specific purposes.
- Movements – Funds have been received from the community to be spent on specific projects.

5.2.2 Reserve Usage Projections

The table below discloses the balance and annual movement for each reserve over the 10-year life of the Financial Plan.

Appropriation from accumulated surplus is required from years 2025/26 onwards which will form part of the adopted plan. It is a non-cash movement between Reserves and Accumulated Surplus.

Reserves	Actual 2020-21 \$000's	Revised Budget 2021-22 \$000's	Forecast 2021-22 \$000's	Year 1 2022-23 \$000's	Year 2 2023-24 \$000's	Year 3 2024-25 \$000's	Year 4 2025-26 \$000's	Year 5 2026-27 \$000's	Year 6 2027-28 \$000's	Year 7 2028-29 \$000's	Year 8 2029-30 \$000's	Year 9 2030-31 \$000's	Year 10 2031-32 \$000's
Asset Replacement Reserve													
Restricted													
Opening balance	368	332	332	332	332	332	332	332	332	332	332	332	332
Transfer to reserve	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from reserve	(36)	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	332	332	332	332	332	332	332	332	332	332	332	332	332
Asset Development (CapEx) Reserve													
Restricted													
Opening balance	13,327	16,832	16,832	19,832	18,307	20,617	26,957	32,757	29,417	35,617	41,807	47,977	53,997
Transfer to reserve	6,149	3,500	3,185	6,025	6,890	6,990	6,430	6,310	6,350	6,340	6,320	6,170	6,232
Transfer from reserve	(4,644)	(2,164)	(2,164)	(7,370)	(4,780)	(650)	(630)	(9,650)	(130)	(130)	(130)	(130)	-
Closing balance	16,852	20,168	18,852	18,507	20,417	26,957	32,757	29,417	35,617	41,807	47,977	53,997	60,229
Aged Care Reserve													
Restricted													
Opening balance	5,342	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696
Transfer to reserve	3,156	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from reserve	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696	6,696
Reserves Summary													
Total Restricted													
Opening balance	21,237	25,862	25,862	28,882	27,337	29,647	35,957	41,787	38,447	44,547	50,837	57,007	63,027
Transfer to reserve	9,305	3,500	3,185	6,025	6,890	6,990	6,430	6,310	6,350	6,340	6,320	6,170	6,232
Transfer from reserve	(4,620)	(2,164)	(2,164)	(7,370)	(4,780)	(650)	(630)	(9,650)	(130)	(130)	(130)	(130)	-
Closing balance	25,862	29,198	26,882	27,537	29,447	35,967	41,767	36,447	44,647	50,837	57,007	63,027	69,259
Forecast Reserve													
Discretionary													
Opening balance	2,180	1,761	1,761	396	2,371	2,712	3,239	2,239	2,239	2,239	2,239	2,239	2,239
Transfer to reserve	-	1,430	1,475	5,475	1,801	1,827	-	-	-	-	-	-	-
Transfer from reserve	(419)	(2,830)	(2,830)	(3,490)	(1,190)	(1,000)	(1,000)	-	-	-	-	-	-
Closing balance	1,761	331	356	2,571	2,712	3,239	2,239	2,239	2,239	2,239	2,239	2,239	2,239
Green Wedge Reserve													
Discretionary													
Opening balance	7,114	3,803	3,803	3,279	3,885	4,031	5,197	4,447	3,697	3,697	3,697	3,697	3,697
Transfer to reserve	-	1,107	1,126	1,126	1,146	1,166	-	-	-	-	-	-	-
Transfer from reserve	(3,311)	(1,630)	(1,630)	(520)	(1,000)	-	(750)	(750)	-	-	-	-	-
Closing balance	3,803	3,280	3,279	3,885	4,031	5,197	4,447	3,697	3,697	3,697	3,697	3,697	3,697
Defined Benefit Call Reserve													
Discretionary													
Opening balance	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Transfer to reserve	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from reserve	-	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Stormwater Quality Reserve													
Discretionary													
Opening balance	1,182	2,045	2,045	1,995	1,945	1,895	1,845	1,795	1,745	1,695	1,645	1,595	1,545
Transfer to reserve	869	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from reserve	(76)	(30)	(50)	(30)	(30)	(50)	(30)	(50)	(30)	(30)	(30)	(30)	(50)
Closing balance	2,045	1,985	1,995	1,945	1,895	1,845	1,795	1,745	1,695	1,645	1,595	1,545	1,495
Other Reserves													
Discretionary													
Opening balance	379	379	379	379	379	379	379	379	379	379	379	379	379
Transfer to reserve	59	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from reserve	(20)	-	-	-	-	-	-	-	-	-	-	-	-
Closing balance	379	379	379	379	379	379	379	379	379	379	379	379	379
Reserves Summary													
Total Discretionary													
Opening balance	11,824	8,988	8,988	7,009	9,380	10,017	11,660	9,860	9,060	9,010	8,960	8,910	8,860
Transfer to reserve	928	2,596	2,601	6,601	2,647	2,693	-	-	-	-	-	-	-
Transfer from reserve	(3,764)	(4,530)	(4,530)	(4,030)	(2,210)	(1,050)	(1,800)	(800)	(30)	(30)	(30)	(30)	(50)
Closing balance	6,368	6,964	7,009	9,580	10,017	11,660	9,860	9,060	9,010	8,960	8,910	8,860	8,810
Reserves Summary													
Restricted & Discretionary													
Opening balance	33,061	34,830	34,850	35,822	37,118	39,654	47,647	51,647	47,507	53,657	59,797	65,917	71,837
Transfer to reserve	10,233	6,096	7,766	12,626	9,537	9,693	6,430	6,310	6,350	6,340	6,320	6,170	6,232
Transfer from reserve	(8,444)	(6,744)	(6,744)	(11,400)	(6,990)	(1,700)	(2,430)	(10,450)	(200)	(200)	(200)	(200)	(50)
Closing balance	34,850	36,182	35,872	37,118	39,664	47,647	51,647	47,507	53,657	59,797	65,917	71,887	78,063



City of Kingston

DRAFT REVENUE & RATING PLAN

2022-26



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1. Revenue and Rating Plan

1.1. Purpose

This Revenue and Rating Plan (the Plan) outlines the assumptions, policy, and decisions of Council in relation to generating the required income to effectively support implementation of the Council Plan and Budget for a 4-year period. The Plan will be updated every 12 months with the information relative to the current budget period.

1.2. Introduction

Council must raise revenue each year to provide the appropriate services, infrastructure and support for our community. The services Council provides are broad and are allocated according to community needs. The major services provided by Council include (but are not limited to):

- Kindergarten, early learning, and children's programs
- Home and Community Care, and positive ageing programs
- Waste Collection and disposal
- Road and street construction, upgrades, and maintenance
- Recreational and leisure facilities and programs
- Community infrastructure construction, upgrades, and maintenance
- Environmental management and services, including vegetation and pest control
- Public Health Services including food safety and immunisations
- Economic Development, Tourism and local area marketing
- Local laws governance and enforcement
- Statutory and strategic planning services
- Emergency planning and management

The most important sources of revenue to fund these services and infrastructure are:

- general rates;
- government grants; &
- fees and charges.

In 2022/23, income from government grants and fees & charges and other revenue represents 39 per cent of the total revenue required. The balance of 61 per cent is to be obtained from general rates and charges income.

Council's assumptions and approach to each of the revenue classifications in its Income Statement are explained within this document.

Council's current approach to revenue and rating is meeting the needs of delivering on the Council Plan, and ensuring Council is financially sustainable into the future.

Section 101 – Financial Management Principles

(1) The following are the financial management principles —

- (a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
- (b) financial risks must be monitored and managed prudently having regard to economic circumstances;
- (c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community;
- (d) accounts and records that explain the financial operations and financial position of the Council must be kept.

(2) For the purposes of the financial management principles, financial risk includes any risk relating to the following —

- (a) the financial viability of the Council;
- (b) the management of current and future liabilities of the Council;
- (c) the beneficial enterprises of the Council.

Section 106 - Service Performance Principles

(1) A Council must plan and deliver services to the municipal community in accordance with the service performance principles.

(2) The following are the service performance principles —

- (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;
- (b) services should be accessible to the members of the municipal community for whom the services are intended;
- (c) quality and costs standards for services set by the Council should provide good value to the municipal community;
- (d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;
- (e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.

2. Rates & Charges

Rates and charges are an important source of revenue, accounting for over 61% of operating revenue received by Council. The collection of rates is an important factor in funding Council services. The following sections outline the elements Council has considered in adopting its rating framework.

2.1. Taxation Principles

Council rates are a form of taxation based on property value. They are not a fee for service.

Listed below are good practice taxation principles often applied within tax regimes:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.

Wealth Tax

The wealth tax principle implies that the rates paid are dependent upon the value of a ratepayer's property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

Equity

Horizontal equity – ratepayers in similar situations within the City of Kingston should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

Vertical Equity – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a "relativity" dimension to the fairness of the tax burden)

Efficiency

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

Simplicity

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

Benefit

The extent to which there is a nexus between consumption/benefit and the rate burden.

Capacity to Pay

The capacity of ratepayers or groups of ratepayers to pay rates.

Diversity

The capacity of ratepayers within a group to pay rates.

The rating challenge for Council has been to determine the appropriate balance of competing considerations of all of the above principles. Council's rating strategy is to adopt the wealth tax, horizontal equity, and simplicity principles, with some capacity to pay principles in place for pensioners.

2.2. Fair Go Rates System

In 2015, a system to cap rates was introduced for the 2016/17 financial year, to limit the amount of revenue increases a Council can levy through rates.

Each year the Minister for Local Government sets a cap on rate increases based on that period's Consumer Price Index (CPI) and advice from the Essential Services Commission (ESC). The decision must be made by 31 December each year to apply to rates in the following financial year.

For the 2022/23 financial year, Councils total average rate rises have been capped at 1.75%.

Councils can apply for a higher cap if they can demonstrate community support and a critical need for spending on services or projects that requires a rate rise above the capped amount.

The rate cap limits the total amount a council can increase its rates each year based on the amount it levied in the previous year.

Planning for future rate increases is therefore an essential component of the long term financial planning process and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Only the general rates and municipal charges part of a rates bill are subject to the rate cap. All other parts, such as waste charges and other user fees and levies, remain uncapped.

The rate cap applies to Council's total rate revenue and not individual properties. In many cases, individual rates bill may increase or decrease by more (or less) than the capped rise amount. This may happen because:

- i. the value of the property has increased or decreased in relation to the value of other properties in the municipality
- ii. other charges and levies that are not subject to the cap, such as the waste charge, have risen. The capped increases apply to the general rates and municipal charges only
- iii. the amount of rates levied from properties of that type (residential, commercial or rural) has changed through Council's application of differential rates

The Fair Go Rates System constrains Council's ability to deliver the range of services and projects that our community would like Kingston to deliver on.

Previous rate caps

Since the introduction of rate capping in 2015, the rate caps have been:

Financial year	Rate cap
2022-23	1.75%
2021-22	1.50%
2020-21	2.00%
2019-20	2.50%
2018-19	2.25%
2017-18	2.00%
2016-17	2.50%

2.3. Rates Burden

A primary objective of all Victorian Local Governments is to ensure the equitable imposition of rates and charges.

The rating system is based on property valuations, these being carried out annually by the Victorian Valuer-General. Rates are based on these valuations. Council has several means by which it can vary the amounts which are levied, including:

- a general rate
- a municipal charge
- differential rates
- service rates and charges
- special rates and charges
- rebates, waivers, deferments, concessions and exemptions.

Kingston's rating process is designed to incorporate multiple differential rates, which provides flexibility with our rating system regarding different property types. Council uses capital improved values as the base valuation for the rates being raised. Council's rating approach takes into account several factors, such as:

- the valuation base being the capital improved value (CIV)
- the use of differential rates
- a municipal charge being set at \$100
- The use of rebates for eligible aged pensioners across the municipality
- Subsidised rating of Cultural and Recreational Land.

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

2.4. Property Valuations

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates.

Section 157 of the Local Government Act 1989 provides Council with three choices in terms of which valuation base to utilise. They are:

- Capital Improved Valuation (CIV) – Value of land and improvements upon the land.
- Site Valuation (SV) – Value of land only.
- Net Annual Value (NAV) – Rental valuation based on CIV.

In choosing a valuation base, Councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a Council was to choose the former, under the Local Government Act 1989 it must adopt either of the CIV or NAV methods of rating.

Capital improved value (CIV)

Capital Improved Value is the most commonly used valuation base by Local Government in Victoria. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates the market value of the property. Section 161 of the Local Government Act 1989 provides that a Council may raise any general rates by the application of a differential rate if –

- a) It uses the capital improved value system of valuing land; and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a Council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using Capital Improved Value (CIV)

- CIV includes all improvements, and hence is often supported on the basis that it more closely reflects "capacity to pay". The CIV rating method takes into account the full development value of the property, and therefore better meets the equity criteria than Site Value and NAV.
- With the valuations being set annually, the market values are more predictable
- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.
- Makes it easier to compare relative movements in rates and valuations across Councils.
- The use of CIV allows Council to apply differential rates which adds to Council's ability to equitably distribute the rating burden based on ability to afford Council rates. CIV allows Kingston to apply higher rating differentials to current and former extractive land and lower rating differentials to Retirement Villages, some Heritage properties and Agricultural Land.

Disadvantages of using Capital Improved Value (CIV)

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

Site value (SV)

Site Value is based on the valuation of land only and with very limited ability to apply differential rates, making an objective of a fair and equitable rating system slightly more challenging.

Advantages of Site Value

- Scope for possible concessions for urban farm land and residential use land.

Disadvantages in using Site Value

- Under SV, there would be a significant shift from the Industrial/Commercial sector onto the residential sector of Council. The percentage increases in many cases would be in the extreme range.

- SV is a major burden on property owners that have large areas of land. A typical example is flats, units, or townhouses which would all pay lower rates compared to traditional housing styles.
- The use of SV can place pressure on Council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged using site value.
- SV would reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.

Net annual value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is closely linked to capital improved value for residential and farm properties. Valuers derive the NAV directly as 5 per cent of CIV. In contrast to the treatment of residential and farms, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farms has led to some suggestions that all properties should be valued on a rental basis. Overall, the use of NAV is not well supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

Council's chosen valuation basis is Capital Improved Value (CIV) as it allows greater equity outcomes.

How properties are valued

The Valuation of Land Act 1960 is the principal legislation in determining property valuations. Under the Valuation of Land Act 1960, the Victorian Valuer-General conducts property valuations on an annual basis. As mentioned above, Kingston applies a Capital Improved Valuation (CIV) to all properties within the municipality to consider the full development value of the property. This basis of valuation considers the total market value of the land including buildings and other improvements. The value of land is always derived by the principle of valuing land for its highest and best use at the relevant time of valuation.

Objections to property valuations

Part 3 of the Valuation of Land Act 1960 provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to the Valuer-General. Property owners also can object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via the Valuer-General) or within two months of receipt of their Land Tax Assessment (via State Revenue Office).

Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary revaluations and advises Council on a monthly basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes. Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality.

Objections to supplementary valuations can be lodged in accordance with Part 3 of the Valuation of Land Act 1960. Any objections must be lodged with the Valuer-General within two months of the issue of the supplementary rate notice.

2.5. Differential Rates

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for general purposes (residential, industrial, commercial), agricultural purposes, extractive, retirement, or residential heritage purposes.

This distinction is based on the concept that different property categories should pay a fair and equitable contribution, considering the benefits those properties derive from the local community.

These rates are structured in accordance with the requirements of Section 161 'Differential Rates' of the Local Government Act 1989, and the Ministerial Guidelines for Differential Rating. The differential rates are currently set as follows:

- General Rate 100%
- Extractive/Landfill 300%
- Agricultural 80%
- Residential Retirement 90%
- Residential Heritage 90%
- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)

Section 161 of the Local Government Act 2020 outlines the regulations relating to differential rates, which include:

a) A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.

b) If a Council declares a differential rate for any land, the Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Council's functions and must include the following:

i. A definition of the types of classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate.

ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Council's district).

iii. Specify the characteristics of the land, which are the criteria for declaring the differential rate.

Once the Council has declared a differential rate for any land, the Council must:

a) Specify the objectives of the differential rates;

b) Specify the characteristics of the land which are the criteria for declaring the differential rate.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

Differential rate definitions and objectives

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

General Land

Characteristics:

General Land is any land which does not have the characteristics of agricultural land, extractive and landfill land, retirement village land, or residential heritage land.

Objective:

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

- Construction and maintenance of public infrastructure;
- Development and provision of health and community services;
- Provision of general support services; and
- Requirement to ensure that Council has adequate funding to undertake its strategic, statutory and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described above.

Use and Level of General Land:

The general rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the general rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

As permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

The zoning applicable to each rateable land with this category, as determined by consulting maps in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2022/23 Financial Year.

Agricultural Land

Agricultural Land is land that is:

- used for agricultural purposes;
- having an area of 2 hectares or more; and
- is located outside the Urban Growth Boundary.

Objective:

To support and encourage the agricultural use of land in the non-urban areas of the City to achieve the stated purposes of the Urban Growth Boundary being the development of a sustainable and viable agricultural industry; and

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

- Construction and maintenance of public infrastructure;
- Development and provision of health and community services;
- Provision of general support services; and
- Requirement to ensure that Council has adequate funding to undertake its strategic, statutory and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described above.

Use and Level of Agricultural Land:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Use consistent with the characteristics set out above.

Planning Scheme Zoning:

The zoning applicable to each rateable land with this category, as determined by consulting maps in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2022/23 Financial Year.

Extractive and Landfill Land

Characteristics:

Extractive and landfill land is land located outside the Urban Growth Boundary that:

- is used for the extraction of natural resources; or
- was previously used for the extraction of natural resources and is not filled; or
- is used as an EPA licensed landfill; or
- is used as a resource recovery centre, recycling depot or transfer station.

Objective:

To encourage the early rehabilitation of land having the above characteristics; and

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

- Construction and maintenance of public infrastructure;
- Development and provision of health and community services;
- Provision of general support services; and
- Requirement to ensure that Council has adequate funding to undertake its strategic, statutory and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described above.

Use and Level of Extractive Landfill Land Rate:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land

Use consistent with the characteristics set out above.

Planning Scheme Zoning:

The zoning applicable to each rateable land with this category, as determined by consulting maps in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2022/23 Financial Year.

Retirement Village Land

Characteristics:

Retirement Village Land is land that is:

- defined under the Retirement Village Act

Objective:

Guidelines issued by the Valuer-General have disallowed Valuers from making allowances for the constraints imposed by the operation of the Retirement Village's Act. It is the opinion of Council that this has led to a proportionately higher Statutory Valuation for retirement village dwellings occasioning in an inequitable distribution of the municipal rate burden. A differential rate for retirement village dwellings is recognition of the special nature of this class of land would assist in the equitable distribution of the rate burden.

Types and Classes:

Rateable land having the relevant characteristics described above.

Use and Level of Retirement Village Land:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Use consistent with the characteristics set out above.

Planning Scheme Zoning:

The zoning applicable to each rateable land with this category, as determined by consulting maps in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2022/23 Financial Year.

Residential Heritage Land

Characteristics:

Residential heritage sites:

- Are protected in the Kingston Planning Scheme by the Heritage Overlay.
- Can have heritage significance at a local or state level.

Objective:

To support and encourage the retention of heritage listed land; and

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

- Construction and maintenance of public infrastructure;
- Development and provision of health and community services;
- Provision of general support services; and
- Requirement to ensure that Council has adequate funding to undertake its strategic, statutory and service provision obligations.

Types and Classes:

Rateable land having the relevant characteristics described above.

Use and Level of Heritage Land:

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Use consistent with the characteristics set out above.

Planning Scheme Zoning:

The zoning applicable to each rateable land with this category, as determined by consulting maps in the relevant Planning Scheme.

Types of Buildings:

All buildings which are now constructed on the land or which are added to the Kingston Planning Scheme Heritage Overlay during the 2022/23 Financial Year.

Advantages of a differential rating system

The advantages of utilising a differential rating system summarised below are:

- There is greater flexibility to distribute the rate burden between all classes of property.
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome.
- Allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community.

Disadvantages of a differential rating system

The disadvantages in applying differential rating summarised below are:

- The justification of the differential rate can at times be difficult for the various rate paying groups to accept, giving rise to queries, objections and complaints where the differentials may seem to be excessive.
- Differential rates can be confusing to ratepayers, as they may have difficulty to understand the system. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups.
- Differential rating involves a degree of administrative complexity as properties may shift from one type of land to another (e.g. residential to retirement village land,) requiring Council to update its records. Ensuring the accuracy/integrity of Council's data base is critical to ensure that properties are correctly classified into their right category.
- Council may not achieve the objectives it aims for through differential rating. For example, Council may set its differential rate objectives to levy a higher rate on land not developed, however it may be difficult to prove whether the differential rate achieves those objectives.

2.6. Municipal charge

Council also levies a municipal charge. The municipal charge is declared for the purpose of covering some of the administrative costs of Council.

Under Section 159 of the Local Government Act 1989, Council may declare a municipal charge to cover some of its administrative costs. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge. Under the Local Government Act, A Council's total revenue from a municipal charge in a financial year must not exceed 20% of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates).

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method. The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Council's administrative costs can be seen as an equitable method of recovering these costs or regressive in the sense that every rateable property pays this amount regardless of the property value.

2.7. Cultural & Recreational Land

In addition to the Local Government Act, there is also the Cultural and Recreational Lands Act (1963). This Act amends the law in relation to the acquisition and rating of certain lands used for cultural, recreational, sporting activities, and similar purposes.

Under the Cultural & Recreational Lands Act, council can vary the rates payable to be "any such amount as the municipal council thinks reasonable, having regard to the services provided by council in relation to such lands and having regard to the benefit to the community derived from such recreational lands."

Council levies 11 properties under this Act.

2.8. Rebates & Concessions

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI (Totally or Permanently Incapacitated) or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer. With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to these claims may be approved by the relevant government department.

There are 2 rebates available to Kingston eligible pensioners – the State Government rebate (2022/23 – yet to be released; 2021/22 - \$247.00), and Kingston’s additional pensioner rate rebate (2022/23 - \$115.90; 2021/22 - \$113.90).

2.9. Special Charge Schemes

The Local Government Act 2020 recognises that Councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the Local Government Act 1989) that allows Councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared based on any criteria specified by the Council in the rate (Section 163). In accordance with Section 163, Council must specify:

- a) the wards, groups, uses or areas for which the special rate or charge is declared; and
- b) the land in relation to which the special rate or special charge is declared;
- c) the manner in which the special rate or special charge will be assessed and levied; and
- d) details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is to ensure an additional benefit applies to those being levied. For example, they could be used to fund co-operative fire prevention schemes. This would ensure that there were no non-contributors reaping the benefits but not contributing to fire prevention. Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

Kingston has successfully used special charge schemes in the past and is likely to continue to do so.

2.10. Service Rates & Charges

Section 162 of the Local Government Act 1989 provides Council with the opportunity to raise service rates and charges for any of the following services:

- a) The provision of a water supply
- b) The collection and disposal of refuse
- c) The provision of sewerage services
- d) Any other prescribed service.

Council currently applies a service charge for the collection and disposal of refuse on urban properties (compulsory) and rural properties (optional) and for providing waste services for the municipality. Council retains the objective of setting the service charge for waste at a level that seeks to recover the cost of its waste services.

The waste service charge is not capped under the Fair Go Rates legislation.

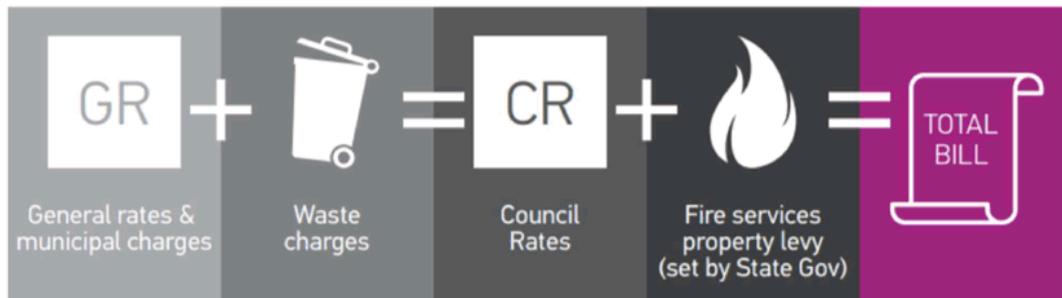
2.11. Fire Services Levy

In 2016 the Victorian State Government passed legislation requiring the Fire Services Property Levy to be collected by Council from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by Fire Rescue Victoria (FRV), and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.

2.12. How are my rates calculated?

Your share of the total rate amount is set by the value of your property multiplied by the applicable differential rate in the dollar, plus a municipal charge, a user-pays waste charge and a Fire Services Levy. Your rates bill is made up of the following components:



2.13. Collection and Administration of Rates

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

Payment options

In accordance with the Local Government Act 1989, Section 167, ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below, or alternatively a payment in full can be made by 15 February.

1st Instalment: 30 September

2nd Instalment: 30 November

3rd Instalment: 28 February

4th Instalment: 31 May

Council offers a range of payment options including: in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash), online via Council's ratepayer portal, direct debit (on prescribed instalment due dates or monthly), BPAY, using Australia Post (over the counter, over the phone via credit card and on the internet) and by mail (cheques and money orders only).

Interest on arrears and overdue rates

Interest is charged on all overdue rates in accordance with Section 172 of the Local Government Act 1989. The interest rate applied is fixed under the Penalty Interest Rates Act 1983, which is determined by the Minister and published by notice in the Government Gazette. This rate is currently 10%.

Rates Assistance Policy

It is acknowledged that various ratepayers may experience financial hardship for many reasons and that meeting rate obligations constitutes just one element of a number of difficulties that they are facing. The purpose of the Hardship Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship. Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral. Ratepayers seeking to apply for such provision will be required to submit a Rates Deferral Application or a Rates Payment Arrangement Application which is available at council's offices, or via the website at www.kingston.vic.gov.au

Debt recovery

Council makes every effort to contact ratepayers at their correct address, but it is the ratepayers' responsibility to properly advise Council of their contact details. Both the vendor and buyer of property, or their agents (e.g. solicitors and or conveyancers), are required to notify Council by way of notice of disposition or acquisition of an interest in land. In the event that an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. In the event that the account remains unpaid, Council may take legal action to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer. If an amount payable by way of rates in respect to land has been in arrears for three years or more, without a payment plan in place, Council may sell the land in accordance with Section 181 of the Local Government Act 1989.

2.14. Rates & Charges Summary

In council's view the proposed rates and charges framework sets equitable rates, complies with the rate cap set by the Minister for Local Government, and generates the revenue required for council to deliver its current services and infrastructure needs.

3. Non-Rate Revenue

3.1. Government Grants

Government grants are also an important source of revenue for Council, particularly in relation to capital works projects, and subsidising the cost of many operational services.

Grant income is not, however, guaranteed, and in some instances, council is unable to deliver on projects if grant income is not forthcoming.

All avenues have been pursued to obtain external grant funds for prioritised services and works, and continued advocacy is ongoing.

3.2. Statutory fees & fines

Council's statutory fees and fines are determined by the many fee levels set by Victorian Government, and relate mainly to parking infringements and planning related fees & charges. Council has no control over these fees & charges.

3.3. User fees & charges

Each of Council's services determine their fees and charges based on a number of factors such as benchmarked competitor pricing, direct and or indirect cost recovery, and the capacity of our community to pay for services.

For 2022/23, council has reviewed its fees and charges and either held the fee at the previous year's level, or increased the fee with the application of the user pays principle – that is, so far as is possible, the cost of providing a direct service will be met by the fees charged.

A schedule of the current user fees and charges is presented in the annual budget.

Council has resolved to utilise an increment of 3 per cent for 2022/23 with regard to the increment of fees to cover the increasing cost of delivering its services.

The table below outlines some of the constraints Kingston can experience with setting its user fees & charges.

Area	Type of fee or charge	Examples of constraints
Business & Economic	Planning application fees	Many fee levels set by the Victorian Government
Traffic & Streets	Parking fees & fines	Nil
Recreation & Culture	Leisure Centre fees	Competition from other centres
	Library fees	Basic services free as a condition of State Govt funding
Family & Community	Child care centres	Constraints from funding agreements Competition from other providers
	Maternal & child health	Basic services free as a condition of State Govt funding
Aged & Disabled	HACC services fees	Maximums set by State Govt
Governance	Local Law fees or fines	Some related to penalty units set annually by State Govt.

3.4. Contributions

Council will also receive cash contributions from time to time from community groups contributing towards capital projects. This income is not guaranteed, and is subject to the capacity of the community group involved in the project.

Council also receives cash contributions for open space reserves. This money is held in trust for specific purpose open space projects and doesn't go towards the cost of delivering services.

3.5. Other income

Council receives investment income from cash it holds in investment term deposits, until it needs to spend the money on services or projects.

4. Community Engagement

Whilst community engagement is not prescribed for this Revenue and Rating Plan, Kingston intends to update and release the Plan each year, in order to enhance our community's understanding of how rates work, and how council's budgeted income is derived each year.

27 June 2022

Agenda Item No: 12.2

SALE OF LAND REAR OF 9 HOLMBY RD CHELTENHAM

Contact Officer: Michelle Hawker, Senior Administration Officer

Purpose of Report

The purpose of this report is to seek Council's authorisation to sell a parcel of land currently enclosed within the adjoining land of 9 Holmby Rd, Cheltenham (known as Lot 4 on PS406779R Volume 10325 Folio 903) (Appendix 1) owned by the Kingston City Council.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

OFFICER RECOMMENDATION

That Council:

1. Authorise and direct the CEO or his delegate to publish a public notice in accordance with section 114 of the Local Government Act 2020 ("Act") and Council's Community Engagement Policy of Council's intention to sell the land known as Lot 4 on Plan of Subdivision 406779R contained in certificate of title Volume 10325 Folio 903 land being land enclosed within 9 Holmby Rd, Cheltenham;
2. Authorise, that if no submissions are lodged in response to the public notice that require Council's consideration, the Chief Executive Officer or delegate is authorised to proceed to sell the subject land for \$14,256 plus costs associated with the sale in accordance with Council's 2017 "*Discontinuance and Sale of Roads, Rights of Way and Drainage Reserve Policy*";
3. Direct, that if submissions are lodged in response to the public notice, the submission(s) be considered by a committee of Council comprising of Mayor, Deputy Mayor, Councillor from Como Ward, Chief Financial Officer, Manager Property Services and Team Leader Property Services and that a report be presented back to Council on the considerations of the committee; and
4. Authorise the Chief Executive Officer or delegate to undertake the procedures to give effect to the recommendation(s).

1. Executive Summary

Council has received a request from the owner of 9 Holmby Rd, Cheltenham to purchase a section of land which is currently enclosed within their rear boundary fence line.

The section of land was a drainage reserve that the former City of Moorabbin in 1990 commenced procedures under Section 569BA(1) of the Local Government Act (1958) to vest in Council. On 27 May 1996, Council commenced procedures to vest the land in Council, remove the drainage reserve status, and subdivide the resultant land at the rear of Holmby and Station Rd Cheltenham to enable the sale of parcels to adjoining owners. Some parcels were sold to adjoining owners with the remaining transferred to Council.



Council's 'Discontinuance and sale of Roads Rights of Way and Drainage Reserves Policy' allows for discounts for land enclosed for over 15 years plus a once only incentive of a further 50% discount to encourage an expedient resolution to the matter. The market valuation was \$43,200. After applying the discounts, the sale price equates to \$14,256.00 GST inclusive. The policy also makes provisions for the recovery of all costs associated with the disposal of land which will be recovered from the purchaser as part of the sale.

2. Background

The section of land was a Drainage reserve that the former City of Moorabbin in 1990 commenced procedures under Section 569BA(1) of the Local Government Act (1958) to vest in Council. On 27 May 1996 Council commenced procedures to vest in Council remove reserve status and subdivide the drainage reserve at the rear of Holmby and Station Rds Cheltenham. Some parcels were sold at that time to adjoining owners and the remaining land (including the subject land) was transferred to Council pending future adjoining owner interest.

The subject land is enclosed within the adjoining land at 9 Holmby Rd and the owner now wishes to purchase the property.

3. Discussion

3.1 Council Plan Alignment

Goal Liveable - Our city will be a vibrant, enjoyable, and easy place to live.
Direction Provide accessible, quality public open spaces for passive and active recreation

3.2 Consultation/Internal Review

Officers referred the proposal to key internal departments and received no objections to selling the land.

An inspection revealed there is no fire exit from 1242 Nepean Highway, Cheltenham that steps directly onto the land adjoining 9 Holmby Rd Cheltenham. The Building Surveyor informed officers that a fire exit must lead to an abutting road and that is not the case here.

3.3 Operation and Strategic Issues

3.3.1 Sale process

It is intended that the land be sold to the adjoining property owner of 9 Holmby Road, Cheltenham by private treaty for \$14,256 and associated costs.

3.3.2 Statutory Process

In accordance with Section 114 of the Act, Council is required to give public notice of its intention to sell land. Any person may make a submission which must be considered in accordance and Council's Community Engagement Policy of Council's intention to sell the land. If submissions are received, they must be considered by Council or a Committee of Council prior any decisions being made on the proposed sale. In this instance, it is proposed that any submissions be considered by a Committee of Council comprising of Central Ward Councillors, Chief Financial Officer and the Manager Property.

3.4 Options

3.4.1 Option 1

The recommended option is to authorise the Chief Executive Officer or delegate to commence the sale procedures.

Option 2

Do not proceed with the sale. This is not recommended as the subject land is surplus to municipal requirements.

4. Conclusion

4.1 Environmental Implications

Nil

4.2 Social Implications

Nil

4.3 Resource Implications

All costs associated with the sale will be borne by the purchaser.

4.4 Legal / Risk Implications

Nil.

Appendices

Appendix 1 - Title - Lot 4 PS406779R (Ref 19/51413)  [↓](#)

Appendix 2 - 9 Holmby Road, Cheltenham Valuation (Ref 22/140288)  [↓](#)

Author/s: Michelle Hawker, Senior Administration Officer
Reviewed and Approved By: Peter Gillieron, Acting Manager Property Services
Bernard Rohan, Chief Financial Officer

12.2

SALE OF LAND REAR OF 9 HOLMBY RD CHELTENHAM

1	Title - Lot 4 PS406779R	523
2	9 Holmby Road, Cheltenham Valuation	525



VICTORIA

Volume 10325 Folio 903

81180833824J Page 1
Produced 30/04/1997 02:15 pm**CERTIFICATE OF TITLE****UNDER THE TRANSFER OF LAND ACT**

I certify that the registered proprietor is the proprietor of the estate and interest in the land subject to the encumbrances, caveats and notices described.



REGISTRAR OF TITLES

LAND

LOT 4 on Plan of Subdivision 406779R.
PARENT TITLE Volume 02035 Folio 933
Created by instrument PS406779R 30/04/1997

REGISTERED PROPRIETOR

ESTATE FEE SIMPLE
SOLE PROPRIETOR
KINGSTON CITY COUNCIL
Registered PS406779R 30/04/1997

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988.
Any other encumbrances shown or entered on the plan.

SEE PS406779R FOR FURTHER DETAILS AND BOUNDARIES

END OF CERTIFICATE

THIS CERTIFICATE CONTAINS INFORMATION CORRECT AT THE TIME OF PRINTING.
CURRENT INFORMATION SHOULD BE OBTAINED BY A SEARCH OF THE REGISTER.

Valuation Report for the City of Kingston

**Property Address: Former Right of Way – Adjoining the Rear Boundary of 9 Holmby Road,
Cheltenham 3192**



Our Ref:	22-0225	Your Ref:	Not supplied.
Applicant:	Ms Michelle Hawker, City of Kingston	Melway Ref:	86 J2
Instructions:	The purpose of this valuation and report is to provide advice on the current market value of the former right of way adjoining the rear boundary of 9 Holmby Road, Cheltenham. We have assumed for the purposes of this valuation that the land would be sold unencumbered.		
	The subject land has an area of 48 sq.m. approximately.		

LOCATION AND LAND DESCRIPTION:

Location: The subject property is situated in the south-eastern suburb of Cheltenham, approximately 18 radial kilometres south-east of central Melbourne. The surrounding area comprises of predominantly older style brick and weatherboard dwellings built in the 1950's and 1960's period situated upon similar sized allotments of residential land. Services and facilities complementing the residential occupation of the land can be found in close proximity to the subject site include numerous schools, public transport facilities, private golf courses, the Cheltenham retail shops and the Southland Shopping Centre.



Holmby Road is a fully constructed bitumen sealed roadway incorporating concrete kerbs, gutters, crossovers and footpaths.

Title Details:	Lot 4 on Plan of Subdivision 406779R, Volume 10325 Folio 903.
Registered Owner:	Kingston City Council.
Encumbrances:	We have assumed for the purposes of this valuation that the subject land will be sold unencumbered.
Land Area:	48 sq.m. approx.
Services:	We have assumed for the purposes of this valuation that all usual services would be available for connection to the property.
Zoning:	The subject land is zoned "Activity Centre Zone – Schedule 1" under the provisions of the Kingston Planning Scheme. There is also a Special Building Overlay on the subject land.
Contour:	The subject land appears basically level, adequately drained and there is no evidence of landfill.

GENERAL REMARKS AND BASIS OF VALUATION

The subject property comprises a former right of way adjoining the rear boundary of 9 Holmby Road, Cheltenham. We have assumed for the purposes of this valuation that the land will be sold unencumbered. The subject land has an area of 48 sq.m. approximately.

We have considered the likely added value the additional land would provide to the adjoining property once consolidated on Title. To establish this value we have had regard to the value of the property in the 'before' situation, and the 'after' situation including the benefit or increase in value caused by the acquisition of the additional land.

There are a number of issues regarding the subject land which impact substantially on its value including:

- The land is incapable of being developed in its own right given the small land area.
- The land is only marketable to the adjoining owners.
- The shape of the site is long and narrow.
- The land is landlocked.

In determining the value of the subject land, we have analysed a number of vacant land sales and improved property sales with older dwellings adding little, if any, value in the Cheltenham area, suggesting land is worth between \$1,800 - \$2,100 per square metre for regular shaped, level sites which have street frontage and are capable of development in their own right, which the subject is clearly not. The variation in the rate per square metre depends upon the size of the allotment, location, zoning and aspect. We have adopted a rate of \$1,800 p.s.m. for the subject land.

We have also examined a number of sales throughout Melbourne of land which cannot be developed in their own right and have been sold to an adjoining owner at a considerable discount below the generally accepted market value for land. Our research shows that this type of land generally sells for 50-55% of market value. We have adopted the lower end of the range, being 50% of the land value having regard to the salient features of the property.

The sale discounts reflect a limited alternative market for each site. Only one or two buyers existed for each site (the adjoining owners) and as a consequence a substantial discount to the surrounding land value was appropriate. We consider that factors in this valuation are similar and accordingly we believe that a discount is required to be made.

Having regard to the amenity of the area, being wholly residential in nature and well established in all respects, we have no reason to suspect that the subject land is adversely affected by any environmental issues.



VALUATION AND ADVICE

I, **Rodney Patel** of **Patel Dore Valuers Pty Ltd** Certify that the subject land was inspected on the 14th day of April 2022 and assess the market value of the subject land as at 14th day of April 2022 at:

Forty-Three Thousand Two Hundred Dollars (\$43,200)

Patel Dore Valuers Pty Ltd

A handwritten signature in black ink, appearing to be "R. Patel", written over a faint circular stamp or watermark.

Rodney Patel AAPI
Certified Practising Valuer

This valuation is current as at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of 3 months from the date of the valuation, or such earlier date if you became aware of factors that have any effect on the valuation.

The valuation is for the use only of the party to which it is addressed. No responsibility is accepted or undertaken to any third parties in relation to this valuation and report. The valuers inspection and report does not constitute a structural survey.

Liability limited by a scheme approved under Professional Standards Legislation.

15. Confidential Items

15 Confidential Items

This information is confidential information under section 3(1) of the *Local Government Act 2020* and therefore suitable for consideration in closed session. In accordance with the *Local Government Act 2020*, Council may resolve to consider these items in open or closed session.

15.1 CEO Employment Matters

Agenda item 15.1 *CEO Employment Matters* is designated confidential:

- because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)), and
- the explanation as to why the specified ground/s applies is that it deals with employment conditions between the Council and the Chief Executive Officer.

Confidential Appendices

10.3 Dingley Reserve Pavilion - Award of Contract for Construction

Appendix 1, CON-22-033 Dingley Reserve Pavilion Tender Evaluation Price Evaluation Appendix 1 is designated confidential as it relates to (s3(1)(g(i)))

10.3 Dingley Reserve Pavilion - Award of Contract for Construction

Appendix 2, CON-22-033 Dingley Reserve Pavilion Tender Evaluation Scoring Matrix Appendix 2 is designated confidential as it relates to (s3(1)(g(i)))

10.4 CON 21/028 Leisure Centres Supply, Delivery and Storage of Co2 (Carbon Dioxide)

Appendix 1, CON-21/028 - Supply and Delivery of CO2 Tender Evaluation Report is designated confidential as it relates to (s3(1)(g))

RECOMMENDATION

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

15.1 CEO Employment Matters

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

- because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)), and
- the explanation as to why the specified ground/s applies is that it deals with employment conditions between the Council and the Chief Executive Officer.

Confidential Appendices

**10.3 Dingley Reserve Pavilion - Award of Contract for Construction
Appendix 1, CON-22-033 Dingley Reserve Pavilion Tender Evaluation
Price Evaluation Appendix 1**

This appendix is confidential in accordance with the Local Government Act 2020, s3(1) as it relates to (s3(1)(g(i))).

**10.3 Dingley Reserve Pavilion - Award of Contract for Construction
Appendix 2, CON-22-033 Dingley Reserve Pavilion Tender Evaluation
Scoring Matrix Appendix 2**

This appendix is confidential in accordance with the Local Government Act 2020, s3(1) as it relates to (s3(1)(g(i))).

**10.4 CON 21/028 Leisure Centres Supply, Delivery and Storage of Co2
(Carbon Dioxide)
Appendix 1, CON-21/028 - Supply and Delivery of CO2 Tender Evaluation
Report**

This appendix is confidential in accordance with the Local Government Act 2020, s3(1) as it relates to (s3(1)(g)).