Agenda

Ordinary Council Meeting

Monday, 27th April 2026

Commencing at 7:00pm
Council Chamber
1230 Nepean Highway, Cheltenham

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

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

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

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

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

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

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

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

kingston.vic.gov.au

Peter Bean
Chief Executive Officer
Kingston City Council

City of KINGSTON

ACKNOWLEDGEMENT OF COUNTRY

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

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

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

Notice is given that a Meeting of Kingston City Council will be held at the Council Chamber, 1230 Nepean Highway, Cheltenham at 7:00 PM on Monday, 27 April 2026.

1. Apologies

2. Confirmation of Minutes of Previous Meetings

Minutes of Ordinary Council Meeting 23 March 2026
Minutes of Special Council Meeting 30 March 2026

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.

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Explanation of Meeting Procedure

Meeting Procedure is Regulated by the City of Kingston Governance Rules
The procedures for this Council Meeting are regulated by Council's Governance Rules.

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

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

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

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

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

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

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

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

Explanation of Meeting Procedure

City of KINGSTON

Questions

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

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

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

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

Confidential Business

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

Courtesy to the Mayor

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

Emergency Evacuation of Chamber

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

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

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

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

Explanation of Meeting Procedure

Do You Have a Hearing Difficulty?

The Council Meeting is live streamed with closed captions. iPads are available for members of the public in the gallery to view the live stream. Please ask a member of staff for a unit prior to the meeting.

Interpreting Service

Recording of Meetings

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

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

Minutes

Ordinary Council Meeting

Monday, 23rd March 2026

kingston.vic.gov.au

Peter Bean
Chief Executive Officer
Kingston City Council

City of KINGSTON

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The meeting commenced at 7:01 PM in the Council Chamber, 1230 Nepean Highway, Cheltenham.

Present:
Cr Georgina Oxley (Mayor)
Cr Sarah O'Donnell (Deputy Mayor)
Cr Jane Agirtan
Cr Kirralee Ashworth-Collett (attended online)
Cr Tony Athanasopoulos (attended online)
Cr Georgia Erevnidis
Cr Chris Hill (attended online, arriving at 7.02pm)
Cr Chris Howe
Cr Hadi Saab (attended online, arriving at 8.18pm)

In Attendance:
Peter Bean, Chief Executive Officer
Jonathan Guttmann, General Manager Planning and Place
Dan Hogan, General Manager Customer and Corporate Support
Samantha Krull, General Manager Infrastructure and Open Space
Kate Waters, General Manager Community Strengthening
Bernard Rohan, Chief Financial Officer
Tracey Cheeseman, Manager Advocacy, Communications and Engagement
Jaclyn Murdoch, Manager City Development
Kelly Shacklock, Manager Governance, Risk and Integrity
Sharon Lozsan, Team Leader Council Governance
Ellie Lockard, Council Governance Officer
Athar Shafaei, Acting Council Governance Officer
John Tanner AM, Municipal Monitor
John Watson, Municipal Monitor

Cr Hill arrived at the meeting at 7.02pm.

1. Apologies

Apologies from Cr Law and Cr White were submitted to the meeting.

COUNCIL RESOLUTION

Moved: Cr O'Donnell **Seconded: Cr Agirtan**

That Council receive the apologies from Cr Law and Cr White.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

2. Confirmation of Minutes of Previous Meetings

COUNCIL RESOLUTION

Moved: Cr O'Donnell **Seconded: Cr Howe**

That Council confirm the Minutes of the Ordinary Council Meeting held on 23 February 2026.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

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

The Chief Executive Officer, Peter Bean, foreshadowed a conflict of interest in two matters:

- Item 12.1 - Notice of Motion No. 5/2026 - Cr Law - CEO Employment Matters Committee - Reappointment of Delegation.
- Item 14.3 – CEO Performance Matters

4. Petitions

4.1 Petition - Rename Carrum to Carrum Beach

COUNCIL RESOLUTION

Moved: Cr Howe **Seconded: Cr O'Donnell**

That Council:

1. Receive the petition and refer it to the CEO for consideration; and
2. Notify the head petitioner of the outcome following consideration of the petition.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe and Oxley (7)

AGAINST: Cr Agirtan (1)

CARRIED

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

Councillor Statements

Cr O'Donnell made a statement regarding local lifesaving clubs competing at the Aussies for Lifesaving event at the Gold Coast.

Cr Athanasopoulos made a statement regarding community attendance at the recent Greek Independence Day.

COUNCIL RESOLUTION

Moved: Cr Agirtan **Seconded: Cr Howe**

That Council receive the Councillor Statements.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

6. Question Time

Question time was held at 7.09pm.

A total of 30 questions were received, with 28 being allowed under the Governance Rules. Preambles submitted with questions 7.were not read out.

Question from Alvaro:

What is being done about the intentional, and daily, feeding of pigeons at Mordialloc Station by members of the public? Which has now led to the development of a significant pest problem in the area.

Response from GM Planning and Place, Jonathan Guttmann:

I would like to thank Alvaro for the question. The area where pigeons are being fed is managed by Metro Trains Melbourne (MTM). Council have reported these issues to the land manager. Council will support the land manager with example signage to install and other support as requested.

Question from Jackson:

Is it possible to turn the unused space at the end of park lane (next to quest) as a loading zone instead of being empty space bollarded off?

Response from GM Planning and Place, Jonathan Guttmann:

I would like to thank Jackson for the question. The hatch markings and bollards along Park Lane were designed to provide a clear separation between the busy pedestrian pathway and vehicle traffic. These measures also help prevent vehicles from attempting to drive along Park Lane as a two-way road. At this stage, the use of the laneway as a loading area is not supported.

Questions from Sarah:

1. What consultation has Kingston council had with the rail crossing project team about the permanent narrowing of Station Street down to two lanes and the removal of the clear space between the gutter and lanes up near Ruvina St on the resident side?
2. How are residents going to safely exit their driveways and roads onto Station Street and maintain their nature strip with the permanent narrowing of Station Street and removal of this clear space?

Response from GM Infrastructure and Open Space, Samantha Krull:

1. Thank you Sarah for your questions. Council's Traffic and Transport team were consulted through the design process from May 2024 through February 2025 on the design developed by the Level Crossing Removal Project (LXRP).
2. Based on the design drawings provided by the Level Crossing Removal Project (LXRP) and reviewed by Council, the width of Station Street near Ruvina Street is approximately 6.5 metres wide, measured kerb to kerb.

   This width is considered sufficient to accommodate the required vehicles and to maintain safe access to adjoining local streets and residential properties, including vehicle movements to and from driveways.

   In relation to visibility and safety when exiting driveways and side streets, the proposed road geometry will provide adequate sightlines for vehicles entering and exiting side streets and private properties and is similar to the current arrangement.

Question from Ian:

Could Council please modify the intersection of McSwain St, Evan St & Lawborough Ave in order to reduce speeds by placing Stop signs facing the north and South-bound traffic in Mc Swain St, or failing that, by placing speed humps to slow traffic passing through the intersection?

Response from GM Infrastructure and Open Space, Samantha Krull:

Thank you Ian for your question. Officers have received very few concerns on McSwain Street since 2018, and surveys in 2017–2018 showed no speeding issues. Our Traffic Engineers will conduct updated traffic speed and volume surveys to assess current conditions.

The results will inform consideration of any appropriate traffic management or safety treatments. Our Traffic Engineers will provide further advice following the completion of the investigation.

Question from Rosemary West:

Why has Council stopped providing quarterly reports re your compliance work in progress in the Green Wedge and will you please resume this valuable service to residents?

Response from GM Planning and Place, Jonathan Guttmann:

I would like to thank Rosemary for her question. Council Officers are continuing to play an active compliance role in the Kingston Green Wedge and have maintained a list of sites under investigation. Matters under investigation by Officers are not broadly shared, as they generally relate to private property landholdings.

Should Rosemary have queries regarding particular sites in the Green Wedge, she is welcome to contact Council Officers to understand whether they are being investigated for compliance with the Kingston Planning Scheme.

The following questions from two submitters were grouped together for response:

Question from Donna:

Can Council please provide an estimate cost of Monitor Mr John Tanner's total cost, including wages, expenses, accommodation, superannuation etc, seeing that he has not provided any invoices to Kingston Council yet?

Question from Vera:

Can Council please reveal the total cost of the monitors to date? A simple total dollar amount answer please.

Response from Chief Finance Officer, Bernard Rohan:

Mr Tanner has not yet invoiced Council for his time as a Monitor at the City of Kingston. Council will owe Mr Tanner for the daily rate set by the Minister for Local Government, superannuation, plus reimbursement of expenses. The amount owed by Council will need to be verified by Officers against an invoice, once submitted by Mr Tanner. An estimate cannot be provided without this information.

The total cost of Mr Watson's monitor's appointment to now – inclusive of the daily rate, superannuation and reimbursement of expenses – has been $69,054.66.

The following questions from four submitters were grouped together for response:

Question from Yvette:

Please advise specifically what meeting records were taken relating to the meeting held on 23 April 2025 involving the Kingston Mayor Oxley, the Kingston CEO Mr Peter Bean, and the State Minister for Local Government, Mr Nick Staikos?

Question from Robert:

Why has the Mayor remained publicly silent on the topic of what was actually discussed at the joint meeting between herself, the CEO Mr Peter Bean, and the Minister for Local Government, Mr Nick Staikos held on 23 April 2025, given the extensive media coverage about his meeting and the seriousness of the issue?

Question from Elena:

At the meeting held on the 23 April 2025, did Local Government Minister Mr Nick Staikos in any way indicate to Kingston Mayor Oxley and Kingston CEO Mr Bean, that the Minister may appoint Monitors to Kingston Council?

Questions from Jagoda:

1. Has the Mayor submitted a complaint to IBAC regarding the meeting of the 23 April 2025 which she and the CEO of Kingston Council, Mr Peter Bean, had with the Local Government Minister, Mr Nick Staikos?
2. If not, why not?

Response from Chief Executive Officer, Peter Bean:

The meeting between the Minister for Local Government and the Mayor and CEO of Kingston Council on 23 April 2025 covered a range of discussion points, including the potential of the appointment of Monitors. Kingston City Council took no formal minutes of the meeting. The Mayor and CEO are aware of their respective reporting obligations to IBAC and other integrity agencies and take appropriate steps to discharge their responsibilities.

Questions from Roslyn:

1. If the Council has not considered a judicial review of the appointment of monitors to Kingston Council, why not?
2. If the Council has considered a judicial review regarding the appointment then why as the Council decided not to move forward with a judicial review?

Question from Rose:

Has the Council considered a judicial review of the Minister Nick Staikos' appointment of monitors at Kingston Council?

Response from General Manager Customer and Corporate Support, Dan Hogan:

Council has not considered a Judicial review regarding the appointment of Monitors, but does recognise that under the *Local Government Act 2020,* s179(1) empowers the Minister to appoint a person to be a Municipal Monitor to a Council.

Questions from Stephen:

1. Is Kingston Council spending Kingston ratepayer money hiring staff, or adding to the time burden of our existing staff, or expending money in any other way, to take over and/or manager the Aged Care responsibilities and services of another Council, i.e. Frankston City Council, as seems to be the case, as mentioned in your Council Facebook post recently?

2. Is the State Government paying Kingston Council for this takeover and staff cost, or are we, the ratepayers of Kingston carrying the cost of this added burden?

   Response from General Manager Community Strengthening, Kate Waters:

   As announced last Thursday, the Commonwealth Government has confirmed that Kingston Council will be taking over Frankston's Commonwealth Home Support Program contract as of 1 July 2026.

   The Commonwealth Home Support Program is funded by the Federal Government. Through this funding, additional staff will be employed, and there will be no impact to existing client services.

Questions from. Wandzia:

1. With regard to the café bakery/wine bar amenity that has been included in the development created by the Little Projects at 38 Southern Rd Mentone which is being voted on tonight, can it please be allowed longer hours of operation, so that we can all enjoy and use this facility after we finish work, and which will then make a more successful and viable business with a greater chance or survival?

2. Will Council allow this café bakery/wine bar to have a license to serve wine as we have, we being all of us in the factories, in all our many submissions regarding this, always requested it as this?

   Response from GM Planning and Place, Jonathan Guttmann:

   I would like to thank Wandzia for her questions.

   In relation to Question 1 the matter at 38 Southern Road, Mentone is the subject of Council consideration under Item 7.4 to determine its position for the matters, deliberation at the Victorian Civil and Administrative Tribunal.

   The condition recommended by Officers following discussion with all participants to the planning matter would require that:

   > *The food and drink premises (café) must only operate between the hours of: Monday to Saturday: 6:00am to 6:00pm*
   >
   > *Or otherwise as approved by the Responsible Authority in writing*

   The suggested condition as drafted provides Council to expand the hours in the future subject to a written request. It is also noted that this matter may be discussed further through the upcoming VCAT process.

   In response to the second question, the Council regularly supports submissions from operators seeking to introduce a license for the consumption of alcohol, subject to appropriate considerations and would be able to consider such a request if it was forthcoming.

Questions from Gil:

1. Why won't Kingston Council provide our community with the number of houses that are going to be compulsorily acquired for the SRL in Cheltenham, Clayton South and Highett, when we have been asking for an answer since December '25, whereas Bayside Council has already provided their community with the number, which is an astonishing 6,887 properties?

2. Why do our public and private questions about this compulsory acquisition of the properties remain unanswered by Kingston Council?

Response from GM Planning and Place, Jonathan Guttmann:

I would like to thank Gil for this question. In response to both questions.

Officers have received a range of questions regarding the areas impacted by the SRL Planning areas since the December Council Meeting and finished compiling this information late last week.

1. We have a total of 11,880 properties that fall within the SRL Clayton and SRL Cheltenham declared areas within Kingston. Please note that this includes all the individual tenancies within areas like Southland.
2. For Clayton, we have 3,356 properties within the declared area and of this figure, 1,919 properties are within the structure plan boundary.
3. For Cheltenham, we have 8,524 properties within the declared area and of this figure, 3,305 properties are within the structure plan boundary.

In relation specifically to the question regarding the number of properties being compulsory acquired for the SRL, Officers have been able to locate Table DSC14.2 Properties affected by the Project. This table produced by SRL indicates that no properties in Clayton South are proposed to be acquired by the SRL and 4 Commercial Properties and 1 Public Property are proposed to be acquired in Cheltenham and 7 Commercial Properties and 1 Residential Property in Heatherton where the Stabling Facility is proposed.

Given the SRL are the authority responsible for any compulsory acquisition, in this instance it is recommended that they are contacted to confirm whether the numbers provided above remain accurate.

Questions from Geoff:

1. Separate to the VCAT process, has the Council considered a judicial review of Minister Sonya Kilkenny's planning decision of 13 October 2025 regarding Kingswood?
2. If the Council has not considered a judicial review, then, why not, of if the Council has considered a judicial review, then why has the Council decided not to move forward with a judicial review?

Response from GM Planning and Place, Jonathan Guttmann:

I would like to thank Geoff for his questions. In response to the questions.

Advice was sought in relation to the prospects, risks, and costs associated with a judicial review of the matter. Based on the advice received, it was determined that an appeal should not be lodged.

Council has pursued a strategy of working with the community on ongoing advocacy around improvements to the Kingswood plans, and Council is reviewing, the Application for Planning Permit presently with a view towards reporting this matter to Council once its assessment is undertaken.

Question from Irina:

Mindful that the Kingswood flood plain issues are significant, and given Melbourne Water is effectively a state government controlled entity, why did Kingston Council not engage its own independent hydrology experts?

Response from GM Planning and Place, Jonathan Guttmann:

I would like to thank Irina for her question. The Council has consistently throughout the progression of the Kingswood site through a range of planning processes sought

improvements to a number of aspects of the planning provisions, governing the site, including drainage.

The responsibility for much of the drainage catchment impacting the Kingswood Golf Course site sits with Melbourne Water and Council has sought to ensure appropriate measures were built into the Schedule to the Development Plan Overlay in the Kingston Planning Scheme to address drainage issues.

Council is also now reviewing the planning application made to the State Government for the former Kingswood site, and will be ensuring that recommendations informed by Council engineers are incorporated in the recommended conditions of any permit, should one be issued for the site. These conditions would require the submission of detailed engineering information to be provided to both Melbourne Water and Council that would be submitted, at this stage of a planning request to redevelop the land.

Question from Irina:

Does the Risk Committee at Kingston Council see and think it prudent to act, or not act, with regard to the real oncoming possibility of the danger of residents suing the Kingston Council down the line for allowing properties to be built on an obvious flood prone area?

Response from General Manager Customer and Corporate Support, Dan Hogan:

The remit of the Audit and Risk Committee is to monitor and provide advice relating to functions and responsibilities as set out in the Charter.

While the Committee receives information regarding risks and controls; including flood prone areas and other climate related risks, this specific matter has not been considered by the Audit and Risk Committee for monitoring or advice.

Question from Rosemary West:

Has construction begun on the purple pipe for watering farmland and sports grounds with recycled water & when will it be in operation?

Response from GM Infrastructure and Open Space, Samantha Krull:

South East Water has commenced construction of the Dingley Recycled Water Scheme, with commissioning anticipated in 2027.

Council has entered into agreements to access recycled water for a number of recreation reserve sites, with connection works planned for later in 2026. These works are being timed to ensure sites are ready to connect in line with South East Water's commissioning of the scheme.

Further updates on the water scheme rollout are available on South East Water's website under the Dingley Recycled Water Scheme.

Questions from Zoe:

1. Regarding the Kingswood development, did Kingston Council receive legal advice concerning the VCAT appeal deadline date prior to the Kingston Council public meeting held on 10 November 2025?
2. Why was Kingston Council unable to confirm with VCAT the precise date Council engaged legal advice?

Response from GM Planning and Place, Jonathan Guttmann:

I would like to thank Zoe for her question.

In response to the first question the Council did not receive legal advice concerning the VCAT appeal deadline date prior to the Kingston Council Public Meeting held on 10 November, 2023.

In response to the second question Council will contact Zoe to confirm whether the reference to this question relates to the affidavit tabled by Council, Councils written submission or through comments made during the hearing by Council's advocate. Upon confirming with Zoe a formal response will be provided.

The Mayor spoke at the end of Public Question Time to address questions received regarding her obligation to report to IBAC and any other integrity agencies, and thanked submitters for their questions.

7. Planning and Place Reports

7.1 Town Planning Application Decisions - February 2026

COUNCIL RESOLUTION

Moved: Cr Erevnidis **Seconded: Cr Agirtan**

That Council note the report of Town Planning Application Decisions for the month of February 2026.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

7.2 KP-2024/458 - 29 Tennyson Street, Highett

Note: This item was deferred from the 23 February 2026 Council Meeting. At the time of deferral, the officer recommendation as it appeared in the agenda had been moved.

Debate resumed as follows:

COUNCIL RESOLUTION

Moved: Cr Erevnidis **Seconded: Cr O'Donnell**

That Council determine to support the proposal and issue a Notice of Decision to develop the land for Use and develop the land for the construction of a Childcare Centre and to construct or put up for display three (3) business identification signs at 29 TENNYSON STREET, HIGHETT, subject to the following conditions:

Amended Plans

1. Before the use and 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 plans submitted to Council on 7/11/2025, but modified to show:

   a) A landscape plan and associated planting schedule for the site showing the proposed location, species type, mature height and width, pot sizes and number of species be planted on the site, with such plans to be prepared by a suitably qualified landscape professional and incorporating:

      i) A planting schedule of all proposed trees and shrubs, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;

      ii) A survey, including, botanical names of all existing trees to be retained or removed on the site, including Notional Root Zones for trees to be retained calculated in accordance with AS4970-2025;

      iii) A survey including adjoining buildings and the location of all existing trees on neighbouring properties including their botanical names where the Notional Root

Zones of such trees calculated in accordance with AS4970-2025 fall partially within the subject site;

iv) The delineation and details of all garden beds, paving, grassed area, retaining walls, fences and other landscape work;

v) Pathways in the front setback to be constructed with permeable materials within the Notional Root Zone of T2 & T3;

vi) Sectional details of permeable surfaces to be illustrated to scale and notation including materials and dimensions;

vii) A range of plant types from ground covers to large shrubs and trees, provided at adequate planting densities (e.g. plants 1 metre width at maturity planted 1 metre apart); with the species chosen to comprise of a minimum of 80% native;

viii) Provide vegetation in front, side and rear setbacks of the building;

ix) Balcony planters capable of supporting the growth of small to medium shrubs and grasses to be provided with the minimum internal dimensions of 400mm in width and 500mm in depth;

x) Sectional details of balcony planters to be illustrated to scale and notation including materials, growing media, drainage and dimensions;

xi) Provide a narrow garden-bed in the area between the driveway and the side boundary to be planted with a suitable climber species;

xii) Two (2) canopy trees capable of growing to minimum mature dimensions of 5 metres in height and 4 metres in width to be planted in the side setback garden area of the development;

xiii) Four (4) native canopy trees capable of growing to minimum mature dimensions of 6 metres in height and 4 metres in width to be planted in the front setback of the development;

xiv) Four (4) native canopy trees capable of growing to minimum mature dimensions of 8 metres in height and 5 metres in width to be planted in the rear setback of the development;

xv) One (1) canopy tree capable of growing to minimum mature dimensions of 9 metres in height and 7 metres in width to be planted in the rear setback of the development;

xvi) All trees provided at a minimum of 2 metres in height at time of planting, medium to large shrubs to be provided at a minimum pot size of 200mm;

xvii) Notes regarding site preparation, including the removal of all weeds, proposed mulch, soil types and thickness, subsoil preparation and any specific maintenance requirements;

xviii) Tree protection measures including for street trees accurately drawn to scale and labelled as per the endorsed Tree Protection Specifications.

b) The location of tree protection measures illustrated to scale and labelled on the Demolition, Cut and Fill, and Ground Floor Plan or a notation that refers to tree protection as per the endorsed Tree Management Plan.

c) Any changes as required by Condition 7.

d) The surface material of all driveways / accessways and car parking spaces

nominated in all-weather coloured concrete sealcoat, or similar.

e) The internal driveway be at least 500mm from the side boundary at the front boundary.

f) The crossover not to exceed 4.6 meters in width from property boundary entry point.

g) Indicate rainwater tank size and reuse connections as proposed in the SDA and BESS assessment. Include details showing how the tank be accessible to future occupants for maintenance, leak detection and repair.

h) Annotate double glazing to all playroom windows.

i) Annotate vehicle ready infrastructure to the staff car parking area, by ensuring there is access to power points provided on a minimum 32A dedicated circuit from the switchboard.

j) Nominate nine car parking spaces allocated to Staff with the remainder nominated as 'Visitor.'

k) The access ramp be redesigned to have a grade no steeper than 1.6 for any ramp section longer than 20 m.

Endorsed Plans

2. The development and use as shown on the endorsed plans must not be altered without the 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

Use

4. Maximum of ninety (90) children are permitted on site at any one time.

5. Maximum of eighteen (18) staff are permitted on site at any one time.

6. The use must only operate between the hours of:

   Monday to Friday 7.00am to 6.00pm

   Or otherwise as approved in writing by the responsible authority.

Tree Protection Measures

7. Concurrent with the endorsement of plans, a Tree Protection Plan & Tree Protection Specification prepared by a suitably qualified arborist in accordance with AS4970-2025 Protection of trees on development sites, must be submitted to and be endorsed by the Responsible Authority, incorporating:

   a) A Tree Protection Plan (scale drawing) with a notation referring to the Tree Management Plan that provides details of:

      i) The Notional Root Zone and Structural Root Zone, calculated in accordance with AS4970-2025, for all trees to be retained on the site and for all trees on neighbouring properties where the Tree Protection Zone falls partially within the subject site.

      ii) The location of tree measures including protection fencing, or ground protection where required, provided in accordance with AS4970-2025.

   b) A Tree Protection Specification (written report) which references the Tree Protection Plan and provides details of:

i) Any non-destructive root investigation undertaken to determine the location and distribution of roots of trees nominated on the Tree Protection Plan

ii) Specifications for tree protection fencing and/or ground protection

iii) Stages of development at which inspections are required to ensure tree protection measures are adhered to must be specified.

iv) How excavation impacts, including soil level changes, on trees to be retained will be managed.

v) Proposed footings and construction methods for any buildings or structures within the Notional Root Zone nominated on the Tree Protection Plan.

vi) How the canopy of trees nominated on the Tree Protection Plan will be protected.

vii) Maintenance of the area(s) within the Notional Root Zone in accordance with AS4970-2025.

viii) Any pruning to be undertaken being in accordance with AS4373-2007.

ix) Any other measures required to demonstrate the successful ongoing retention and viability post-construction of any trees nominated on the Tree Protection Plan.

8. All protection measures identified in the Tree Protection Specification must be implemented, and development works undertaken on the land must be undertaken in accordance with the Tree Protection Specification, to the satisfaction of the Responsible Authority.
9. Prior to the commencement of works, the name and contact details of the project arborist responsible for implementing the Tree Protection Specification must be submitted to the Responsible Authority.

Street Tree

10. Tree Protection Fencing is to be established around the street trees prior to demolition and maintained until all works on site are complete:
    a) The fencing is to be a minimum 1.8 metre high, mesh panel temporary fence on concrete bases or similar
    b) The fencing is to encompass the entire nature strip with each end 3 metres from the base of the tree
    c) The fenced tree protection zone is only to be accessed for maintenance purposes.

Drainage and Water Sensitive Urban Design

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

infiltration or bio-retention system, rainwater tanks connected for reuse, or other treatments to the satisfaction of the Responsible Authority.

c) The water sensitive urban design treatments as per conditions 8a & 8b above must be implemented on-site, unless an alternative agreement for stormwater quality in-lieu contribution is reached with the Responsible Authority.

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

12. Stormwater works must be implemented in accordance with the approved stormwater management/drainage plan(s) and to the satisfaction of the responsible authority including the following:

13. All stormwater/drainage works must be provided on the site so as to prevent overflows onto adjacent properties.

14. The implementation of stormwater/drainage detention system(s) which restricts stormwater discharge to the maximum allowable flowrate of 13.8L/sec.

15. All stormwater/drainage works must be maintained to the satisfaction of the responsible authority.

16. 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 GAR 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.

17. The basement structure must be designed to respond to the findings of the GAR and GMP required under condition 10 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

    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.

18. In any case where the basement design and construction, as required by Conditions 9 & 10 above 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.

Environmentally Sustainable Design

19. Prior to the endorsement of the plans required pursuant to condition 1 of this permit, the provision of a sustainable design assessment (SDA) be prepared by a suitably qualified professional must be submitted to and approved by the Responsible Authority, the SDA

must be substantially in accordance with the SDA prepared by EnergyRatingGroup; Project ID ERG722; dated 21/02/2025 but altered to include:

- The project needs to meet the minimum 50% overall score and minimums in Energy (50%), Water (50%), IEQ (50%) and Stormwater (100%) categories in BESS to demonstrate best practice in sustainable design. Considering your response to the points below, should any category fall short of the minimum targets, adjustments will need to be made to demonstrate that the project meets the BESS minimums.
- The washing machine water efficiency is to be updated in the BESS assessment to 'occupant to install', as laundries form part of this application.
- Further information to support the inclusion of the 'Water 4.1 Building systems Water Use Reduction' credit must be provided in the SDA to demonstrate feasibility of achieving the credit, or alternatively remove this credit from the assessment.
- Revised preliminary section J assessment has considered glazing on all facades and information on assumed shading systems.
- Refer to Civil Design Requirements for Developers Part A: Integrated Stormwater Management on how to provide an appropriate stormwater management response. This includes addressing the following:
  - Provide a STORM assessment demonstrating that the proposed stormwater management strategy meets best practice requirements. Ensure that the 'Tank Water Supply reliability' achieves 80% or greater where rainwater tanks are specified. Note, increasing the capacity of the rainwater tank generally increased the supply reliability.
  - Provide further details and sections that show how the tanks located under the concrete basement floor will be accessible for maintenance, leak detection and repair or relocate the tanks to a more accessible location.
- Calculations (modelling or hand calculations) must be included in the report to demonstrate how the spaces are predicted to perform in relation to daylight benchmarks outlined in BESS (https://bess.net.au/tool-notes/) that reflects what has been entered in the IEQ 1.4 Daylight access – Non-residential BESS credit.

Waste Management Plan

20. Concurrent with the endorsement of plans required under condition 1 of this planning permit, the waste management plan prepared by SALT, dated 6/06/2024, or otherwise as amended to the satisfaction of the responsible authority, must be submitted to and endorsed by the responsible authority.
21. The waste management measures as contained in the endorsed waste management plan must be implemented and maintained to the satisfaction of the responsible authority.

Acoustic Report

22. Concurrent with the endorsement of plans required under condition 1 of this planning permit, the acoustic report plan prepared by Acoustic Control, dated 14/06/2025, or otherwise as amended to the satisfaction of the responsible authority, must be submitted to and endorsed by the responsible authority.
23. The acoustic treatments set out in the endorsed acoustic report must be implemented and maintained to the satisfaction of the responsible authority.

Construction Management Plan

24. Prior to the commencement of any buildings and works on the land, a construction management plan, 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 and

Construction Guidelines. 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 construction management 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

25. The amenity of the area must not be detrimentally affected by the use or development, through the:

    a) Transport of materials, goods or commodities to or from the land.
    b) Appearance of any building, works or materials.
    c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
    d) Presence of vermin.
    e) Any other way.

26. Noise levels associated with the use must at all times comply with the Environment Protection Regulations under the *Environment Protection Act 2017* and the incorporated noise protocol (Publication 1826, Noise Limit and Assessment Protocol for the Control of Noise from Commercial, Industrial and Trade Premises and Entertainment Venues).

Infrastructure and Road Works

27. Any relocation of pits, power poles or other services affected by this development must be relocated to the satisfaction of the relevant servicing authority and the responsible authority, at the cost of the owner/developer.

28. Property boundary and footpath levels must not be altered without the prior written consent form the responsible authority.

29. The replacement of all footpaths, including offsets, must be constructed the satisfaction of the responsible authority.

30. All reinstatements and new vehicle crossovers must be constructed to Council's industrial strength specifications to the satisfaction of the responsible authority.

31. All redundant vehicle crossovers must be removed (including redundant portions of vehicle crossovers) to the satisfaction of the responsible authority.

Traffic Measures

32. Parents must use the basement parking area for all drop-off and pick-up activities.

33. Safe pedestrian walkways must be clearly line-marked within the basement car park to provide safe and protected access routes.

34. The operator of the facility must ensure that staff do not park in the car spaces allocated

to visitors to the facility

Prior to the commencement of the use, the owner/operator/permit holder shall prepare a Car Parking Management Plan detailing the management of the use of car parking on site. The Car Parking Management Plan shall provide for, but not be limited to:

a) Management of the use of the car park for staff during the course of the day, including details and number of car spaces designated for staff;

b) Review of queues arriving into and leaving from the basement.

c) Details of how the management plan will be distributed to staff and parents (i.e. induction pack) to ensure all are aware of the document and parking arrangements;

d) Use of basement only, instead of on-street car parking.

e) Details and number of designated car parking spaces for use of parents;

f) Method of identifying car parking spaces for patrons;

g) Details of security to be provided within the car park particularly outside of normal business hours; and

Signage

35. The location and details of the sign(s) as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.

36. All signs must be located wholly within the title boundary of the land and must not protrude above the overall height of the building.

37. The sign(s) must not be located within or encroach onto the road reservation.

38. Signs must not be illuminated internally or by external lights except with the prior written consent of the Responsible Authority.

39. No sign(s) or other advertising or identification may be erected or displayed on the site without written Council consent.

40. The sign(s) must not be animated and no flashing or intermittent lights may be displayed.

41. The intensity of the light on the sign(s) must be limited so as not to cause glare or distraction to motorists or other persons or loss of amenity in the surrounding area all to the satisfaction of the Responsible Authority.

Completion of Works

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

43. Prior to the occupation of the development hereby permitted, all buildings and works and the conditions of this planning permit must be complied with to the satisfaction of the responsible authority, unless with the prior written consent of the responsible authority.

44. Prior to the 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

45. 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 three (3) years from date of this permit.
- The development is not completed before five (5) years from the date of permit issue.
- The use is not commenced within five (5) years of the issue date of this permit.
- The use is discontinued for a period of three (3) years.

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.

46. The permit as it relates to signage expires 15 years from the date of this permit.

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

Note: The development includes deck and 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: Prior to the commencement of the development, you are required to obtain the necessary building permit.

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

Note: The applicant/owner must provide a copy of this planning permit and any endorsed plans to any external contractor to ensure that all trees to be retained on site are protected during any works.

Note: Before removing or pruning any vegetation from the site, the applicant or any contractor engaged to remove any vegetation should consult Council's vegetation management officer to verify if a Local Laws permit is required for the removal of such vegetation.

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

Note: 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 Underground Structures Policy'.

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 Council website.

A copy of this plan must be submitted to and approved by the responsible authority and be provided to users of the centre.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

Harry Lew spoke in objection to Item 7.3.

Mick Meyer of Urbis spoke on behalf of the applicant for Item 7.3.

7.3 KP-2025/45 - 8 Courtney Street, Cheltenham

COUNCIL RESOLUTION

Moved: Cr Hill **Seconded: Cr Athanasopoulos**

That Council determine to support the proposal and issue a notice of decision for the construction of five (5) triple storey dwellings and the removal of an easement at 8 Courtney Street, Cheltenham, subject to the following conditions:

Amended Plans

1. Before the development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and generally in accordance with the amended plans prepared by Finnis Architects comprising job No. 25-010, drawing No. TP-01 to TP-12 inclusive, revision H and dated 2 February 2026, but modified to show:
   (a) A minimum 2,000 litre rainwater tank for each dwelling with water re-used for toilet flushing.
   (b) The correct eave/roof outline shown on the second floor plan.
   (c) The garage of Dwelling 2 designed to allow vehicles to exit in a forward direction with a maximum of three turning (3) manoeuvres.
   (d) The width of the driveway and vehicle crossover providing access to Dwellings 2 to 5.
   (e) The section of the front fence situated on either side of the Dwelling 1 driveway designed to comply with Design Standard 1 (Accessway) of Clause 52.06-9 of the Kingston Planning Scheme.
   (f) The location of the tree protection measures illustrated to scale and labelled on the ground floor plan as per the endorsed tree protection specification required under condition 12 of this planning permit.
   (g) Any changes as per the tree protection specification required under condition 12 of this planning permit.
   (h) An amended landscape plan in accordance with the submitted landscape plan prepared by TMC Reports, including Ground Floor Plan, dated 3 November 2025 and First Floor Plan, dated 6 November 2025, with such plans to be prepared by a suitably qualified landscape professional to the satisfaction of the responsible authority and incorporating:
      i. A notation against Tree 1, the *Callistemon* sp. (Bottlebrush), that the street tree must be removed by Council.
      ii. One (1) unlabelled canopy tree in the private open space Dwelling 5 to be labelled with species identifier ‘Ac Me’ and deep soil area to be updated to 16m^2.
      iii. The permeable pedestrian entry path of Dwelling 1 clearly illustrated and labelled.
      iv. The permeable area of pedestrian entry path for Dwellings 2 to 5 clearly

illustrated and labelled.

v. Sectional details of the permeable pedestrian entry paths illustrated to scale with notations including materials and dimensions.

vi. All surface treatments, including paving and permeable paving, included in the legend.

vii. The depth of the rain garden illustrated on the landscape plan updated to be consistent with the depth of required layers specified in the 'General Landscaping Specifications'.

viii. A planting schedule of all proposed species for the rain garden, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.

ix. A balcony planter to be located along the length of the northern edge of the balcony for Dwelling 1, with minimum internal dimensions of 450mm in width and 450mm in depth.

x. Sectional diagrams of the balcony planter boxes illustrated to scale with internal and external dimensions, and details of planting media and drainage.

xi. Façade planter boxes on Dwelling 1 with a minimum internal depth of 450mm.

xii. Sectional diagrams of the façade planter boxes illustrated to scale with internal and external dimensions, and details of planting media and drainage.

xiii. Tree protection measures for retained and neighbouring trees accurately drawn to scale and labelled as per the endorsed tree protection specification required under condition 12 of this planning permit.

Endorsed Plans

2. The development and removal of easement 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.

Melbourne Water

4. The dwellings must be constructed with finished floor levels set no lower than 29.15 metres to the Australian Height Datum, which is 300mm above the applicable flood level of 28.85 metres to AHD.

5. The garages must be constructed with finished floor levels set no lower than the applicable flood level of 28.85 metres to AHD.

6. Imported fill must be kept to a minimum on the property and only be used for the sub floor areas of the dwellings, garages and driveway ramps.

7. The setback from the western property boundary must be maintained at 5 metres, as per submitted plan. No fill is permitted within this setback with the exception of minimal length of ramping onto the proposed garage 1 and the Dwelling 1 entrance.

8. The private open space for Dwelling 5 must be maintained at existing natural surface level.

9. The decking must be constructed with unenclosed foundations and steps contain no

vertical risers, to allow for the passage of overland flows.

10. The front fence must be of an open style of construction (minimum 50% open) unless with the written consent of Melbourne Water, to allow for the passage of overland flows. The boundary and partition fences must be timber paling.

Retained Tree

11. Tree T5, the *Jacaranda mimosifolia* (Jacaranda), located along the eastern boundary of the property must be retained and protected as per the conditions of this permit during works and construction and thereafter retained and maintained to the satisfaction of the responsible authority.

Tree Protection Specification

12. Concurrent with the endorsement of plans required under condition 1 of this planning permit, a tree protection specification prepared by a suitably qualified arborist in accordance with AS4970-2025, must be submitted to and be endorsed by the responsible authority and incorporating:

    (a) A tree protection specification (written report) must provide details of:

        i) Any non-destructive root investigation undertaken to determine the location and distribution of roots of trees nominated on the tree protection plan.

        ii) Proposed footings and construction methods for any buildings or structures within the notional root zone nominated on the tree protection plan.

        iii) How excavation impacts, including soil level changes, on trees to be retained will be managed.

        iv) How the canopy of trees nominated on the tree protection plan will be protected.

        v) Any other measures required to demonstrate the successful ongoing retention and viability post-construction of any trees nominated on the tree protection plan.

    (b) A tree protection plan (scale drawing) must provide details of:

        i) The notional root zone and structural root zone, calculated in accordance with AS4970-2025, for all trees to be retained on the site and for all trees on neighbouring properties where the notional root zone falls partially within the subject site.

        ii) Tree protection fencing, or ground protection where required, provided in accordance with AS4970-2025.

        iii) Stages of development at which inspections are required to ensure tree protection measures are adhered to must be specified.

        iv) Appropriate signage on any tree protection fencing prohibiting access, excavation, changes in soil levels, or any storage within the notional root zone in accordance with AS4970-2025 unless with the prior written consent and under the direct supervision of the consulting arborist.

        v) Maintenance of the area(s) within the notional root zone in accordance with AS4970-2025.

        vi) Any pruning to be undertaken being in accordance with AS4373-2007.

        vii) A notation to refer to the tree management plan.

13. All protection measures identified in the tree protection specification must be implemented, and development works undertaken on the land must be undertaken in accordance with the tree protection specification, to the satisfaction of the responsible authority.

14. Prior to the commencement of works, the name and contact details of the project arborist responsible for implementing the tree protection specification must be submitted to the responsible authority.

Street Tree

15. Prior to the construction of any crossovers as shown on the endorsed development plans, the *Callistemon sp.* 'Kings Park Special' (Bottlebrush 'Kings Park Special') (Tree Asset ID TR536587) street tree located in the Courtney Street nature strip must be removed by Council at the expense of the developer/owner. Payment of the removal and replacement fee for this tree/s must be made to Council's customer service in accordance with Council's Tree Management Policy at least two (2) weeks prior to its required removal date.

Drainage and Water Sensitive Urban Design

16. Unless with the prior written consent of the responsible authority, before the development commences, the following Integrated stormwater management documents must be prepared, by a suitably qualified person, to the satisfaction of the responsible authority:

    (a) Stormwater management/drainage (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 (drainage) works including all existing and proposed features that may have impact on the stormwater (drainage) works, including landscaping details.

    (b) The stormwater management (drainage) plan must address the requirements specified within Council's "Civil Design requirements for Developers – Part A: Integrated Stormwater Management".

    (c) A STORM modelling report with results demonstrating water sensitive urban design treatments that achieve Victorian best practice objectives with a minimum 100% rating must be provided as part of the stormwater management (drainage) plan to the satisfaction of the responsible authority. 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.

    (d) The water sensitive urban design treatments as per conditions 16(a), 16(b) and 16(c) above must be implemented on-site, unless an alternative agreement for stormwater quality in-lieu contribution is reached with the responsible authority.

17. Stormwater/drainage works must be implemented in accordance with the approved stormwater management/drainage plan(s) and to the satisfaction of the responsible authority including the following:

    (a) All stormwater/drainage works must be provided on the site so as to prevent overflows onto adjacent properties.

    (b) The implementation of stormwater/drainage detention system(s) which restricts stormwater discharge to the maximum allowable flowrate of 7.7L/s.

    (c) All stormwater/drainage works must be maintained to the satisfaction of the

responsible authority.

Infrastructure and Road Works

18. Any relocation of pits, power poles or other services affected by this development must be relocated to the satisfaction of the relevant servicing authority and the responsible authority, at the cost of the owner/developer.
19. Property boundary and footpath levels must not be altered without the prior written consent form the responsible authority.
20. Any reinstatements and vehicle crossovers are to be constructed to the satisfaction of the responsible authority.
21. The replacement of all footpaths, including offsets, must be constructed to the satisfaction of the responsible authority.
22. Any redundant vehicle crossovers must be removed (including redundant portions of vehicle crossovers) to the satisfaction of the responsible authority.

Residential Reticulated Gas Service Connection

23. Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

General Amenities

24. All works on or facing the boundaries of adjoining properties must be finished and surface cleaned to a standard that is well presented to neighbouring properties in a manner to the satisfaction of the responsible authority.
25. All externally located heating and cooling units, exhaust fans and the like must not be located adjacent to bedroom windows on adjoining properties and must not be located where they will be highly visible from any public area to the satisfaction of the responsible authority.
26. All piping, ducting above the ground floor storey of the development (other than rainwater, guttering and downpipes) must be concealed to the satisfaction of the responsible authority.

Completion of Works and Removal of Easement

27. Prior to the occupation of the dwellings hereby permitted, all buildings and works and the conditions of this permit must be complied with to the satisfaction of the responsible authority, unless with the further prior written consent of the responsible authority.
28. Prior to the occupation of the dwellings hereby permitted, the landscaping works as shown on the endorsed plans must be completed to the satisfaction of the responsible authority. Thereafter, the landscaping shall be maintained to the satisfaction of the responsible authority.
29. Once the removal of easement has started it must be continued and completed 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:
    (a) The development is not started within three (3) years from the date of permit issue.

(b) The development is not completed within five (5) years from the date of permit issue.

(c) The plan of subdivision is not certified within two (2) years from the date of permit issue.

(d) The plan of subdivision is not registered within five (5) years of the date of certification.

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

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

Note: The development includes eaves 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: In accordance with the *Planning and Environment Act 1987* and the *Subdivision Act 1988*, there is no provision to grant an extension of time for a certified plan of subdivision.

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

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

Note: The applicant/owner must provide a copy of this planning permit and any endorsed plans to any external contractor to ensure that all trees to be retained on site are protected during any works.

Note: Before removing or pruning any vegetation from the site, the applicant or any contractor engaged to remove any vegetation, should consult Council's vegetation management officer to verify if a Local Laws permit is required for the removal of such vegetation.

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

Note: If further information is required in relation to Melbourne Water's permit conditions shown above, please contact Melbourne Water, quoting Melbourne Water's reference MWA-1362922.

Note: The applicable flood level for the property is 28.85 metres to Australian Height Datum (AHD).

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 fee for removal of the street tree(s) from the nature strip is $2,255.73 (including GST), payable to Council's customer service department, refer to cashier code "STRE". Council's customer service department will confirm payment to Council's parks department. The removal of the tree requires a minimum of two (2) weeks' notice from the developer/owner.

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

FOR: Crs Hill, Athanasopoulos, Ashworth-Collett, Howe and Oxley (5)

AGAINST: Crs Erevnidis and Agirtan (2)

ABSTAINED: Cr O'Donnell (1)

CARRIED

Scott May spoke in objection to Item 7.4.

Aidan Robinson of Pro Urban spoke on behalf of the applicant for Item 7.4.

7.4 KP-2025/338 - 38-44 Southern Road, Mentone

COUNCIL RESOLUTION

Moved: Cr Erevnidis **Seconded: Cr O'Donnell**

That Council

1. Affirm that, had it been in a position to determine the application, it would have determined to support the proposal for the use and development of the land for warehouses, stores and a food and drink premise, and reduction of car parking requirements, subject to the amendment of condition 5 to amend the operating hours of the food and drink premises (café) as follows:

    - Monday to Saturday 6:00am to 9:00pm;
    - Sunday: 6:00am to 6:00pm;

    Or otherwise as approved by the Responsible Authority in writing; and

2. Prioritise and facilitate a multi-party round table meeting to discuss traffic impacts on Southern Road, Mentone with relevant stakeholders including State and Commonwealth agencies, to progress a coordinated solution to separate industrial traffic from residential areas and route it through the Moorabbin Airport area:

    a) Within one month of this resolution; and

    b) Request that relevant organisations send an appropriate representative where particular individuals are unable to attend.

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

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

7.5 Mentone Activity Centre Program - Submission to Draft Maps

COUNCIL RESOLUTION

Moved: Cr Hill **Seconded: Cr Ashworth-Collett**

That Council:

1. Endorse and provide the submission in Appendix 1 to the Department of Transport and Planning in response to draft maps for the Mentone Activity Centre Program; and
2. Seek to meet with the Member for Sandringham, Mr. Brad Rowswell MP, and the Member for Southern Metropolitan, Mr. Ryan Batchelor MP, to outline Council's submission.

Cr Athanasopoulos left the meeting at 8.07pm.

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

Cr Athanasopoulos returned to the meeting at 8.09pm.

FOR: Crs Hill, Athanasopoulos, Ashworth-Collett, Howe and Oxley (5)

AGAINST: Cr Erevnidis (1)

ABSTAINED: Crs O'Donnell and Agirtan (2)

CARRIED

7.6 Response to Resolution - Notice of Motion 35/2025 - Market Analysis for the Moorabbin Activity Centre

COUNCIL RESOLUTION

Moved: Cr Athanasopoulos **Seconded: Cr Hill**

That Council:

1. Note the information contained in this report regarding the Moorabbin Activity Centre Market Analysis Consultant Brief and subsequent consultant submissions received;
2. Provide for an allocation of $40,000 in the 2026/27 Council budget to proceed with the appointment of a consultant to undertake engagement with key stakeholders and conduct market analysis regarding private sector readiness for investment in the Moorabbin Activity Centre, with the appointment to commence in July 2026; and
3. Should this funding be allocated, receive a further officer report to detail the outcome of the market analysis and seek Council endorsement of the production of a prospectus and place making plan for the Moorabbin Activity Centre.

FOR: Crs Hill, Athanasopoulos, Ashworth-Collett and Howe (4)

AGAINST: Crs Erevnidis, Oxley and Agirtan (3)

ABSTAINED: Cr O'Donnell (1)

LOST on the casting vote of the Chair

8. Community Strengthening Reports

8.1 Draft Community Infrastructure Framework 2026-2036

COUNCIL RESOLUTION

Moved: Cr Agirtan **Seconded: Cr Erevnidis**

That Council:

1. Endorse the release of the draft Community Infrastructure Framework 2026-2036, as presented in Appendix 1 and 2, for community consultation; and
2. Receive a further report with the final Community Infrastructure Framework 2026-2036 upon completion of the community consultation.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

8.2 Draft Creative & Learning Strategy 2026-2030

COUNCIL RESOLUTION

Moved: Cr Agirtan **Seconded: Cr O'Donnell**

hat Council:

1. Endorse the release of the draft Creative & Learning Strategy 2026-2030, as presented in Appendix 1, for community consultation; and
2. Receive a further report with the final Creative & Learning Strategy 2026-2030 upon completion of the community consultation.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

9. Infrastructure and Open Space Reports

Nil

10. Customer and Corporate Support Reports

10.1 Performance Report – Council & Wellbeing Plan Year One – Quarter Two

COUNCIL RESOLUTION

Moved: Cr O'Donnell **Seconded: Cr Erevnidis**

That Council note the status and commentary for the Council & Wellbeing Plan 2025–29 Year One Annual Action Plan 2025–26 actions and strategic indicators for Quarter Two (Appendix 1).

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

10.2 Draft Council & Wellbeing Plan Annual Action Plan Year Two 2026-27

COUNCIL RESOLUTION

Moved: Cr O'Donnell **Seconded: Cr Erevnidis**

That Council receive and approve the draft Council & Wellbeing Plan Year Two Annual Action Plan 2026-27 (Appendix 1) for public exhibition.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

10.3 Response to Resolution - Notice of Motion 10/2026 - Strengthening Governance Rules - Notices of Motion

COUNCIL RESOLUTION

Moved: Cr Hill **Seconded: Cr Athanasopoulos**

That Council:

1. Note that the report outlines an analysis of the Governance Rules relating to Notices of Motion, issues identified, best practice sector advice and options to strengthen Governance Rules in respect to Notices of Motion;
2. Note a review of the Governance Rules, Meeting Procedure will commence that considers the options to strengthen the Governance Rules as outlined in section 4 of this report; and
3. Following this review, receive a further report regarding the Governance Rules review and proposed amendments, with view to formally amend the Governance Rules in accordance with the *Local Government Act 2020.*

Cr Saab arrived at the meeting at 8.18pm and left the meeting at 8.18pm.

Cr Saab returned to the meeting at 8.19pm and left the meeting at 8.19pm.

Cr Saab returned to the meeting at 8.20pm.

FOR: Crs Hill, Athanasopoulos, Ashworth-Collett, Howe and Saab (5)

AGAINST: Crs O'Donnell, Erevnidis, Oxley and Agirtan (4)

CARRIED

10.4 Response to Resolution - Notice of Motion 12/2026 - Governance and Cultural Improvement Working Group

COUNCIL RESOLUTION

Moved: Cr Athanasopoulos **Seconded: Cr Hill**

That Council adopt the Governance and Cultural Improvement Working Group Terms of Reference.

Cr Saab left the meeting at 8.22pm and returned at 8.23pm.

FOR: Crs Hill, Athanasopoulos, Ashworth-Collett, Howe and Saab (5)

AGAINST: Crs O'Donnell and Erevnidis (2)

ABSTAINED: Crs Oxley and Agirtan (2)

CARRIED

Cr Saab left the meeting at 8.24pm.

10.5 Governance and Compliance Report

COUNCIL RESOLUTION

Moved: Cr Agirtan **Seconded: Cr Erevnidis**

That Council:

1. In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolve that:
   a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
   b) The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer.
   c) On the coming into force of the instrument, the previous delegation to members of Council staff (other than the Chief Executive Officer) are revoked.
   d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt; and
2. Receive and note Informal Meetings of Councillors records.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

11. Chief Finance Office Reports

11.1 Draft 2026/27 Budget, Draft 2026-36 Financial Plan, and Draft 2026-30 Revenue and Rating Plan

COUNCIL RESOLUTION

Moved: Cr Agirtan **Seconded: Cr O'Donnell**

That Council:

1. Adopt in principle the Draft Budget 2026/27, Financial Plan 2026-36, and Revenue and Rating Plan 2026-30, which are annexed to this report and prepared in accordance with sections 91, 93, 94, and 96 of the *Local Government Act 2020*, and the *Local Government (Planning & Reporting) Regulations 2020,* for public exhibition.
2. Note the consultation themes identified through Talking Kingston as part of the community engagement process on the Draft Budget 2026/27.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

12. Notices of Motion

The Chief Executive Officer, Peter Bean, declared a direct material conflict of interest in Item 12.1 due to his contract of employment, and left the meeting at 8.29pm prior to any discussion.

12.1 Notice of Motion 5/2026 - CEO Employment Matters Committee - Reappointment of Delegation

Note: This item was deferred from the 23 February 2026 Council Meeting. At the time of deferral, the motion as it appeared in the agenda had been moved.

At the time of the meeting, neither the Mover nor Seconder of the motion from 23 February 2026 were in attendance; therefore, a further motion was required.

Debate resumed as follows:

AMENDED MOTION

Moved: Cr O'Donnell **Seconded: Cr Erevnidis**

That Council receive an Officer Report by the 27 April 2026 Ordinary Council Meeting to consider the following inclusions in the Committee delegations and appointments:

1. Up to a maximum of four Councillor delegates to the Chief Executive Officer Employment Matters Committee;
2. A requirement that appointment of Councillors to the Chief Executive Officer Employment Matters Committee be based upon demonstrated capability, governance expertise and relevant professional experience, as consistent with the intent and requirements of the CEO Employment and Remuneration Policy;
3. The immediate appointment of Cr Tess Law to the Chief Executive Officer Employment Matters Committee.

FOR: Crs O'Donnell, Athanasopoulos, Erevnidis, Oxley and Agirtan (5)

AGAINST: Crs Hill, Ashworth-Collett and Howe (3)

CARRIED

The amended motion became the substantive motion upon the carried vote of Council.

Moved: Cr Athanasopoulos **Seconded: Cr Ashworth-Collett**

That the substantive motion be put.

FOR: Crs Hill, Athanasopoulos, Ashworth-Collett, Howe and Oxley (5)

AGAINST: Nil (0)

ABSTAINED: Crs O'Donnell, Erevnidis and Agirtan (3)

CARRIED

COUNCIL RESOLUTION

Moved: Cr O'Donnell **Seconded: Cr Erevnidis**

That Council receive an Officer Report by the April 2026 Ordinary Council Meeting to consider the following inclusions in the Committee delegations and appointments:

1. Up to a maximum of four Councillor delegates to the Chief Executive Officer Employment Matters Committee;
2. A requirement that appointment of Councillors to the Chief Executive Officer Employment Matters Committee be based upon demonstrated capability, governance expertise and relevant professional experience, as consistent with the intent and requirements of the CEO Employment and Remuneration Policy;
3. The immediate appointment of Cr Tess Law to the Chief Executive Officer Employment Matters Committee.

FOR: Cr Athanasopoulos (1)

AGAINST: Crs O'Donnell, Erevnidis, Oxley and Agirtan (4)

ABSTAINED: Crs Hill, Ashworth-Collett and Howe (3)

LOST

13. Urgent Business

There were no items of urgent business.

The Chief Executive Officer, Peter Bean, returned to the meeting at 8.34pm.

14. Confidential Items

MOTION

Moved: Cr O'Donnell **Seconded: Cr Erevnidis**

That in accordance with section 66(1) and 66(2)(a) of the *Local Government Act 2020*, the meeting be closed to members of the public for the consideration of the following confidential items:

14.1 Response to Resolution - Notice of Motion 44/2025 - Support for the Homeless - Future Use of Council Owned Former Aged Care Facilities
This agenda item is confidential information for the purposes of section 3(1) of the Local Government Act 2020:

- because it is Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released, and because it is private commercial information, being information provided by a business, commercial or financial undertaking that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(a) and (g(ii))), and
- the explanation as to why the specified ground/s applies is that this report contains market sensitive information relating to property prices, remediation costs, and responses to an EOI process..

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

- because it is land use planning information, being information that if prematurely released is likely to encourage speculation in land values (section 3(1)(c)), and
- it contains matters relating to a potential property matter and legal advice that is not public.

14.3 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 specified grounds apply because the report and attachments relate to the Chief Executive Officers' employment.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

The meeting was closed to members of the public at 8.34pm.

MOTION

Moved: Cr O'Donnell **Seconded: Cr Howe**

That the meeting be opened to members of the public.

FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

The meeting was opened to members of the public at 8.50pm.

The meeting closed at 8.50pm.

Minutes

Special Council Meeting

Monday, 30th March 2026

kingston.vic.gov.au

Peter Bean
Chief Executive Officer
Kingston City Council

City of KINGSTON

City of Kingston

Minutes

1. Apologies

Apologies from Cr White and Cr Athanasopolous were submitted to the meeting.

COUNCIL RESOLUTION

Moved: Cr O'Donnell **Seconded: Cr Howe**

That Council receive the apologies from Cr White and Cr Athanasopoulos.

FOR: Crs O'Donnell, Hill, Ashworth-Collett, Erevnidis, Howe, Saab, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

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

There were no Conflicts of Interest submitted to the meeting.

3. Confidential Items

Moved: Cr Agirtan **Seconded: Cr Howe**

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:

1.1 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 this report relates to the CEO's employment.

FOR: Crs O'Donnell, Hill, Ashworth-Collett, Erevnidis, Howe, Saab, Oxley and Agirtan (8)

AGAINST: Nil (0)

CARRIED

The meeting was closed to members of the public at 5:35pm.

Minutes

Moved: Cr O'Donnell **Seconded: Cr Agirtan**

That the meeting be opened to members of the public.

FOR:	Crs O'Donnell, Hill, Ashworth-Collett, Erevnidis, Howe, Saab, Oxley and Agirtan (8)
AGAINST:	Nil (0)

CARRIED

The meeting opened to members of the public at 5.47pm.

The meeting closed at 5.47pm.

4. Petitions

Ordinary Council Meeting

27 April 2026

Agenda Item No: 4.1

PETITION - OBJECTION TO PROPOSED DEVELOPMENT AT 45 PATTERSON STREET, BONBEACH

RECOMMENDATION

That Council:

1. Receive the petition and refer it to the CEO for consideration; and
2. Notify the head petitioner of the outcome following consideration of the petition.

Ordinary Council Meeting

27 April 2026

Agenda Item No: 4.2

PETITION - PROPOSED INCREASE TO COST OF CLASSES AT CLARINDA AND SUNDOWNER COMMUNITY CENTRES

RECOMMENDATION

That Council:

1. Receive the petition and refer it to the CEO for consideration; and
2. Notify the head petitioner of the outcome following consideration of the petition.

6. Items for Tabling

Ordinary Council Meeting

27 April 2026

Agenda Item No: 6.1

ARBITER'S DETERMINATION IN THE MATTER OF COUNCILLOR JANE AGIRTAN AND COUNCILLOR HADI SAAB

In accordance with section 147(4) of the *Local Government Act 2020*, a copy of the Arbiter's determination and statement of reasons in the matter of Cr Jane Agirtan and Cr Hadi Saab is tabled and will be recorded in the Minutes of this meeting.

Appendices

Appendix 1 - Determination IAP 2026-3 - Application for an Internal Arbitration Process - City of Kingston (Ref 26/108718)

Author/s: Sharon Lozsan, Team Leader Council Governance

Reviewed and Approved By:

6.1

ARBITER'S DETERMINATION IN THE MATTER OF COUNCILLOR JANE AGIRTAN AND COUNCILLOR HADI SAAB

1 Determination IAP 2026-3 - Application for an Internal Arbitration Process - City of Kingston 15

IN THE MATTER OF AN APPLICATION FOR AN INTERNAL ARBITRATION PROCESS CITY OF KINGSTON

IAP 2026-3

HEARING PURSUANT TO DIVISION 5 OF PART 6 OF THE *LOCAL GOVERNMENT ACT 2020*

Applicant: Councillor Jane Agirtan **Respondent:** Councillor Hadi Saab **Date of hearing:** Wednesday, 8 April 2026

Place of hearing: City of Kingston, 1230 Nepean Highway, Cheltenham

Arbiter: Simon Heath

DETERMINATION:

Councillor Agirtan has made Application for an Internal Arbitration Process seeking a finding of misconduct against Councillor Saab. The finding is sought in relation an alleged breach of Clause 2 of the Model Councillor Code of Conduct by Councillor Saab by allowing a post by a third party to remain on Councillor Saab's Facebook page for a number of weeks.

I find that Councillor Saab has not breached Clause 2 and, as such, I make no finding of misconduct against him. The Application is therefore dismissed.

STATEMENT OF REASONS

The Application

1. The 'Application for an Internal Arbitration Process' is dated 27 January 2026 **(Application).**

2. In the Application, the Applicant seeks a finding of misconduct against the Respondent in relation to an alleged breach of the 'Model Councillor Code of Conduct' **(Code).**

3. The breach of the Code is alleged to be by reason of the Respondent allowing a post by a third party, 'Damien Williams', **(post)** to remain on his Facebook page **(page)** for several weeks.

4. The Applicant says she was alerted to the post on 1 November 2025 and that it remained on the page until 5 January 2026.

5. The post was as follows:

   "All this motion needed to do was to condemn the nazi terror attack on Camp Sovereignty on 31 August. To state clearly that Kingston rejects ethnonationalism in all its forms and to stand shoulder-to-shoulder with mob who are calling for that attack to be investigated as a hate crime.

It should have come sooner and been expressed in those clear terms - before the likes of Cr Agirtan encouraged her followers to attend the second nazi rally on 19 October.

Reframing this as a statement about diversity simply allows someone like her to stand up and say that her views ought to be equally taken into account, even when she has a record of publishing racist comments about Aboriginal people."

6. The Applicant alleges that in allowing the post to remain, the Respondent breached Clause 2 of the Standards of Conduct **(Standards)** in the Code relating to *'Behaviours'*. Details of that Clause are set out below.

Arbiter's jurisdiction

7. I was appointed pursuant to sections 144 and 149 of the *Local Government Act 2020* **(Act).**

8. Section 143 of the Act provides that an Arbiter may hear an application that alleges misconduct by a Councillor.

9. Section 143(3) of the Act provides that an Application "must be made within 3 months of the alleged misconduct occurring". The alleged misconduct is alleged to have occurred on and after 1 November 2025 so this requirement is satisfied.

10. Pursuant to section 147 of the Act, an Arbiter may determine whether or not a Councillor has engaged in misconduct.

11. "Misconduct" is defined in Section 3 of the Act as follows:

"... any breach by a Councillor of the Model Councillor Code of Conduct".

12. Section 139(3)(b) of the Act specifies that the standards of conduct expected to be observed by Councillors in the course of performing their duties and functions are to be included in the Code.

13. The Code is set out in Schedule 1 to the *Local Government (Governance and Integrity) Regulations 2020*.

14. As required by Section 139(4) of the Act, the Code is published on the Council's website, and a copy thereof is attached hereto.

Hearing

15. The internal arbitration process comprised directions made on 25 February 2026, further directions made on 10 March 2026, a video-conference directions hearing on 13 March 2026, even further directions made on 13 March 2026, and an in-person hearing on 8 April 2026.

Applicant's evidence

16. The Applicant's evidence comprised the Application and a document titled 'Response to Documents provided by Cr Saab' with seven attachments.

17. The Applicant also gave evidence and made submissions at the hearing

Respondent's evidence

18. The Respondent lodged the following documents in response to the Application:
    (a) 'Summary Response to Arbitration Application';
    (b) 'Sample examples of Cr Jane Agirtan's conduct towards members of the public'
    (c) 'Character Witness Statements';
    (d) 'Social Media Profiles';
    (e) 'Mordialloc Incident Precedence (sic)'
    (f) 'Police Statement';
    (g) 'Conciliation Application';
    (h) 'Police Statement';
    (il 'Detailed Response to Arbitration Application'; and,
    (j) 'Character Reference'.

19. The Respondent also gave evidence and made submissions at the hearing.

Arbiter's finding

20. I determine that the Respondent has not breached clause 2 of the Standards, make no finding of misconduct against him, and dismiss the Application.

Arbiter's reasons

21. Both parties lodged a significant amount of material which had limited or no relevance to the allegation in the Application. I give the 'benefit of doubt' that their intention was to provide 'background and context' to the Application, and not to use the hearing to ventilate their fractured relationship. Provision of irrelevant material does not assist the process, and simply adds to the cost of the arbitration to be borne by ratepayers.

22. At an Ordinary Council Meeting on 27 October 2025, the Respondent moved a Notice of Motion entitled 'Supporting our Diverse Community' which was deferred for further consideration. The post on the Respondent's Facebook page was made by the third party after that meeting.

23. As mentioned, a resident alerted the Applicant to the post on 1 November 2025 by providing a screenshot thereof.

24. The Applicant however did not contact the Respondent raising concerns about the post and asking for it to be removed. Instead, the Applicant submitted an application for conciliation to the Council on 2 December 2025 **(conciliation application).**

25. In the absence of evidence to the contrary, I accept the Respondent's evidence that his first awareness of the post was on 17 December 2025 when he received the conciliation application. At that time the Applicant was away from Melbourne for the Christmas period.

26. I also accept the Respondent's evidence that he returned to Melbourne on 28 December 2025 and, after reviewing the conciliation application, he voluntarily removed the post from the page the next day **(post removal).**

27. It is important to note that, consistent with the Respondent's evidence that he was not aware of the third party's post until 17 December 2025, the Respondent did not "like", comment on, otherwise approve the post before removing it. Further, there is no evidence that the Respondent facilitated the post. Accordingly, the decision of Arbiter Noel Harvey OAM in *Councillor Jay Iwasaki v Councillor Oscar Yildiz* (IAP 2025-3) is not an applicable precedent.

28. Despite an acknowledgment on 5 January 2026 that the post had been removed, the Applicant elected to continue with her conciliation application and then, once that process had ended, to submit the Application.

29. As mentioned, the Applicant alleges that the Respondent breached Clause 2 of the Standards which relates to *'Behaviours'*. That Clause is as follows:

'(1} A Councillor must treat others, including other Councillors. members of Council staff and members of the public, with dignity, fairness, objectivity, courtesy and respect, including by-

(a) not engaging in demeaning, abusive, obscene or threatening behaviour, including where the behaviour is of a sexual nature; and

(b) not engaging in behaviour that intentionally causes or perpetuates stigma, stereotyping. prejudice or aggression against a person or class of persons; and

(c) not engaging in discrimination or vilification ...'

30. Given that the post was by a third party, was not accepted or impliedly endorsed by the Respondent, and voluntarily removed when it was brought to his attention, I do not find that the Respondent failed to treat the Applicant with *'dignity, fairness, objectivity, courtesy or respect'*. On the basis that there is no finding of misconduct, the Application is dismissed,

31. I caution the Respondent however that if he believes that he is not able to regularly monitor his Facebook page, the page should be deleted, or at least temporarily deactivated. Otherwise, the Respondent is at risk of being held liable as publisher of any inappropriate posts he fails to notice and remove.

Simon Heath

Arbiter

Dated: 16 April 2026

Model Councillor Code of Conduct

City of KINGSTON

VERSION NO.	1
APPROVAL	*Local Government (Governance and Integrity) Regulations 2020* S.R. No. 116/2020 Schedule 1 Model Councillor Code of Conduct Authorised by the Chief Parliamentary Council
TRIM REFERENCE	24/410136
RESPONSIBLE EXECUTIVE	General Manager Customer and Corporate Support
POLICY TYPE	Council
POLICY OWNER	Manager Governance, Risk & Integrity

Definitions

In this Schedule

Discrimination means unfair or unfavourable treatment of a person on the grounds of an attribute specified in section 6 of the *Equal Opportunity Act 2010.*

1. Performing the role of a Councillor

A Councillor must do everything reasonably necessary to ensure that they perform the role of a Councillor effectively and responsibly, including by:

(a) representing the interests of the municipal community by considering and being responsive to the diversity of interests and needs of the municipal community; and

(b) being fit to perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and

(c) diligently using Council processes to become informed about matters which are subject to Council decisions; and

(d) not performing or purporting to perform any responsibilities or functions of the Chief Executive Officer; and

(e) acknowledging and supporting the Mayor in the performance of the role of the Mayor, including by:

(i) respecting and complying with a ruling of the Mayor as the chair of Council meetings (unless dissenting from the ruling in accordance with the Council's Governance Rules); and

(ii) refraining from making public comment, including to the media, that could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment.

2. Behaviours

(1) A Councillor must treat others, including other Councillors, members of Council staff and members of the public, with dignity, fairness, objectivity, courtesy and respect, including by:

(a) not engaging in demeaning, abusive, obscene or threatening behaviour, including where the behaviour is of a sexual nature; and

(b) not engaging in behaviour that intentionally causes or perpetuates stigma, stereotyping, prejudice or aggression against a person or class of persons; and

(c) not engaging in discrimination or vilification; and

(d) supporting the Council, when applying the Council's community engagement policy, to develop respectful relationships and partnerships with Traditional Owners, Aboriginal community controlled organisations and the Aboriginal community; and

(e) supporting the Council in fulfilling its obligation under the *Local Government Act 2020* or any other Act *(including the Gender Equality Act* 2020) to achieve and promote gender equality; and

(f) ensuring their behaviours and interactions with children are in line with the Council's policies and procedures as a child safe organisation and obligations under the Child Wellbeing and Safety Act 2005 to the extent that they apply to Councillors.

(2) A Councillor, as an individual at the workplace, must take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons by:

(a) adhering to applicable systems and policies put in place by the Chief Executive Officer to manage risks to health and safety in the workplace; and

(b) complying, so far as the Councillor is reasonably able, with any reasonable instruction that is given by the Chief Executive Officer to manage risks to health and safety.

(3) A Councillor must act in accordance with any policies, practices and protocols developed and implemented under section 46 of the Act that support arrangements for interactions between members of Council staff and Councillors.

3. Good governance

A Councillor must comply with the following Council policies and procedures required for delivering good governance for the benefit and wellbeing of the municipal community:

(a) Council's expenses policy adopted and maintained under section 41 of the Act;

(b) the Council's Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act, including in relation to

(i) conduct in Council meetings or meetings of delegated committees; and

(ii) requesting and approval of attendance at Council meetings and meetings of delegated committees by electronic means of communication; and

(iii) the Council's election period policy included in the Council's Governance Rules under section 69 of the Act, including in ensuring that Council resources are not used in a way that is intended to influence, or is likely to influence, voting at a general election or by-election;

(c) the Council's Councillor gift policy adopted under section 138 of the Act;

(d) any direction of the Minister given under section 175 of the Act.

4. Integrity

(1) A Councillor must act with integrity, exercise reasonable care and diligence and take reasonable steps to avoid any action which may diminish the public's trust and confidence in the integrity of local government, including by:

(a) ensuring that their behaviour does not bring discredit upon the Council; and

(b) not deliberately misleading the Council or the public about any matter related to the performance of their public duties; and

(c) not making Council information publicly available where public availability of the information would be contrary to the public interest.

Note See the public transparency principles set out in section 58 of the Act.

(2) A Councillor must not, in their personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), expressly or impliedly request preferential treatment for themselves or a related person or entity.

5. The Model Councillor Code of Conduct does not limit robust public debate

Nothing in the Model Councillor Code of Conduct is intended to limit, restrict or detract from robust public debate of issues in a democracy.

8. Planning and Place Reports

Ordinary Council Meeting

27 April 2026

Agenda Item No: 8.1

TOWN PLANNING APPLICATION DECISIONS - MARCH 2026

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

Attached for information is the report of Town Planning Decisions for the month of March, 2026.

A summary of the decisions is as follows:

Type of Decision	Number of Decisions Made	Percentage (%)
Planning Permits	64	78
Notice of Decision	10	12
Refusal to Grant a Permit	1	1
Other - Withdrawn (2) - Prohibited (0) - Permit not required (1) - Lapsed (4) - Failure to Determine (0)	7	9
Total	**82**	**100**

(NB: Percentage figures have been rounded)

RECOMMENDATION

That Council note the report of Town Planning Application Decisions for the month of March 2026.

Appendices

Appendix 1 - Town Planning Application Decisions March 2026 (Ref 26/91055)

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

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

8.1

TOWN PLANNING APPLICATION DECISIONS - MARCH 2026

1 Town Planning Application Decisions March 2026 29

Planning Decisions March, 2026

APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2026/110	Unit 1 6 Kalimna Street	CARRUM	19/02/2026	2/03/2026	Subdivide the land into two (2) lots	Permit	No
KP-2025/546	60 Tarnard Drive	BRAESIDE	5/12/2025	3/03/2026	The use of the land for industry (pet food production), the construction of buildings and works (cool room at the rear) and a reduction in the car parking requirement	Permit	No
KP-2025/447	411 Nepean Highway	CHELSEA	17/10/2025	3/03/2026	The display of business identification and internally illuminated signage	Permit	No
KP-2026/111	35 Weymar Street	CHELTENHAM	19/02/2026	4/03/2026	Subdivide the land into two (2) lots	Permit	No
KP-2026/106	5 View Street	MENTONE	20/02/2026	4/03/2026	Subdivide the land into two (2) lots	Permit	No
KP-2026/107	3 Kalimna Street	CARRUM	23/02/2026	4/03/2026	To subdivide the land into two (2) lots	Permit	No
KP-2025/437	7 The Esplanade	EDITHVALE	9/10/2025	4/03/2026	Construction of two (2) double storey dwellings (with basement)	Permit	No
KP-2025/500	Lot 2 Broadway	BONBEACH	13/11/2025	4/03/2026	To construct and carry out works for a shed	Permit	No
KP-2025/439	153 Centre Dandenong Road	CHELTENHAM	10/10/2025	4/03/2026	The use of the land as a restricted recreation facility (gym), the construction of a three (3) storey building containing a medical centre and gym, the display of internally illuminated and business identification signage and to alter access to a road in the Transport Zone 2	Permit	No
KP-2025/347	40 Fraser Avenue	EDITHVALE	11/08/2025	4/03/2026	Construction of one (1) new dwelling to the rear of the existing dwelling	Lapsed	No

					and subdivide the land into two (2) lots		
KP-2024/124	90 Nepean Highway	MENTONE	25/03/2024	5/03/2026	To construct or put up for display four (4) business identification signs and one (1) animated sign	Notice of Decision	No
KP-2025/403	16 James Street	CLAYTON SOUTH	8/09/2025	5/03/2026	The use of the land as a sex services premises and the display of business identification signage	Notice of Decision	No
KP-2025/313	44 Antibes Street	PARKDALE	28/07/2025	5/03/2026	Construction of two (2) double story dwellings on a lot	Permit	No
KP-2020/271/A	7 60 Nepean Highway	ASPENDALE	12/12/2025	6/03/2026	Extension to a dwelling on a lot under 300m2	Permit	No
KP-2022/75/A	1242A Centre Road	CLAYTON SOUTH	21/11/2025	6/03/2026	The development of three (3) dwellings and alter access to a Transport Zone 2	Permit	No
KP-2006/595/B	370-418 Old Dandenong Road	DINGLEY VILLAGE	6/02/2025	6/03/2026	To use and develop the land to propagate, grow, and sell plants for a Wholesale / Retail Plant Nursery with associated car parking, advertising signage, storage and catchment dams, in accordance with the endorsed plans and subject to the following conditions	Permit	No
KP-2026/128	138 Parkers Road	PARKDALE	5/03/2026	10/03/2026	The construction of a ground level extension and a rear verandah to the existing dwelling	Permit	No
KP-2025/121	72 Bulli Street	MOORABBIN	2/04/2025	11/03/2026	To construct two (2) dwellings on a lot	Permit	No
KP-2026/72	12 Connewarra Avenue	ASPENDALE	10/02/2026	11/03/2026	Subdivide the Land into Two (2) Lots	Permit	No
KP-2026/126	32 Chelsea Road	CHELSEA	4/03/2026	11/03/2026	To subdivide the land into two (2) lots	Permit	No
KP-2026/55	140 Parkers Road	PARKDALE	2/02/2026	11/03/2026	Subdivide the land into two (2) lots	Permit	No

KP-2026/131	70 Marriott Street	PARKDALE	5/03/2026	11/03/2026	The pruning of a canopy tree	Withdrawn	No
KP-2025/535	1 21 Merlyn Avenue	CLAYTON SOUTH	28/11/2025	11/03/2026	The removal of a canopy tree	Permit	No
KP-2026/2	1 Larnark Court	CHELSEA HEIGHTS	7/01/2026	11/03/2026	The removal of a canopy tree	Permit	No
KP-2025/475	2 16 Percy Street	MORDIALLOC	30/10/2025	12/03/2026	The use of the land as a restricted recreation facility (personal training studio)	Notice of Decision	No
KP-1997/288/A	67-69 Keys Road	MOORABBIN	4/08/2025	12/03/2026	The use and development of this site for an eleven (11) room sex services premises, and the creation of access to a road in a Transport Zone 2	Notice of Decision	No
KP-2025/553	3A Bradshaw Street	MORDIALLOC	23/11/2025	12/03/2026	LODGED IN ERROR - REFER TO KP-2025/524 - Conversion of existing warehouses into two (2) dwellings	Withdrawn	No
KP-2015/920/B	545A Station Street	CARRUM	5/03/2025	12/03/2026	Develop the land for the construction of one (1) dwelling to the rear of an existing dwelling and to reduce the number of car parking spaces under Clause 52.06-5.	Permit	No
KP-2025/559	7 Conifer Crescent	DINGLEY VILLAGE	11/12/2025	12/03/2026	To use the land for a restricted retail premises (Auction Rooms) and the sale of motor vehicles with a reduction of car parking requirements	Permit	No
KP-2016/829/A	13 Jellicoe Street	CHELTENHAM	13/12/2023	13/03/2026	The construction of a four storey building containing thirty-nine (39) dwellings plus basement level and a reduction in the car parking requirement	Permit	No
KP-2025/264	258A Como Parade West	PARKDALE	3/07/2025	13/03/2026	The partial demolition of the existing building, the construction of buildings and works including the development of two (2) apartments above the existing shop and	Permit	No

					alterations to the front façade and rear of the site and a reduction in the number of car parking requirement for the dwellings		
KP-2023/367/A	11C Laburnum Street	PARKDALE	15/12/2025	13/03/2026	Develop the land for two (2) dwellings	Notice of Decision	No
KP-2024/415	28-30 Swinden Avenue	CHELTENHAM	15/08/2024	13/03/2026	Development of the land for two (2) dwellings	Permit	No
KP-2025/345	65 Laura Street	ASPENDALE	11/08/2025	13/03/2026	Develop the land for three (3) dwellings	Notice of Decision	No
KP-2008/1106/B	131B Embankment Grove	CHELSEA	27/10/2025	16/03/2026	The development of this site for two (2) dwellings	Permit	No
KP-2025/523	45 Latrobe Street	CHELTENHAM	20/11/2025	16/03/2026	Subdivide the land into three (3) lots	Permit	No
KP-2025/519	24 Marcus Road	DINGLEY VILLAGE	21/11/2025	16/03/2026	Retrospective buildings and works associated with the installation of fuel bowers, and to put up for display an internally illuminated sign.	Lapsed	No
KP-2025/165	16 Nelson Street	MOORABBIN	1/05/2025	16/03/2026	The use of the land for materials recycling (motor vehicle dismantling) and a reduction in the car parking requirement	Lapsed	No
KP-2025/330	28 Lanark Street	CLAYTON SOUTH	5/08/2025	16/03/2026	The construction of four (4) double storey dwellings	Permit	No
KP-2019/569/C	260-280 Chesterville Road	MOORABBIN	26/06/2025	16/03/2026	Use and development of the land for a staged mixed-use development comprising warehouses, offices, food and drink premises (excluding bar and hotel), market, function centre and restricted recreation facility, the display of signage, create/alter access to a road in a Transport Zone 2 and associated	Permit	No

KP-2025/586	5 Elora Road	OAKLEIGH SOUTH	22/12/2025	17/03/2026	The construction of two (2) double storey dwellings and the removal of canopy trees	Permit	No
KP-2000/1087/A	70 Fraser Avenue	EDITHVALE	15/10/2025	17/03/2026	The development of this site for two (2) dwellings	Permit	No
KP-1997/200/A	44 Worthing Road	MOORABBIN	20/11/2025	17/03/2026	To develop and use this site for a dual occupancy	Permit	No
KP-2026/117	17 Evesham Road	CHELTENHAM	2/02/2026	17/03/2026	To carry out Buildings and Works to the existing dwelling (first-floor extension) within Environmental Significance Overlay – Schedule 3 (ESO3)	Permit	No
KP-2018/925/B	25 Cross Road	CHELSEA	27/02/2026	17/03/2026	The use and development of land for a child care centre	Permit	No
KP-2026/127	23 McClure Road	DINGLEY VILLAGE	5/03/2026	17/03/2026	The construction of an alfresco to rear of the dwelling	Permit	No
KP-2026/165	7 Balaka Avenue	ASPENDALE	12/03/2026	18/03/2026	To subdivide the land into two (2) lots	Permit	No
KP-2026/63	45 Bayside Avenue	EDITHVALE	6/02/2026	18/03/2026	The removal of a canopy tree	Permit	No
KP-2025/579	529 Highett Road	HIGHETT	18/12/2025	18/03/2026	The construction of alterations and additions to the existing building and the display of business identification and internally illuminated signage	Permit	No
KP-2018/919/C	1 656 Nepean Highway	CARRUM	29/01/2026	18/03/2026	The construction of one (1) double storey dwelling to the front of the existing dwelling and alterations to the access to a road in the Transport Zone 2	Permit	No
KP-2026/142	96 Rae Avenue	EDITHVALE	6/03/2026	19/03/2026	Subdivide the land into two (2) lots	Permit	No
KP-2025/322	422-424 South Road	MOORABBIN	31/07/2025	19/03/2026	The construction of buildings and works including a car wash and dog wash in association with the existing service station and the display of	Permit	No

					business identification and internally illuminated signage		
KP-2011/970/B	Unit 1 19 Hayden Road	CLAYTON SOUTH	12/02/2025	19/03/2026	Double storey addition and alteration to one (1) double storey dwelling with an existing dwelling to the rear	Notice of Decision	No
KP-2026/32	18 Bradina Court	CHELSEA HEIGHTS	23/01/2026	19/03/2026	The removal of a canopy tree	Permit	No
KP-2025/256	67 Oak Avenue	CHELTENHAM	27/06/2025	19/03/2026	To construct two (2) or more dwellings (2 dwellings) on a lot	Permit	No
KP-2026/13	17 First Street	PARKDALE	14/01/2026	19/03/2026	The removal of canopy trees	Refused	No
KP-2025/454	9 Albenca Street	MENTONE	21/10/2025	20/03/2026	The construction of a double storey dwelling to the rear of the existing dwelling	Permit	No
KP-2026/38	54 Mundy Street	MENTONE	29/01/2026	20/03/2026	The removal of a canopy tree	Permit	No
KP-2026/124	62 Keith Avenue	EDITHVALE	2/03/2026	20/03/2026	The construction of a front fence	Permit	No
KP-2025/521	2 11 Downard Street	BRAESIDE	23/11/2025	23/03/2026	To use the land for a materials recycling (Tyre Shredding)	Permit	No
KP-2006/675/A	22 Westley Street	CARRUM	16/12/2025	24/03/2026	2 DWELLINGS	Lapsed	No
KP-2025/550	70 Glenola Road	CHELSEA	8/12/2025	24/03/2026	The construction of two (2) double storey dwellings and the removal of canopy trees	Permit	No
KP-2026/52	24-26 Hinkler Road	MORDIALLOC	3/02/2026	24/03/2026	The construction of buildings and works including two (2) silos	Permit	No
KP-2025/497	11 Roberna Street	MOORABBIN	11/11/2025	24/03/2026	The use of the land for car sales	Permit	No
KP-2017/989/B	1A Stawell Street	MENTONE	14/01/2026	24/03/2026	Develop the land for the construction of three (3) dwellings with associated works	Permit	No
KP-2025/470	35 Swanpool Avenue	CHELSEA	28/10/2025	25/03/2026	The removal of an easement	Permit	No

KP-2025/563	5-7 Manikato Avenue	MORDIALLOC	12/12/2025	25/03/2026	Subdivide the land into eleven (11) lots and extend Common Property No. 1	Permit	No
KP-2025/404/A	50 McIndoe Parade	PARKDALE	29/01/2026	25/03/2026	Construction of one (1) new dwelling to the front of the existing dwelling	Permit	No
KP-2026/104	1 44 Plummer Road	MENTONE	22/02/2026	25/03/2026	The removal of a canopy tree	Permit	No
KP-2009/521/A	35A Gwenda Avenue	MOORABBIN	5/02/2026	25/03/2026	The development of this site for two (2) dwellings on land designated within a Special Building Overlay, in accordance with the endorsed plans and subject to the following conditions:	Permit	No
KP-2026/102	7 Pickworth Drive	DINGLEY VILLAGE	20/02/2026	25/03/2026	The removal of a canopy tree	Permit	No
KP-2026/146	Factory 54 266 Osborne Avenue	CLAYTON SOUTH	11/03/2026	26/03/2026	The construction of a mezzanine level and a reduction in the car parking requirement associated with a warehouse	Permit	No
KP-2026/189	9 Coolabah Street	MENTONE	23/03/2026	26/03/2026	Subdivide the land into two (2) lots	Permit	No
KP-2023/328/A	135 Herald Street	CHELTENHAM	4/02/2026	26/03/2026	Construction of a warehouse and reduction in car parking on land affected by a Special Building Overlay	Permit	No
KP-2025/480	102-114 Gladesville Boulevard	PATTERSON LAKES	5/11/2025	30/03/2026	Buildings and works to reconfigure existing carpark; Woolworths Direct to Boot (DTB) service and associated six (6) business identification signs	Permit Not Required	No
KP-2025/520	Warehouse 7 134 Argus Street	CHELTENHAM	21/11/2025	30/03/2026	To use the site for a restricted recreation facility (Pilates and Dance Studio) and to waive the bicycle facilities requirement	Notice of Decision	No
KP-2026/14	103 Lochiel Avenue	EDITHVALE	15/01/2026	30/03/2026	The removal of a canopy tree	Permit	No

KP-2017/419/A	95-97 Beach Road	MENTONE	17/09/2024	30/03/2026	Partial demolition, the redevelopment and use of the site for the construction of twenty-eight (28) dwellings and alter access to a Road Zone, Category 1 in accordance with the endorsed plans	Permit	Yes
KP-2025/45	8 Courtney Street	CHELTENHAM	12/02/2025	31/03/2026	The construction of five (5) triple storey dwellings and the removal of an easement	Notice of Decision	No
KP-2024/458	29 Tennyson Street	HIGHETT	5/09/2024	31/03/2026	Use and develop the land for the construction of a Childcare Centre and to construct or put up for display two (2) business identification signs	Notice of Decision	No
KP-2024/431/A	120A Edithvale Road	EDITHVALE	26/03/2026	31/03/2026	To construct a building (ProShop) on the land	Permit	No
KP-2026/192	49 Weymar Street	CHELTENHAM	25/03/2026	31/03/2026	The construction of a front fence	Permit	No

Ordinary Council Meeting

27 April 2026

Agenda Item No: 8.2

PLANNING PERMIT PA2503725 - 179-217 CENTRE DANDENONG ROAD DINGLEY VILLAGE (KINGSWOOD) - COUNCIL RESPONSE TO DEPARTMENT OF TRANSPORT AND PLANNING

Contact Officer: **Rita Astill, Team Leader Strategic Planning**
Alfred Carnovale, Planning Appeals Coordinator
Paul Marsden, Manager City Strategy
Jaclyn Murdoch, Manager City Development

Purpose of Report

The purpose of this report is to seek endorsement for the attached letter and draft planning permit conditions to be provided to the Department of Transport and Planning (**DTP**) and the Minister for Planning as the Responsible Authority in reply to the Council's opportunity to respond to planning permit application (PA2503725).

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 Officer comments contained within this report to DTP in response to planning permit application (PA2503725) for the land at 179-217 Centre Dandenong Road Dingley Village, noting that on the basis of these comments, it is Council's view that the application in its current form should not be supported; and
2. Endorse the attached Draft Planning Permit Conditions as Council's position on conditions in relation to the application should the Responsible Authority (Minister for Planning or a delegate within DTP) determine to support the application and grant a planning permit; and
3. Continue to engage in meaningful discussions with DTP, Government Agencies and Departments and the Permit Applicant (as required), in order to assist in the drafting of conditions should the application be supported.

1. Executive Summary

An application for a Planning Permit was lodged with the Department of Transport and Planning (DTP) on 20 May 2025. The application was lodged prematurely given that the Development Plan had not yet been approved and the application was placed on hold until after the Development Plan was approved and when the application was able to be progressed/considered.

The Planning Permit application PA2503725 relates to the land at 179-217 Centre Dandenong Road, Dingley Village (**subject site**), also known as the former Kingswood Golf Course. The application as outlined within the application form, sought approval for the following:

- Staged subdivision of land (Clause 32/08-3 and Clause 32.09-3)
- Removal of native vegetation (Clause 52.17-2)
- Removal of vegetation pursuant to Clause 42.02-2 (Vegetation Protection Overlay – Schedule 3 (VPO3))
- Earthworks pursuant to Clause 44.05-2 (Special Building Overlay)
- Construction of dwellings on lots less than 300sqm (Clause 32.08-4 and 32.09-4)
- Creation or alteration access to a Transport Zone 2 (Clause 52.29-2)
- Subdivision of land adjacent to a Transport Zone 2 (Clause 52.29-2)

Pursuant to Clause 72.01 of the Kingston Planning Scheme the Minister for Planning is the responsible authority for the issue of planning permits at the subject site. As such, and at this time, Council does not have any official status in the issue of planning permits at the subject site nor is Council an official referral authority. The DTP have indicated that irrespective of Councils status its Officers who possess significant site knowledge and technical expertise will provide important feedback to inform the assessment by the DTP of the Application, and draft permit conditions should a permit be issued.

Council met with and wrote to DTP officers on 15 and 16 January 2026 respectively. The content of the correspondence largely formed the basis of a request for further information to the Permit Applicant. In comparing the originally submitted and subsequent version of the plans and documents, the Permit Applicant has made some changes in response. These can be summarised as follows (noting the following list is not exhaustive):

- Reduction in lots from 941 to 932 (noting the Council maintains the view that the dwelling yield should be further reduced to necessarily respond to the site features and constraints, following the lands rezoning)
- Increase in the number of small and large scattered trees being retained (by 7 trees in total – from 53 to 60) pursuant to Clause 52.17
- Revisions to the subdivision and staging plan – additional stages and sub-stages added
- Some increases to the widths of internal roads to facilitate some improvements for Council's waste collection
- Indicative 'draft' Memorandum of Common Provisions (MCP's) controls for the management of dwelling design and construction
- Confined amendments to the Design Guidelines
- Confirmation of 932 visitor car parking spaces within the street network of the development (in addition to the car parking provided for each dwelling)
- Some changes to lot widths and configurations

It is officers view that the approval of the Development Plan does not necessitate the approval of any application in any form that follows. While the application must be 'generally in accordance with the Development Plan' any application should be informed by 'first principles' and represent an orderly and proper planning outcome. Council Officers do not believe that the application has addressed the concerns raised in extensive previous documentation and correspondence, the DPO8 and critically the opportunities and constraints of the site**.**

Some of these concerns include (noting the following list is not exhaustive and further details are provided later in the report):

- Overall increase in the number of trees proposed to be removed from the site.
- Overall increase in the overall extent of native vegetation removal as follows:

  - from 8.032ha (habitat hectares) comprising 0.65ha of past removals in Ecology and Heritage Partners (EHP) July 2025 report;
  - compared with 8.558ha extent of past and proposed removals (comprising 0.00ha of past removals despite removals occurring within the last five years) as outlined in February 2026 EHP report
- No clarity in documentation providing information regarding the total amount of native vegetation on the site, nor the amount of native vegetation being removed from the site.
- Beyond the inconsistency between the figures relating to past removals, the material provided indicates that there is an overall increase in the extent of proposed removals between July 2025 and February 2026. Noting the Department of Energy, Environment and Climate Action (DEECA) referral where the authority originally 'objected' to the approval of the Development Plan as well as the grant of the planning permit, it is therefore unclear how their matters of concern will be addressed in the conditions contained within the re-referral.
- Failure to provide an adequate 'avoid and minimise' statement, as required by the 'Guidelines for the removal, destruction or lopping of native vegetation' before an assessment can be made.
- Reliance on description of the site location and feature and level survey without nominated levels to provide an assessment of topography as required by the 'Guidelines for the removal, destruction or lopping of native vegetation' before an assessment can be made.
- Insufficient response to DEECA and council's expert ecologist, as part of the design response to respond to some of the local biodiversity within the site particularly that which has been identified of importance in the south-eastern corner of the site, where no changes have been proposed in response to concerns.
- Failure to propose tree retention along existing residential adjoining property boundaries for amenity value as required by the Standing Advisory Committee (SAC) and Schedule 8 of the Development Plan Overlay (DPO8) itself.
- Failure to provide for tree retention within future private allotments as envisaged by the SAC, DPO8 and the Schedule 3 of the Vegetation Protection Overlay (VPO3), despite this outcome being achieved in development outcomes across Metropolitan Melbourne.
- Inadequate information provided to Council and DTP to demonstrate the ability to successfully retain trees proposed within future public open spaces nominated for retention, particularly when considering, no attempt has been made to retain trees on future private lots. This is critically relevant assessment information when considering the natural topography of the land, the extent of cut and fill relative to the location of trees proposed to be retained, and the extent of information that will be available to the Permit Applicant based on drainage and other investigations undertaken.
- Insufficient information to fully understand ownership demarcations, construction methodology, maintenance requirements and other necessary details as it relates to the retarding basins and immediate surrounds on the site.
- Council Officers support and endorse the conditions provided in the South East Water referral dated 30 March 2026. South East Water also sees the benefit of connecting the proposed 900+ dwellings, as well as future public land, with recycled water connections facilitated through the State Governments Purple Pipe investment. It is a matter that Officers have also advocated for over the duration of this project and remains an important net community benefit should the application be supported.
- Insufficient information being made available to Council (and possible DTP) about whether the drainage solution proposed for a development of this scale is capable of managing, its own run off impact within the subject site.

- It is relevant that, Council Officers have not been part of any discussions between the Applicant and Melbourne Water on the issue of site hydrology and detailed drainage methodology. Council Officers have not yet seen any conditions Melbourne Water consider are applicable to the application to determine whether or not the development will be able to manage its own impacts without worsening the existing residential areas, comprising Council and private land. For Council this is viewed as a threshold issue and must be resolved to the satisfaction of both Melbourne Water and Council, rather than assuming conditions will adequately address this matter.
- An insufficient response to consistent feedback regarding the number, location and scale of playgrounds and other recreational infrastructure proposed in future public open space.
- Refusal to align existing public open space outside of the land to retain high and moderate value trees and provide a functional shape and size overall public open space area (Greenwood Close).
- Reliance on an owners corporation for stage 17 waste collection despite concerns raised regarding collections.

Some of the areas where officers have made comment and/or recommended changes through draft permit conditions are as follows:

- Facilitating a pedestrian path from the site to the Dingley Village Activity Centre something which necessarily needs to be shown on the plans to again reinforce a community benefit sought for many years.
- Vegetation removal with a much greater priority placed on retention and where required consequential subdivision, dwelling yield and design modifications
- Hydrology, retarding basins and management and ownership of drainage assets
- Recycled water via Purple Pipe infrastructure
- Provision of affordable and social housing
- Community infrastructure
- Circulation and movement
- Design Guidelines
- Open Space Delivery
- Open space Provision
- Fencing along adjoining residential interfaces
- Airport noise
- Impact from adjoining former landfill and other contamination matters
- Delivery of land to be subdivided
- Indicative Plan of Subdivision
- Subdivision and staging – timing and detail
- Design concerns regarding Stage 17

Due to the tight timeframes to assist the DTP, it is critical that, ongoing meaningful engagement on the application material and draft permit conditions occur with Council Officers as they are likely to have completed the most ‘holistic’ assessment of the material presented to this time.

In working through the material, it is clearly evident that the DTP and Council must further determine who is best placed to perform the role of the responsible authority for technical matters and the appropriate ‘architecture’ of any planning permit regarding the triggering of works required for the site at a stage level and as a whole. These matters are critical to the ‘orderly and proper’ planning of what is essentially a significant ‘greenfield’ redevelopment surrounded by a well-established community.

It is recommended that Council provide the attached letter and this report, along with draft permit conditions, to DTP and it continues to advocate for the relevant outcomes as they relate to the application for planning permit at the subject site.

2. Background

On 26 May 2025, at its Ordinary Council Meeting, Council endorsed its submission in response to the DTP referral on the former Kingswood Golf Course development plan. A copy of the submission is attached.

On 28 May 2025 Council, through the Mayor, wrote to the Minister for Planning noting Council's concerns regarding the former Kingswood Golf Course development plan and Amendment C226 to the Kingston Planning Scheme, and the importance of collaboration with Council in finalising the development plan and for future planning applications.

On 13 October 2025 the delegate for the Minister for Planning approved the development plan relating to the subject site at 179-217 Centre Dandenong Road, Dingley Village required by Schedule 8 of the Development Plan Overlay in the Kingston Planning Scheme.

Prior to the approval of the former Kingswood Golf Course Development Plan the owner of the subject site submitted a planning permit application (PA2503725) to DTP. The application seeks to subdivide, develop and remove trees and native vegetation (amongst other triggers outlined above) in accordance with the attached application documents.

A requirement of the Development Plan Overlay is that any planning permit must be generally in accordance with the approved former Kingswood Golf Course development plan.

On 1 October 2025 DTP provided Council officers an informal opportunity to comment on the planning application and particularly if the Council believed the application was missing any information required before a decision by DTP is made. Council officers provided a substantive response to DTP on 16 January 2026 (attached) outlining 14 items of additional information that it felt was required before a merits assessment of the application could be made. A further 11 items were flagged as matters that the Council officers felt were required to be addressed before a decision could be made.

On 28 January 2026 DTP requested further information from the Permit Applicant largely consistent with the Council's comments from 16 January 2026.

The Permit Applicant provided a response to the further information request on 27 February 2026 and on 5 March 2026, Council was provided an informal opportunity to comment on the revised material submitted. Through further correspondence dated 30 March 2026, DTP further clarified its view in relation to Council's role in providing comments and conditions.

In responding to the DTP request, it was necessary that Council officers not only provide conditions but appraise the material before the DTP, in order to brief Council and seek endorsement of material intended to be submitted to DTP that will be accompanied by a covering letter. Importantly this response is based on the permit application in its current form and as is clearly reinforced through this report gaps exist in the information available to perform a full assessment of the application (eg. a 'Preliminary Site Grading Plan' overlayed with other plans, such as the 'Tree retention and removal plan' 'and Subdivision and Staging Plan discussed later in the report).

3. Areas for Discussion

The concerns raised in Council's letter of 16 January 2026, largely remain unresolved, as many of the application documents have remained unchanged. It is relevant that Councils comments are considered in conjunction with a 'robust' Standing Advisory Committee report that carefully identified issues critical to the site's redevelopment and very clear and unambiguous requirements of the Planning Scheme. The following discussion outlines what areas have and have not been sufficiently addressed on the information presented with the application

3.1 Facilitating a pedestrian path from the site to the Dingley Village Activity Centre

Community members and the Dingley Village Community Association have expressed for a considerable time, the importance of providing a link from the site through to Marcus Road. This will facilitate a substantially more direct link through to the activity centre and the Dingley Village Primary School.

At its Ordinary Council Meeting of 26 May 2025 Council resolved to advocate for changes to the draft Development Plan to include a pedestrian path through Dingley Village Primary School, providing a link between the subject site and Marcus Road.

The Permit Applicant has indicated the importance of this link and have been working towards this new link via the Primary School, and there has been liaison between Council officers and the Department of Education.

While acknowledging the ongoing efforts being made by the permit applicant to achieve the link, it is not shown on the approved Development Plan and is not shown or noted on any of the documentation submitted with the Planning Permit Application as amended.

The DTP will be aware that if this substantial development were part of a Precinct Structure Plan, it would be a requirement that integration and appropriate pedestrian connections are mandated to the planned activity centre(s). In this instance it is necessary to retrofit this critical 'net community benefit' and ensure that a planning permit condition (condition 1b) be imposed to ensure this important link is delivered by ensuring the link in shown on all endorsed documentation.

3.2 Vegetation removal

A significant concern raised in Council's submission to the development plan was the degree of vegetation removal from the site.

This concern was also raised in the Standing Advisory Committee (SCA) report that considered the rezoning of the site (Amendment C199). Section 8.3.5 states:

The proposal needs to be refined to:

- *Retain more vegetation to protect environmental values as well as contribute to amenity.*
- *Better document the impact of new plantings on the tree canopy in the long term.*

There are several aspects to vegetation matters on the site and this report will deal with each in turn. These matters have been the subject of Council formalised feedback in several forums and submissions, including in Council Officers most recent correspondence to the DTP dated 16 January 2026.

The basis that vegetation retention consequentially reduces the intended lot yield or density of development is not a basis to disregard the sites significant values, a point, consistently reinforced by Council and the community. The comments provided below by Officers are site responsive to the existing features of the site and recognise the appropriate balance sought through a comprehensive understanding of the site.

3.2.1 *Native vegetation removal*

The Applicant's cover letter to the section 50 amendment refers to an increase in retention of native vegetation - with a reduction of 1.08ha in the amount proposed to be removed (now a total of 6.952 hectares of native vegetation patches is proposed to be removed) and 5 additional large trees are to retained – see page 7 of correspondence (extracted below in Figure 1).

	May 2025 Submission	February 2026 Amendment
Total extension of removal	8.032ha	6.952ha
# Large trees to be removed	22	17

Figure 1 – Page 7 of correspondence dated 27 February 2026 from the Applicant to DTP.

However, Council's assessment of the EHP reports, both the extract from the July 2025 EHP report (figure 2) and February 2026 EHP report (figure 3) versions suggest that this summary is inaccurate.

Table 8. Removal of Native Vegetation (the Guidelines) (DELWP 2017a).

Assessment pathway	Detailed	
Location Category	2	
Extent of past removal (ha)	0.65	
Extent of proposed removal (ha)	Extent of proposed removals – patches of native vegetation (ha)	4.791
	Extent of proposed removals – DEECA's Current Wetlands (ha)	1.296
	Extent of proposed removal – Total (ha)	6.087
Large Trees to be removed (no.)	Large trees in patches to be removed (no.)	15
	Large scattered trees to be removed (no.)	7
	Large trees to be removed – Total (no.)	22
Small scattered trees to be removed (no.)	38	
Extent of proposed removal scattered trees (large and small) (ha)*	1.294*	
Total Extent (past and proposed) (ha)	8.032	
EVC Conservation Status of vegetation to be removed	Vulnerable (Damp Sands Herb-rich Woodland) and Endangered (Plains Grassy Woodland and Swamp Scrub)	

*For the purposes of offset calculations, scattered trees are converted into a circular area, with large scattered trees assigned approximately 0.07 hectares and small scattered trees assigned approximately 0.031 hectares. This value is reduced where the converted area intersects with a mapped patch.

Figure 2 – July 2025 EHP report extract

Table 8. Removal of Native Vegetation (the Guidelines) (DELWP 2017a).

Assessment pathway	Detailed	
Location Category	2	
Extent of past removal (ha)	0.00	
Extent of proposed removal (ha)	Extent of proposed removals – patches of native vegetation (ha)	5.656
	Extent of proposed removals – DEECA's Current Wetlands (ha)	1.296
	Extent of proposed removal – Total (ha)	6.952
Large Trees to be removed (no.)	Large trees in patches to be removed (no.)	10
	Large scattered trees to be removed (no.)	7
	Large trees to be removed – Total (no.)	17
Small scattered trees to be removed (no.)	36	
Extent of proposed removal scattered trees (large and small) (ha)*	1.606*	
Total Extent (past and proposed) (ha)	8.558	
EVC Conservation Status of vegetation to be removed	Vulnerable (Damp Sands Herb-rich Woodland) and Endangered (Plains Grassy Woodland and Swamp Scrub)	

*For the purposes of offset calculations, scattered trees are converted into a circular area, with large scattered trees assigned approximately 0.07 hectares and small scattered trees assigned approximately 0.031 hectares. This value is reduced where the converted area intersects with a mapped patch.

Figure 3 – February 2026 EHP report extract

Following review of the EHP report, it appears that despite the abovementioned references in the section 50 cover letter, there has been an increase in the extent of native vegetation removal and the current version of the report has not factored in previous removals. Neither of the assessments have addressed consequential loss or the ability to successfully retain vegetation based on matters such as cut and fill, given the topography of the site.

It is Council's clear view that this remains a threshold issue yet to be fully resolved within the site and it is difficult to understand how the concerns consistently raised by Council or DEECA have been investigated and/or addressed. Condition 1h) seeks to achieve greater native vegetation retention.

Further to the above, Council Officers have reviewed this material and again sought expert advice in relation to the matter of native vegetation. The advice received is summarised as follows:

- There are errors (or misrepresentations) in the assessment with respect to the relevant assessment documents. The offset requirements cannot be calculated based on these and other assumptions.
- The EHP report is limited as a 'flora and fauna assessment' in not identifying locally significant biodiversity values and that this informs the development plan's site analysis and design response. This lack of information is inconsistent with requirements of DPO8. This is consistent with the views of the Standing Advisory Committee Report which stated:
    - *Further work is required to:*
        - *Better describe environmental values including a review of the biodiversity strategic context or an assessment of locally significant environmental values.*
        - *Prioritise the environmental values or provide a map of the priority values which would assist in providing a transparent transition from site analysis to design.*

- There are at least two unmapped patches, one near the northern entrance to the site which was identified through inspection as Swamp Scrub and one in the northern corner of the site as Damp Sands Herb-Rich Woodland. There may be other undocumented patches.
- The future subdivision of lots will result in less than 0.4 hectare allotments. This will result in native vegetation retained within areas of public open space considered lost. There should be greater consideration of the ability to retain these patches within future conservation reserves or similar.
- The avoid and minimise statement is inadequate. Considerably more of the significant remnant native vegetation needs to be preserved within more viable expanded open space reserves. In DEECA's re-referral dated 10 April 2026, it seeks to try and resolve this matter through a condition.

  The 'Guidelines for the removal, destruction or lopping of native vegetation' require this assessment to be undertaken before the assessment can take place, therefore Council is concerned about the validity of this condition.
- The amount of vegetation proposed to be removed is not known, and offset conditions are being drafted on the basis of what is contained within the EHP reports, despite DEECAs conditions seeking further consideration of opportunities to 'avoid and minimise'. It is clear that the full extent of vegetation removal from the site is not understood and that the recommended conditions are intended to remedy this. Officers are concerned that this approach to the assessment is backwards and does not represent an orderly and proper planning outcome.

3.2.2 *DEECA Referral*

It is noted the original application was referred to a number of external referral authorities. The response from Department of Energy, Environment and Climate Action (DEECA) dated 9 September 2025, provided to Officers on 16 January 2026, noted their objection to the application based on a number of areas of concern with the extent of removal and the consequential and assumed loss arising from other matters of lot design, engineering and other impacts on tree protection zones of existing vegetation proposed to be removed.

DEECA expressed concerns with the permit application and the approval of the Development Plan.

Consistent with Council's expert ecologist advice summarised above, DEECA was not satisfied with the 'avoid and minimise statement' when considering the proposed removal of local biodiversity from the site.

Some of the areas of concern include:

- The classification of 42 Rough Barked Manna Gum trees;
- Large old trees (including but not limited to Tree ID 599, 2740, 3636) flagged for removal as a 'worst case scenario'.
- The patches previous noted as "impacted by some vegetation may be retained if practicable. To be assessed at detailed design stage"
- Remnant trees to be retained subject to detailed investigations.

It is understood that DEECA and the Permit Applicant walked the site and there were discussions that led to amendments to plans. The amendments in the section 50 application seek to address the comments in the initial referral, however it is unclear to Council Officers how the commitments in the amendment, will be delivered and what changes to the assessment documentation or the proposal itself have occurred that allow these commitments to actually be fulfilled.

Due to the timing of the DEECA advice on 10 April 2026 limited opportunity has been provided for the DTP, Council or DEECA Officers to meet to discuss its revised response.

DEECA have now 'consented' to the grant of the permit subject to conditions. These conditions have sought to 'reverse-engineer' the assessment of 'avoid and minimise' despite this needing to occur prior to the decision being made. Conditions should be clear, enforceable and impose positive obligations on a permit holder. How these conditions will be met by the Applicant and then assessed by the Responsible Authority or Council is unclear.

DEECA have sought to include conditions that reflect offset requirements, as is required by the relevant Guidelines. However, given other conditions have the potential to impact the extent of vegetation proposed for removal and the impact of excavation on tree and vegetation retention this isn't properly understood.

There is a comment in the referral that states: *"At the conclusion of the project, offset requirements can be reconciled with agreement by the responsible authority and DEECA."* Noting the significance of the site and manner in which the Native Vegetation Management Framework is intended to operate this is not demonstrative of orderly and proper planning, given the likely inconsistency between extent and the requirements of the condition.

There is also an observation that *"…the application documentation does not clearly identify or reconcile the total extent of native vegetation present on the site."*

It is unclear whether or not DTP Officers in assessing the application have or will undertake their own site inspection and engage their own external independent ecologist (amongst other specialties) to undertake a peer review, in order to be satisfied with the decision that is being made.

It is Council's clear position to DTP that deferring the consideration of whether notable and significant vegetation can be retained to a future assessment or future decision is inconsistent with the permission being sought by the Permit Applicant through this application. There should be certainty for DTP as the decision maker about what is being retained and how, or conversely what is being removed and what conditions are required as a result.

While Council has proposed conditions to address matters relating to consequential loss and assumed loss figures to align with requirement of native vegetation assessment, it is 'unusual' to rely on conditions to make an assessment that should be undertaken prior to a decision of this nature. They have also sought to address errors in identification of trees protected by the Community Local Law and the Planning Scheme and the impact on extent of removals and offset calculations.

It is Council's view, that further information is required to make a decision on this matter and in a similar vein to the drainage issues identified on the site this matter should be resolved prior to the potential grant of a Planning Permit.

3.2.3 *Impact to Vegetation Proposed to be Retained*

It is noted that in the section 50 amendment package of information, there was a 'Preliminary Site Grading Plan' provided. This is required for the assessment of the subdivision but is also helpful when assessing the impact of cut and fill on vegetation.

Officers requested the Permit Applicant to provide Council with information in a format that allowed the 'Preliminary Site Grading Plan' overlayed with other plans, such as the 'Tree retention and removal plan' 'and Subdivision and Staging Plan. The Permit Applicant team declined to provide this information to Council to assist Officers in undertaking this assessment.

It is strongly recommended that DTP request this information prior to making an assessment of the application in its current form, to appreciate the impact of cut and fill on the existing vegetation and whether it is capable of being successfully retained.

To practically reinforce why the DTP require this information prior to making a decision to properly consider the site's topography, opportunities and constraints, in Stage 7 (on Figure 4), also noted as the 'Northern Reserve' on page 6 of the MDG report on the Open Space Amenity Plan (Figure 5), the following observations are made:

- There are numerous trees proposed to be retained within the reserve.
- This reserve is also where the largest of the playgrounds is to be located.
- Reviewing the preliminary site grading plan (Figure 6), there is a 2 metre fall from the new lots directly adjoining the reserve (26.00 AHD), and the level of the reserve (24.00 AHD).
- The Feature and Level Survey (Figure 7) provided with the application plots the existing trees, providing colours correlating with the nominated retention value and their number. However, it provides contours without reference to the existing level to AHD, despite the title of the document referring to 'Feature and Level Survey'.
- There is infrastructure requirements associated with the construction of the subdivision, including drinking water main and recycled water main that are running through the site, in different alignments but both within areas proposed for tree retention. The works associated with this infrastructure will cause impact to Notional Tree Root Zone and Structural Root Zone.
- Council's own information (Figure 8) shows the existing site levels overlayed with aerial photographs providing the location of existing vegetation. This also shows that the natural topography of the land in this location is between 25AHD and 27.5AHD in this location.

Figure 4 – extract of part of Stage 7 from Subdivision and Staging Plan lodged with section 50 amendment

Figure 5 – Same location as depicted as the 'Northern Reserve' on page 6 of the MDG Open Space Amenity Plan

Figure 6 – Same location as shown on Preliminary Grading Plan noting finished ground levels of reserve and newly created lots.

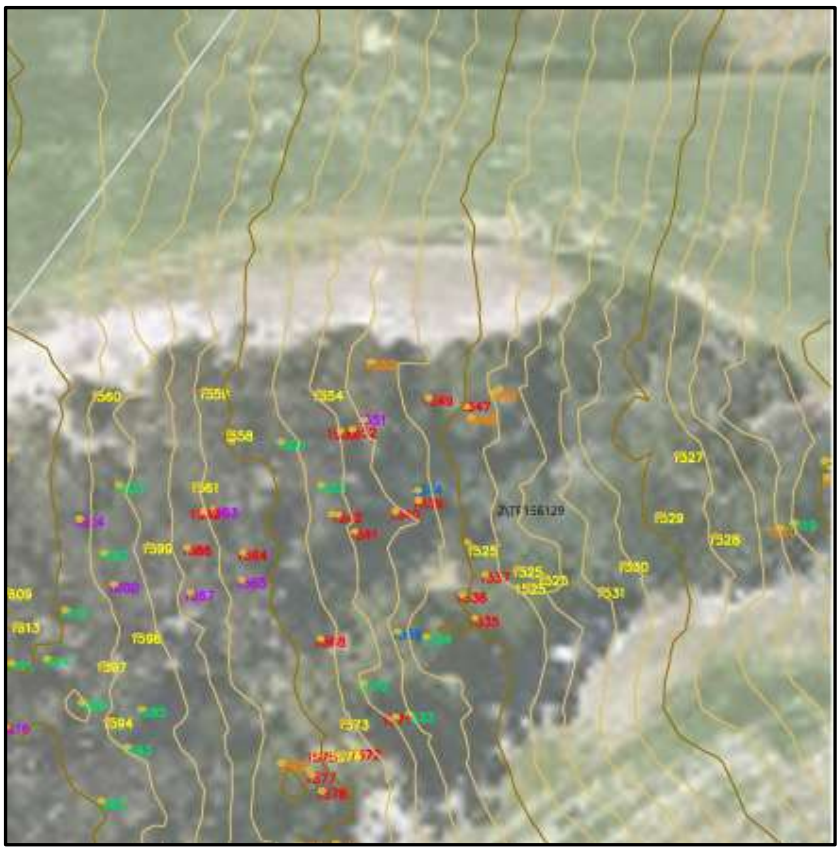


Figure 7 – Same location as shown on Feature and Level Survey provided with the application – this plots the existing trees, providing colours correlating with the nominated retention value and their number. However, no levels to AHD on the contours lines

Figure 8 – same location – taken from Council's GIS system showing existing levels to AHD and locations of existing vegetation.

Figure 9 – example of one part of the site with varied topography

The reasonable request by Council for it and the DTP to overlay these plans could have ensured the accuracy of the assessment, leading a decision maker to be confident that what is proposed to be retained can be successfully retained on site.

Officers strongly recommend DTP request this information to enable a robust assessment before issuing a decision.

Without this information, Council Officers remain concerned that:

- The 'Preliminary Site Grading Plan' shows the removal of 1 metre of fill from the land in which the high value trees are located.
- A further 1 metre of fill is required to be removed as the land slopes up towards the new lots created adjacent to the future reserve.
- It is Council's view that there is little opportunity for this vegetation to be retained, despite the Permit Applicant not seeking approval to remove it (i.e. proposing its retention).
- As these trees will be located in a future reserve to be owned and managed by Council, this is particularly concerning giving rise to what is intended in the Schedule to the Development Plan Overlay and Planning scheme more broadly relating to canopy retention and urban forest targets.
- If these trees are native vegetation and protected by Clause 52.17 there is concern that this will be consequential loss and should have triggered a different assessment by the application under the Guidelines for the removal, destruction and lopping of native vegetation and Clause 52.17 and would have led to greater requirements for offsets.
- Once the appropriate assessment is completed prior to determining the application and if trees in future public spaces are not being successfully retained (as illustrated on documentation submitted for assessment), through the delivery of the project, other opportunities for tree retention, including on private allotments becomes more important.

- Community awareness and expectation that these matters are thoroughly assessed is exceptionally high for this site, and it is critical that documentation assessed does not 'misrepresent' native and significant vegetation retention expectations. The retention of established and significant vegetation is a matter of significant community benefit, associated with this sites redevelopment and the role of future public spaces in doing this has been consistently reinforced. It is also consistent with adopted Council and State Government strategies and policies relating to canopy.
- To further validate the importance of this work being done correctly, it is clear that through the most contemporary 'preliminary' assessment of a matter under the 'Guidelines for Golf Course Redevelopment' through the Priority Projects Standing Advisory Committee Referral 48 Report 18 December, 2025 it said:

> *Updating the biodiversity studies and the tree identification and management and undertaking an EPBC self-assessment should be the first step in developing an appropriate subdivision concept. The next step should be to map the areas of biological significance; the high value and medium trees identified for retention and the ecologically significant trees in order to satisfy the full depth of the Planning Policy Framework.*
>
> *Once the areas of ecological significance have been identified the bulk earthworks can be designed around the areas of significance and then a responsive subdivision concept plan developed which can be used to inform the other assessments. In the Committee's view, this work needs to be undertaken and completed before a proposal can proceed to a planning scheme amendment because it needs to demonstrate that the site can accommodate both residential development and the protection of areas of environmental and biological significance.*

It is important to recognise the above comments as they represent a further Advisory Committee Report that appropriately allows the 'sequence' in which it is expected proposals being considered under the Planning Guidelines for the Conversation of Golf Course Land to Other Purposes' are properly appraised. It is concerning that despite repeated requests and RFI's, the implications of bulk earthworks on the significant amount of remnant vegetation are not known and requisite assessments have not been completed and submitted to the DTP.

Despite the above significant process concerns, tree management and retention conditions are contained at conditions 45 through 57 noting that Council consider this to be a threshold matter that 'cannot be conditioned' at this late stage of a Planning Permit Application process.

3.2.4 *Vegetation protected by the Vegetation Protection Overlay Schedule 3 (VPO3)*

Concern has also been raised in relation to vegetation on private lots not being retained including vegetation with amenity value on the site's perimeter.

The SAC report specifically considered the importance of the existing vegetation on the site's boundaries and the amenity it affords current residents.

Careful consideration must again be given by the decision maker as to the basis for the Ministers decision to actually apply Schedule 3 to the Vegetation Protection (VPO3) to the subject land via Amendment C199 to the Kingston Planning Scheme. and contains the following statement of the nature and significance of vegetation to be protected:

> *This area contains significant local examples of vegetation which contributes to the amenity of the area.*

The VPO3 specifies several permit triggers, but of relevance here:

A permit is required to remove, lop or destroy any vegetation:

- *Within 10 metres of a property boundary abutting the former Kingswood Golf Course area;*

The RFI appropriately requested the vegetation retention and landscape plan be updated to provide for a greater retention of native vegetation and trees (where practical) including trees on private allotments that can be accommodated within required side, front and rear setbacks (to the extent practical) and trees along the boundaries of the site that can be accommodated within the required minimum 5 metre setback.

The Permit Applicant has advised in their response that they are not willing to consider the retention of trees within side, front and rear setbacks, including within the 5 metres rear setback of private lots as it is considered too prohibitive and they will be impacted by in-ground works.

The retention of vegetation, particularly around the residential adjoining perimeters of the site is an opportunity that hasn't been appropriately addressed in the design response of the subdivision plan nor in addressing the requirements of Schedule 3 to the Vegetation Protection Overlay.

In planning permit applications across metropolitan Melbourne, the retention of trees within development sites is a commonly understood and recently further strengthened through very specific changes to the Victorian Planning Provisions. There are methods of construction and sensitive construction techniques that enable this to successfully occur without significantly compromising the ability to undertake development that is site responsive. This is particularly possible when considering that most of the proposed lots adjoining existing residential interfaces are larger and therefore have greater potential to retain existing vegetation within their boundaries while also achieving a dwelling.

Figure 10 – example of existing tree being retained within a future lot on a multi-unit development outcome in the City of Kingston.

To address the concern relating to the lack of vegetation being retained, the Permit Applicant has included a requirement within the Kingswood Building Design Guidelines mandating that each rear garden that adjoins an existing lot must include at least one new native or indigenous tree to be planted within 5m of the rear boundary.

This planting of new tree is not considered sufficient to replace or recognise the value of existing mature trees. It is therefore still considered that the proposal undermines the purpose and objectives of the VPO3 and the deliberate purpose the Minister had in applying the control to the site and community expectations of how the interfaces of the site would be managed.

To this end, Council is recommending an amended plan condition 1c) that seeks to achieve the purpose and objectives of the VPO3 and DPO8 by retaining trees within the 5 metre setback from and providing amenity value to adjoining residential boundaries, and including conditions such as a Tree Management Plan (condition 45) which also outlines construction methods and techniques for how this can be achieved. It is noted that the setback is a minimum and the retention of a high or moderate value tree in one of these setbacks will reinforce the clear intentions of the planning provisions that were tailored for the site in changes to the design of intended dwellings on these allotments with an established existing sensitive interface. Should this influence dwelling yield or dwelling size, that again is the consequence of ensuring a site responsive design is achieved.

3.2.5 *Planting*

In Council's submission to the development plan concerns were raised in relation to the amount of exotic species included in the tree species palette and the need for the street plantings species list (excluding trees) not to exceed 0.5m height and be consistent with Council's requirements, including Kingston's Nature Strip Guidelines.

An updated Landscape Retention and Landscape report prepared by MDG Landscape Architects February 2026 has been prepared. The report makes refinements to plant palettes and materials, including providing more native and indigenous species, particularly around patches of existing native vegetation proposed for retention. It is Council's recommendation in draft conditions (condition 33, 34 and 35) that all new species selected are 100% indigenous as a recognition of the need to increase local biodiversity within the site.

Plant palettes have also been modified to include more species from the City of Kingston's Nature Strip Guidelines, with the aim of achieving biodiversity benefits. The street tree strategy has also been updated to reflect changes in road reserve and nature strip widths arising from the updated subdivision layout.

It is important that explicit requirements for future planting occur as part of the applications consideration given the need to ensure an integrated and climate responsive approach to landscaping occur on the site particularly when recognising the sites pre-existing conditions and significant role it has played in providing habitat.

3.2.6 *Community Local Law*

The Permit Applicant has been asked to consider whether there remains a 'trigger' for a Community Local Law permit for the trees not protected by the VPO3, Clause 52.37 and Clause 52.17 and that are not exempt from requiring a planning permit in either of the above.

In accordance with the information provided by the Permit Applicant there are in excess of 100 trees that will require a Community Local Law Permit to remove. This includes 'dead' trees that also require a permit under the Community Local Law. All

trees will need to be inspected once the applications are lodged and following notification, an assessment will be made, with a recommendation being put to an Ordinary Council Meeting for a decision in accordance with Council's Planning Delegation Policy.

The initial inspection has taken place and a number of the trees identified by the permit applicant as 'dead' are not 'dead' but still alive. These will need to subsequently be considered in the assessment of Clause 52.17, VPO3 and Clause 52.37 as if native vegetation, there will be an impact on the total extent of vegetation being removed (given most are scatter trees in patches). This will also impact offsets, and the Native Vegetation Removal Assessment will need to be updated.

It is also noted that the previous owner of the land sought and obtained a number of Community Local Law permits that required replacement planting to occur. A reconciliation is required of these requirements regarding replacement planting to ensure that these trees (which are considered protected) are also considered against the requirements of Councils Community Local Law.

3.2.7 *Clause 52.37 – Canopy Trees*

This provision was introduced as part of Amendment VC289 to support tree retention on private land.

It is understood from the Permit Applicant, by provision of an email from DTP Officers dated 6 February 2026 also reflected in the reports accompanying the section 50 application, that an understanding has been reached regarding the application of Clause 52.37.

The planning report under Section 7.1 indicates the following: *'Further to recent discussions, DTP has agreed to apply discretion with respect to the application requirements of Clause 52.37'.* This is due to the gazettal timing of the planning scheme amendment introducing the provision (gazetted 15 September 2025). Should this have occurred after the Development Plan was approved, the provisions and planning permit requirements of Clause 52.37 would not apply to the proposal. However, it is noted that the gazettal occurred before the approval of the Development Plan and therefore the application of the provision does not benefit from the transition provisions and should apply..

It is the view of Council Officers that given the site is not occupied by a dwelling, any tree with a trunk circumference of 0.5 m (measured at 1.4 m), a canopy width of 4 m, and a height of 5 m would currently trigger a permit under this clause.

From the information provided in the Arboricultural Impact Assessment table with the section 50 amendment, there are in excess of 2,260 trees that meet the Canopy Tree definition under Clause 52.37 of the Kingston Planning Scheme. Of these trees only 194 are boundary trees further reinforcing the comments made above in relation to their importance on the sites key established interfaces.

Section 5.4 of the approved development plan 15 October 2025, indicates the following:

The proposed Framework Plan indicatively achieves an average tree canopy coverage of 24%. The assumptions and assessment of the amount of canopy cover is omitted from the documents relied upon by the Permit Applicant. Clause 52.37-3 outlines a requirement and methodology for how the canopy cover should be calculated. Officers have spent considerable time and effort to assess the required canopy based on the methodology. It is officers view that the required canopy cover is 25.5%.

It is recommended that DTP requires the Permit Applicant to provide this assessment, either to demonstrate how 24% is achieved and additionally to provide an assessment of what canopy cover is required on the site to address Councils concern.

Given over half of the trees are proposed to be removed through the 'interpretation' at this time, it is difficult to assess whether this is capable of being achieved or accurate.

3.2.8 *Street Trees*

There are 20 trees within Council's nature strips along McClure Road and Spring Road that the Permit Applicant suggests need to be removed to facilitate the proposed development.

This assessment is underway and whether Council support these being removed is yet to be determined. If there is support for the removal of these trees, there will be conditions of removal that outline the process for undertaking the removals, including that Council will do the removal and replacement costs, and financial compensation to be paid to Council.

3.2.9 *Conclusion to vegetation matters*

Since the inception of the intention to consideration the rezoning of the subject land, it has been clear that vegetation matters have been significant in relation to the subject land which has led to 'tailored' and site-specific provisions applying to the subject land in addition to enhanced vegetation protection measures in the VPP.

In this circumstance the 'rezoning' was of Golf Course land and it is clear in reviewing the State Governments 'Planning Guidelines for the Conversion of Golf Course Land to Other Purposes' the value the State Government placed on properly considering the *'sites values, constraints and opportunities'*. It is critical that this task continues through the 'assessment' of the site, and arguably the most critical point to ensure this work is robust and the intent is explicit, is when a planning application to change the preconditions of the site (now also under various new overlays via Amendment C199) is under active consideration.

Due to the complexity and importance of the vegetation matters, it is critical that Council and DEECA experts are involved in further assisting the Department in its assessment of the vegetation matters raised as they are critical to the integrity of the applications assessment as drawn out in the DTP's RFI.

As outlined in relation to various matters related to vegetation, it is Council Officers' view that at a minimum, there still remains too little information available to make a decision on the merits of the application in relation to vegetation matters, and at worst these matters would lead to the refusal of the application in its current form.

The Standing Advisory Committee reports and the DPO8 and VPO3 itself envisaged a scenario whereby the retention of vegetation should play a greater role in the delivery of an outcome on this site. An impact on density and overall yield is inevitable when providing a more site responsive outcome and it is Council's view that the balance between providing housing and retaining significant canopy, amenity trees and local biodiversity within this significant site, has not yet been appropriately struck.

3.3 Hydrology, retarding basins and management and ownership of drainage assets

The development in part entails the expansion of an existing Melbourne Water retarding basin and creation of two new basins. The RFI requested revised details of ownership of the retarding basins based on ongoing discussions between Council and Melbourne Water and an indication that the southern-eastern retarding basin will be designed to Council specifications.

Council Officers have had the benefit of a recent discussion with the Permit Applicant and Melbourne Water. It is understood that Melbourne Water have requested, confirmation of Council's willingness to own and maintain the smallest of the retarding basins. It was understood that Melbourne Water will retain ownership of its existing

asset in the north-east, and take ownership of the new south-west basin, leaving Council to take ownership of the new basin in the south-east of the site. Further clarity was provided to Officers recently that for the south-western retarding basin, Council would own the land and that Melbourne Water would have an easement over the retarding basin asset itself and provide for its maintenance. Further advice regarding the role of the planning process in determining ownership of the retarding basin assets has been sought, and is currently the subject of consideration by Officers.

Planning permit conditions (condition 12 and 24) for the new basins are required to address amenity, safety, durable construction and access for maintenance purposes matters.

Subdivision plans are also required as a condition (condition 77, 78 and 79) to illustrate not only the basin but associated land. Melbourne Water will provide technical assistance regarding design specifications, however at the time of preparing this report, referral comments and conditions had not yet been provided by Melbourne Water to the DTP.

Preliminary discussions with internal officers regarding infrastructure such as boardwalks and viewing platforms around and over the water bodies has indicated they are not supported at this stage, given the potential role Council has as owner and / or manager of these assets and the associated maintenance and asset renewal requirements. Although a specific Planning Permit condition is not stipulated it is important that this feedback is captured at this phase of the planning process to inform future design considerations associated with such infrastructure.

Due to the substantial community concerns raised in relation to hydrology and the limited engagement Council has had with Melbourne Water and the proponent on these matters, Council's Infrastructure Department have provided detailed conditions (conditions 24 to 29) that relate to Detailed Flood Assessment and Modelling within and across the site and catchment area, Integrated Stormwater Management conditions, Water Sensitive Urban Design (WSUD) conditions and detailed stormwater management conditions. Given the significance of these matters and importance of mitigating potential flood related risks it is critical that any permit issued includes these conditions, as drafted, and includes an obligation to undertake an independent peer review of relevant documentation as outlined in proposed conditions occur to assess the proposed drainage design prior to its endorsement by the relevant drainage authority.

3.4 Recycled Water via Purple Pipe Infrastructure to the site

With a project of this scale there would be significant net community benefit to new residents if recycled water (purple pipe) infrastructure was to be provided, and that this would be beneficial for individual private lots, as well as Council as the future owner and manager of public open spaces within the subject site. South East Water supported by the State Government has led the establishment of the Dingley Recycled water scheme and a direct opportunity exists to connect the project to recycled water and in so doing it would be the first residential project in Kingston to have such access. The use of recycled water will also assist Council in meeting the targets it holds in its Integrated Water Strategy.

South East Water has provided conditions and comments and these are incorporated in the proposed draft permit. A key net community benefit to be derived from the project is ensuring the applicant and South East Water formalise an agreement to ensure all proposed open spaces and individual private lots are able to access recycled water. This requirement should be reflected through permit conditions (condition 101) that replicate those imposed in growth area Councils where access to recycled water is routinely applied.

3.5 Provision of affordable and social housing

Scheule 8 to the Development Plan Overlay that applies to the site requires the following condition on permits:

> *The Owner of the land must enter into an agreement with the responsible authority under section 173 of the* Planning and Environment Act 1987*, which provides for the provision of a minimum of 5 per cent of dwellings as affordable housing as defined under the* Planning and Environment Act 1987 *to the satisfaction of the Responsible Authority.*

It also requires:

> *An Affordable Housing Plan which is consistent with the requirements of the development plan.*

It is noted that the Permit Applicant have proposed increasing the affordable housing contribution from 5% to 10% a matter which is understood to be of high importance to the DTP and Planning Minister.

As part of the RFI request, the following was asked for:

> *Any further detail which can be provided regarding the proposed approach and mechanism for achieving affordable housing committed to in the Development Plan. This should be provided in an updated Affordable Housing Report and/or Planning Report*

In the RFI response submitted by the permit applicant it is noted that the Affordable Housing report prepared in October 2024 by Hatch was approved as a supporting document as part of the Development Plan and that no changes are proposed to this report in response to the RFI request.

This report also notes that draft planning permits are being prepared in discussion with DTP and that the wording for the condition as outlined in the DPO will need to be modified to reflect the Affordable Housing report.

The proposed approach as outlined in the Affordable Housing report and approved development plan includes:

- *a transfer to the City of Kingston Affordable Housing Trust or a Registered Housing Association under the Housing Act 1983 of 10% of the total number of* serviced lots proposed on the land in the application at a discount of 20% to market value a*s determined by an appropriately qualified expert. The value of the serviced lots will be based on an average lot size for each stage of delivery (this provision is the Primary Obligation); or;*
- *The payment of a monetary contribution to the City of Kingston Affordable Housing Trust on another Housing Agency nominated by Council which is of an equal value (as independently assessed) to the discounted serviced lots as calculated above; or*
- *A combination of the above options; or*
- *Any other delivery model of the contribution which is of equal value to the discount serviced lots.*

The provision of affordable housing, should the provision of lots occur, should be:

- *delivered within the land to which a planning permit application applies or if agreed with the responsible authority, other land in the Kingswood Development area; ·*

- *distributed across the development; and*
- *a mix of lot types to respond to local housing needs.*
- *The contribution is to be on stage by stage basis.*

It is noted that an Affordable Housing Plan, as required by DPO8 has not been prepared and provided as part of the approval of the Development Plan.

In the revised planning report submitted with the section 50 application, it states that the Affordable Housing Report in conjunction with the information provided within Development Plan, satisfies the information required in relation to affordable housing. It further provides that the *recommendation of the Affordable Housing Report is a monetary contribution, as opposed to lots or housing kind. Therefore, it is not considered relevant to provide a separate Affordable Housing Plan.*

However, Council notes that the DPO8 specifies that an Affordable Housing Plan is required as a condition/requirement for permit it needs to identify intended partners, specify expected timeframes for delivery, provide for at least 5 per cent of dwellings as affordable housing (including social housing), require affordable and social housing to be tenure blind and appropriately spread across the development.

The Affordable Housing report and the development plan do not identify a specific intended partner/s and note potentially either a City of Kingston Affordable Housing Trust or a Registered Housing Association. Kingston City Council does not have a trust and Council's preferred option as outlined in its submission to the development plan is the provision of affordable housing (including social housing) be transferred to a Registered Housing Association.

The Affordable Housing report notes the four community housing providers that had been consulted in the preparation of the report, expressed concern the anticipated cost of land in Dingley Village would be too high to support the delivery of affordable housing. As raised in council's submission to the development plan this raises concerns regarding the depth of investigation that has occurred with a range of housing providers, and whether the proposed 20% discount on the sale of lots is an appropriate affordable housing mechanism to address defined needs and/or appropriate in this location.

Council continues to rely upon its submission to the development plan and recommends the contribution of 10% of serviced lots on the site, as gifted land and an Affordable Housing Plan that identifies intended partners and expected timeframes for delivery rather than a stage-by-stage basis (condition 68 and 69).

In Council's submission to the DPO the following approach considered was outlined:

- 50% of the minimum affordable housing (including social housing) outcomes to be delivered no later than the practical completion of 60% of anticipated total residential yield for the land.
- 100% of the minimum affordable housing (including social housing) outcomes to be delivered no later than the practical completion of 85% of the anticipated total residential yield for the land.

Kingston City Council should also be the Responsible Authority for entering into the S173 Agreement.

In preliminary discussions with the DTP, it was recommended that mechanisms the DTP has instigated in other circumstances with respect to the requirements for Affordable Housing, where it acts as the Responsible Authority should also be further considered particularly when recognising the appropriateness of the mechanism currently being proposed by the permit applicant. State Government policy and legislation and the planning system which enables it, clearly reflects that in

development circumstances such as that intended for the subject land adequate and effective consideration be given to this matter. The *'Planning Guidelines for the Conversion of Golf Course Land to Other Purposes'* explicitly highlights the importance of this consideration, when determining a projects net community benefit.

3.6 Community Infrastructure

Schedule 8 to the Development Plan Overlay requires the following condition on permits (condition 67):

> *Before the first plan of subdivision is certified the Owner of the land must enter into an agreement with the responsible authority under section 173 of the Planning and Environment Act 1987 specifying agreed infrastructure contributions to community infrastructure and active open space, such payment set out in the agreement, payable on a per dwelling basis, subject to indexation.*

A Community infrastructure report prepared by ASR Research in August 2024 was approved as a supporting document as part of the Development Plan, no changes are proposed to this report. The ASR report at the time indicated that the proposal as put forward would likely once complete increase the size of the population of Dingley Village from between 2,160 (assuming 800 dwelling yield) to 2,430 (assuming 900 dwelling yield).

The report recommends community infrastructure contributions towards the redevelopment/development of an existing or new off-site active open space reserve, sports pavilion, and multipurpose community centre. It assesses community infrastructure demand and supply estimates based on two development scenarios of 800 and 900 dwellings and utilises 2023-2024 and VPA benchmark cost rates (which are costs developed to inform greenfield contribution plans).

In the first scenario a contribution of $5,023 per dwelling would be yielded and in the second scenario $5,650 per dwelling.

As a comparison, the standard levy rates imposed by the new Infrastructure Contribution Plans to be introduced for the Activity Centre Program is $11,350 for each additional dwelling ($7,567 to local government and $3,783 to State Government). In the circumstances attributable to the subject land it is clear that the size of dwellings, property values and relationship to services may differ and careful consideration is required to ensure the appropriate and 'contemporary' amount is imposed per dwelling to once again address a key net community benefit obligation of the Golf Course Guidelines.

In Council's submission to the development plan approval process, it was highlighted that the ASR report was prepared in isolation of Council and does not appropriately identify local community infrastructure needs and relevant planning ratios. Whilst there is support for an off-site contribution for active open space reserve and pavilion, critical community infrastructure priorities where off-site financial contributions could be spent include youth services, community information and support services (emergency relief), and kindergarten. It is noted that Council is not bound to spend the funds as outlined in the ASR report, the funds should be spent where demand on infrastructure is created by the new community which has been identified in Council's submission to the development plan.

Kingston City Council should be the Responsible Authority entering into the S173 agreement and receiving the contribution, with the ultimate dwelling yield yet to be determined and the most recent infrastructure contribution benchmarks having changed which will likely increase the contribution required.

It is noted that Kingston is a middle Melbourne municipality and costings compared to recently completed projects in growth areas as established by the VPA benchmark may differ substantially.

3.7 Traffic, Circulation and Movement

As the subject land abuts and will largely be serviced by a State Government Road the Department of Transport and Planning are the entity responsible for considering whether the arterial road network is able to cater for the additional traffic generated by the proposal. This matter has been the subject of significant community feedback based on the constrained entry points into Dingley Village and concerns regarding the implications the additional traffic generated by the proposal. In considering the Planning Permit Application it is necessary for DTP to consider the intensity of the proposed development and whether the interventions proposed by the permit applicant will sufficiently mitigate concerns raised regarding additional congestion.

Council has made representations to the State Government that enhancements may be required to the limited bus network that presently services Dingley Village particularly to assist younger and older people accessing other parts of Kingston and the fixed rail network. Further prioritisation to this matter should be given particularly on the basis the proposal proceeds to assist in reducing congestion in and around Dingley Village and enhance access for all existing and future residents of Dingley Village.

Through Council's submission to the development plan, it was strongly encouraged to provide an off-road shared use path to the site's frontage of Centre Dandenong Road consistent with Council's long-term aspirations for a shared user path on the northern side of this road.

Concerns were also raised in relation to the narrow width lots and rear serviced townhouses including whether there is sufficient area for bins on nature strips, constrained road widths areas, limited or no turning areas for municipal waste collection vehicles and the provision of visitor car parking in the areas where there is no or limited on-street parking.

Council's Waste Team have noted the changes made to plans in the section 50 amendment, as well as the Waste Management Plan prepared by One Mile Grid, have largely addressed these previous concerns with the documentation accompanying the Development Plan application. A number of conditions (condition 12, 15, 138 and 139) have also been drafted to ensure the requirements Council holds regarding waste connection are met.

An outstanding concern relates to the owners corporation being established for Stage 17, given narrow circulation spaces that will render municipal collection not possible. This is discussed later in this report and a section 173 agreement is proposed to ensure residents of these dwellings are aware of the ongoing obligation to rely on private waste collection should the subdivision proceed in the form presented.

A traffic design issued identified in the RFI was as follows:

> *A revised southern entry to Spring Road that creates an improved connection with the Council reserve on the northern side of Spring Road. This would also enable the retention of a high retention value tree*

It further states:

> *DTP acknowledges the following road treatments requested by the Council (in accordance with Council specifications) and considers this information should be provided on a functional layout plan*

- *Existing site conditions (e.g. infrastructure to site's frontages such as speed humps, pits, poles, parking etc)*
- *A functional layout plan for the new intersection proposed to Spring Road.*
- *More detailed plans of the internal road networks.*
- *Clearance diagrams for crossover access to McClure Road where existing speed humps are located, for example lot Nos 1124-1128.*

An updated Transport Impact Assessment, Preliminary Parking Plan, Swept Paths and Waste Management Plan and draft Functional Layout Plan have been prepared.

The proposed Spring Road entry to the Site has been modified to include a landscape reserve to the northeastern side of the north easternmost lot. It is intended to provide a shared path on this side of Spring Road which will ultimately connect to a pedestrian crossing.

Road widths have been updated to align with Council's requirements for the most part with some select locations continuing to include a reduced road width to achieve tree retention of high arboriculture or biodiversity value. Swept paths have also been completed within medium density precincts with narrow laneways or mews roads to ensure vehicle access for Council waste collection and emergency vehicles. The medium-density precinct within Stage 17 is proposed to be managed by a body corporate and private waste collection will be required.

The preliminary car parking plan identifies 932 visitor car parking spaces can be accommodated on street throughout the development providing one car space per dwelling. The details are proposed to be finalised at detailed and functional design stage. Understanding the ultimate capacity of the site to accommodate visitor parking has and remains an importance consideration, given concerns reflected by existing residents regarding the capacity of the local street network immediately surrounding the subject land to accommodate additional visitor parking requirements.

The Permit Applicant has indicated they do not wish to provide detailed Functional Layout Plans (FLP's) for the internal road network for internal roads at this stage of the project as requested in the DTP's Request for Further Information.

A draft Functional Layout Plan has been provided for information only to demonstrate clearance for crossover access to McClure Road where existing speed humps are located remains feasible. Final FLP's are proposed to be lodged for approval to the relevant authority for this area once a planning permit has been issued.

In response to the section 50 amendment internal comments from Council's traffic team were sought. The comments provided raised a number of matters in relation to some improvement in some of the internal road widths, and some improved turning areas with court bowls being provided in some stages, rather than terminations resulting in challenging turning movements. Conditions (conditions 12, 13, 14 through 23) are also proposed to address outstanding matters.

A shared user path was also identified as the preferred approach for the site's frontages to the external road network to the north-east and is particularly important. This requirement has been incorporated through draft conditions proposed to be included in any permit issued and is diagrammatically depicted below in figure 11.

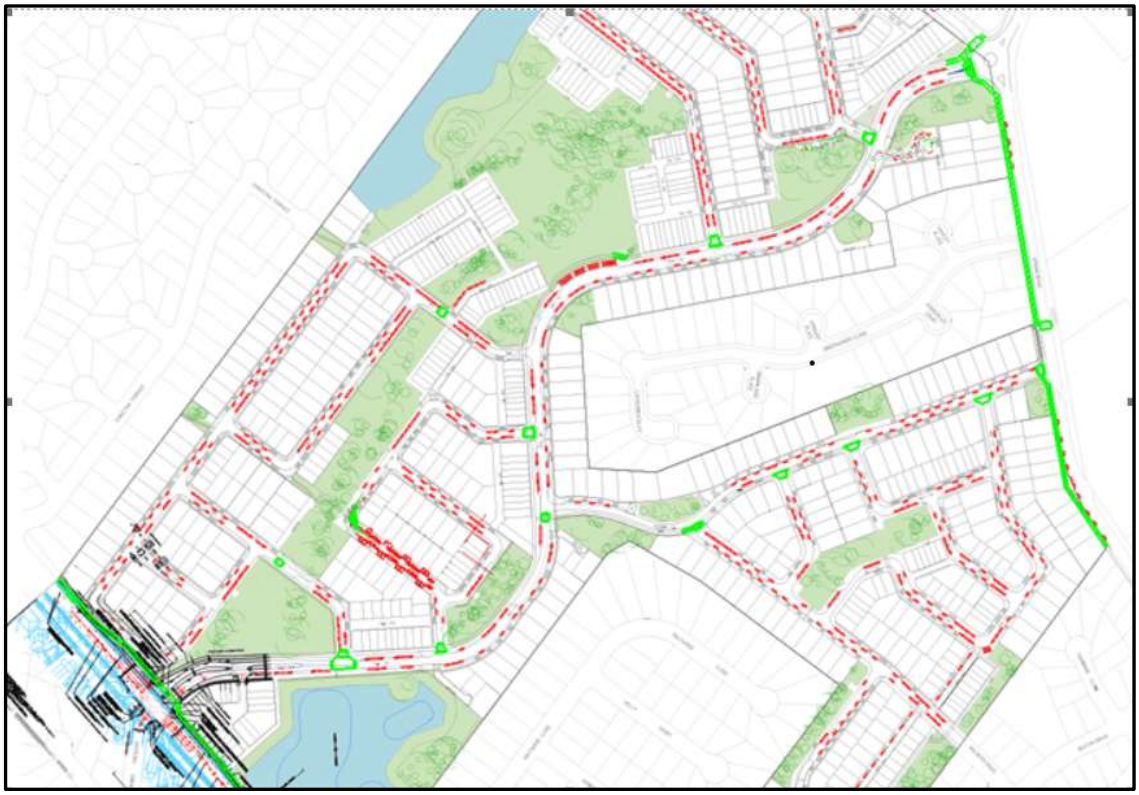


Figure 11 – details regarding shared user path

Further to the above, the design of vehicle crossings was considered inadequate and further conditions (conditions 14, 16, 19, 20) are proposed to address these. The on-street parking has not been maximised in the below depiction as shown on the Parking Plan (see extract at Figure 12) provided in response to the section 50 amendment application, and at least 1 metre between neighbouring crossings will be required.

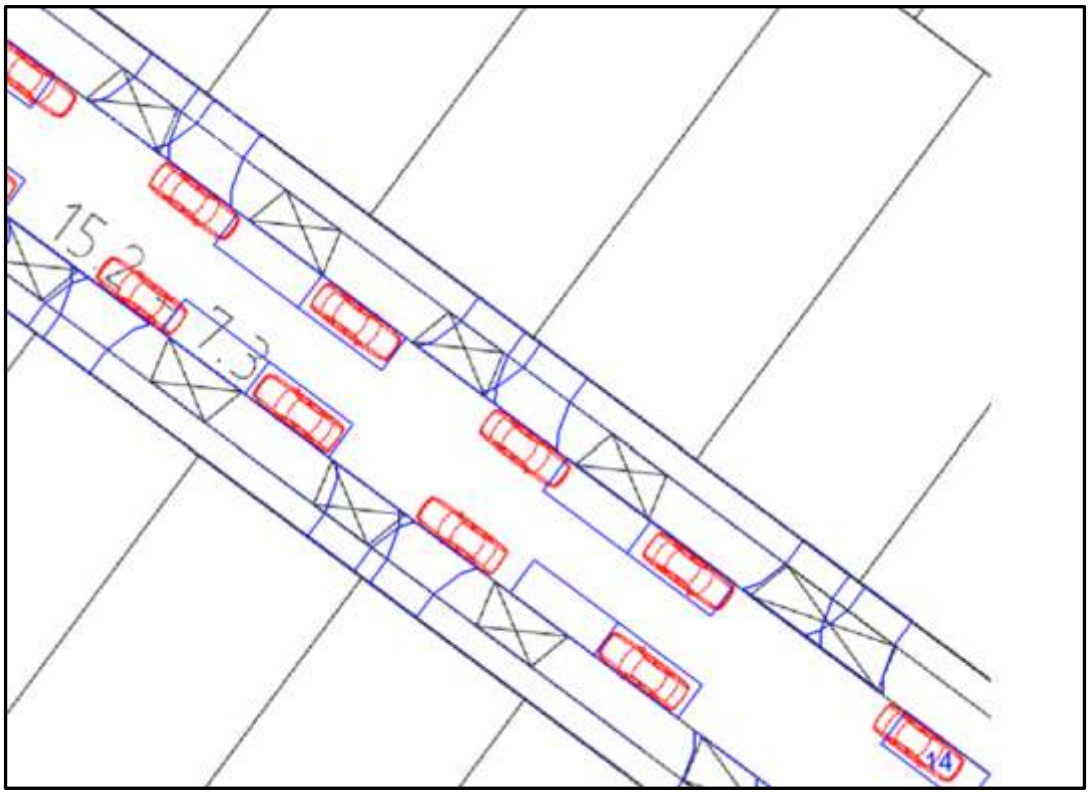


Figure 12 – extract from Parking Plan which do not provide for maximum on-street car parking to be provided – conditions proposed should assist in addressing this matter.

3.8 Design Guidelines

The DPO8 stipulates that the following requirements apply to permits:

- *Design Guidelines that illustrate how future dwellings will be delivered to achieve:*
    - *High quality architectural responses.*
    - *Environmentally sustainable outcomes in accordance with the Planning Policy Framework.*
    - *Preferred character outcomes and acceptable amenity between dwellings and to the public realm.*
    - *Building heights limited to 2 storeys for dwellings abutting the existing residential area in accordance with the development plan.*
    - *Acceptable internal amenity in response to aircraft noise, which addresses any recommendations of the aircraft noise report that accompanies the development plan.*

It also stipulates that the following condition must be included in permits granted:

- *Each plan of subdivision must include a mechanism, to the satisfaction of the responsible authority, requiring the Design Guidelines.*

In Council's submission to the Development Plan concern was raised regarding the operation of the Design Guidelines including:

- Establishing how planning permits are able to be exempted for lots under 300 *square metres.*
- *Understanding the operation of the Small Lot Housing Code in this context if it is not an incorporated document in the Kingston Planning Scheme.*
- *Clarification and detail around areas of responsibility for administering and enforcing the Guidelines.*
- *Time limits to the application of the guidelines.*

Recommendations were also provided on the drafting of the Design Guidelines including sustainability initiatives (condition 2a).

As part of the RFI it was requested that:

- *The submitted Design Guidelines be amended or a written statement provided to show and/or address the following:*
    - *Specific façade and crossover designs for narrow width lots (for example lots 434-441) that demonstrates suitable space is available between crossovers.*
    - *Further information and details as to how the Guidelines are intended to operate, including how they apply to lots less than 300sqm.*
    - *A sunset clause for the application of the Design Guidelines and how the Design Review Committee will work practically (for example will the guidelines operate as a restriction on the plan of subdivision for individual lots).*

- *How compliance with the Design Guidelines will be enforced under the Planning and Environment and/or Building Act(s).*
- *The application seeks permission to construct dwellings on lot/s less than 300sqm. The mechanism proposed and relevant legal advice and/or information in the submitted documentation (including the Design Guidelines) must be provided explaining how the Responsible Authority will be able to assess whether (or not) to grant a planning permit for these dwellings.*

The Kingswood Design Guidelines (dated December 2024) were endorsed by the Minister as part of the Development Plan approval.

As part of the RFI by the DTP an updated Building Design Guidelines, a letter titled Implementation for Design Guidelines and Built Form Controls and a draft MCP for lots under 300sqm and above 300sqm have been provided. While not within the Kingston Planning Scheme, it is accepted that Small Lot housing code cannot be applied and 'turn off' planning permit requirements for the construction of dwelling under 300sqm.

It is also noted that the current application seeks permission for the construction of dwellings on lots less than 300 square metres. Ordinarily a planning permit application would comprise plans and details in relation to the dwellings to enable the assessment of the application. This is not the case in this application.

The applicant is proposing an approach where the Design Guidelines are implemented as a restriction on title for all lots to regulate matters such as colours, materials, landscaping and fencing. The Design Guidelines are to be endorsed as part of the planning permit. A Design Concierge Service is being proposed for review and approval of dwellings by the developer.

Specific built form controls for the development of lots less than 300sqm and greater that 300sqm are proposed through a Memorandum of Common Provisions (MCP). Drafts of these were provided in response to the RFI.

The MCP for lots under 300sqm are intended to largely replicate the Small Lot Housing Code, with some variations. The MCP is intended to be included as a restriction on title. The RFI response advises that these controls are designed to address narrow frontages and ensure façade and crossover designs produce acceptable outcomes from an urban design and functional traffic engineering perspective. It also notes that it is the responsibility of the building surveyor to ensure compliance and enforcement.

Council is seeking through condition 9 'final' versions of the MCP's noting that there may be specific areas that are desirable from a local character and context perspective.

The revised Kingswood Building Design Guidelines submitted to DTP for approval have left out important outcomes as they relate to dwelling sustainability.

the previous iteration of the document dated December 2024 provided key sustainability objectives and initiatives for all new dwellings. This section has been removed from the current version of the document and should be reinstated.

Given the extent of dwellings proposed (which Council submit should be reduced through site responsive design) it is important to ensure the project achieves high environmental sustainability standards. The achievement of sustainability standards should be pushed particularly when recognising:

- the construction efficiencies created through the integrated forms of housing proposed across large components of the subdivision, provide for 'economies of scale' to investment in high performing building materials;

- the longevity intended for the dwellings being constructed, and the likelihood that they will service a diverse range of future households;

- the degree to which residents in this location will be reliant on private transport, therefore providing an ability to embed the existing and future opportunities presented by renewable energy generation and the use of electric vehicles as a transport and electricity storage and distribution source;

- the broader environmental implications associated with canopy tree loss and the resultant need to create dwellings and landscapes able to adapt to urban heat implications benefitting in this instance from recycled water use; and

- the project is not a 'greenfield project' located on the outer fringe of the City, and the developer has a genuine opportunity to position the project as an 'integrated project' that has as its core environmental sustainability in a suburb surrounded by iconic natural features including Braeside Park and the South East Green Wedge.

Conditions (conditions 2a), 10 and 11) seek to achieve an outcome where all new dwellings will reach a Nationwide House Energy Rating Scheme (NatHERS) rating of a minimum 0.5 stars above the minimum requirement.

Council provided earlier feedback that the initiatives proposed were written in non-committal language and lacked the required detail and specification to be practically implemented, however were a positive inclusion within the Guidelines.

The complete omission of this section in the latest documentation is concerning and does not meet the requirement within the Development Plan Overlay to provide "Design Guidelines that illustrate how future dwellings will be delivered to achieve environmentally sustainable outcomes in accordance with the Planning Policy Framework" and is at odds with the 'Sustainability' section of the Development Plan which states *"Homes will be developed with a focus on reducing energy, waste and water needs and usage for homeowners".*

There is no part of the submitted documents which now outlines how these outcomes will be met within dwellings. Therefore, it is also recommended that condition 11 requiring the update to the Sustainability Management Plan (SMP) be included, and that the amended SMP be broadened to include details for individual dwellings, and that these commitments be included in the final form of the Memorandum of Common Provisions to ensure these measures are achieved. Council was also supportive of the inclusion of the Sustainability Guide that was included in a previously submitted version of the Building Design Guidelines.

Practical matters that should be included for the project are:

a. Orientation and building features to achieve maximum passive solar access.
b. All-electric, with no new gas connections.
c. As mentioned a minimum NatHERS star rating at least 0.5 stars above the minimum NCC requirement at the time of building design.
d. Double glazing to all habitable room windows and glazed doors.
e. External operable shading devices to be provided to all east and west facing habitable room windows.
f. External fixed shading devices and/or appropriately sized eaves to be provided to all north facing habitable room windows
g. Unless significant shading from existing vegetation is demonstrated, provide a solar photovoltaic system of not less than 3 kilowatts in size per dwelling, or 6 kilowatts in size per larger dwellings of 4 bedrooms or greater."

h. Connection to rainwater collection tanks (minimum capacity 2000 litres) per dwelling.
i. Installation of energy monitoring systems for each dwelling.
j. Installation of energy and water efficient appliances and fittings, within 1 star of best available.
k. Installation of electric vehicle (EV) ready infrastructure with a minimum 32A dedicated circuit from the switchboard to the garage.
l. All roofs and driveways to be specified with colours/materials that have a Solar Reflective Index (SRI) of 50 or greater, or Solar Absorptance (SA) of less than 0.6.
m. Permeable balustrades where external balustrades are specified.

Council has referred the DTP to the need for a 'sunset' clause (condition 2b) within both the MCPs and any related section 173 agreements relating to the land. This is particularly important given the time period over which this development will take place. In similar previous examples developers have ceased to exist or maintain an interest in a completed project and created difficulties with respect to how the Guidelines and dwelling approval pathways are then regulated.

It is Officers view that a 'sunset' clause should be incorporated, and it will be recommended as a condition.

3.9 Open Space Delivery

An updated Landscape Retention and Landscape report prepared by MDG Landscape Architects February 2026 has been prepared. The primary hierarchy layout of the open spaces remains largely consistent with that originally proposed. It is necessary to view this project in the context of not only the site but the significant recreational assets within its immediate catchment. Such facilities include the Spring Road Reserve immediately adjacent the site to the north, a number of local play spaces immediately abutting or in close proximity to the site, the active and passive recreational facilities behind the Dingley Village Community Centre and Braeside Metropolitan Park.

The development proposes two large play spaces and two small play spaces, exercise hubs/fitness elements doted throughout the development, one new basketball court and one new scooter track.

Council's submission to the Development Plan highlighted a considerable surplus of playgrounds in Dingley Village and concern that the proposal would add to the oversupply and create asset management problems. Council has though maintained a strong view that more natural recreational open spaces be prioritised on the subject land for both future and existing Dingley Village residents.

It is recommended that not all the playgrounds be developed as shown within the Vegetation Retention and Landscape Report, apart from the new large playground near the Centre Dandenong Road entry to the housing development and the co-locating of exercise equipment to maximise benefits and community use, rather than being spread, unless otherwise agreed and approved by Kingston City Council. Consideration should also be given to how Council can work with the developer to enhance or introduce new facilities on the Spring Road reserve to benefit existing and future residents delivering maximum net community benefit. The Spring Road masterplan provides some suggestions as to the type of enhancements sought immediately adjacent to the subject land.

As part of the RFI request it was requested that an indication that all open spaces intended to be vested to Council are designed to Council specifications. The response received reinstated the intention that all open spaces will be vested to Council and that detailed concepts will be prepared for open space on a stage of delivery basis

following the issue of a planning permit for Council review and comment prior to commencing design documentation for endorsement. Conditions on the permit are recommended to ensure any future land to be transferred to Council or to contain assets under Council management meet required location, design and maintenance standards (condition 34, 35 and 37).

The material submitted also states that the locations and preferred outcomes for open spaces, waterbodies, infrastructure proposed around and over waterbodies (i.e. viewing platforms and boardwalks shown in the Vegetation Retention and Landscape Plan), greenlinks and streetscapes are not proposed to be changed. The conditions need to necessarily recognise the sites surrounding context and provide a mechanism whereby Council can resolve with the developer where on-site facilities are required or enhancements or new facilities on the adjacent Spring Road reserve may be a more appropriate response. This approach would ensure that the broadest community benefit can be achieved and maintenance requirements for Council can be appropriately planned. The Spring Road masterplan provides some suggestions as to the type of enhancements which are planned a practical example is not replicating 'dog off leash parks' on both sites.

It is acknowledged that the Vegetation and Retention Plan includes low maintenance water play with final selection to be determined in collaboration with Council. While this may be desirable from a project marketing perspective, the maintenance of such infrastructure can be costly for Council as the asset owner and manager responsible for its ongoing maintenance and is unlikely to be supported.

Finally, tree retention within the future public open space requires management and maintenance for a period of time following practical completion of each stage. This is proposed to be addressed through conditions 36-40. There may be opportunities for parts of these to be fenced as reserves, however, these management decisions need to be the responsibility of Kingston City Council.

3.10 Open Space Provision

Whilst information has been provided stating and conceptually illustrating the minimum 20% open space requirement of the DPO8 there has not to date been sufficient detail to accurately illustrate this, a matter raised consistently by the Dingley Village Community Association. It is recommended that a detailed plan demonstrating the minimum 20% open space requirement be provided as a condition of permit and to ensure that this is to the satisfaction of Kingston City Council (condition 1i).

Further to the above, DPO8 states that:

"The Development plan must show or make provision for:

- *Open space and landscape that:*
  - *Is integrated into the site which includes not less than 20 per cent of the developable areas of the site as usable and accessible public open space. This land may be encumbered by easements, reservations, heritage, vegetation or other conditions. Wetland areas for water treatment or permanent water bodies and strips less than 10 metres wide or median strips must not be counted as open space."*

Condition 1i) seeks to ensure that confirmation that 20% public open space is provided in accordance with the above obligation as this has replaced the obligation of Clause 53.01 of the Kingston Planning Scheme relating to a monetary payment for public open space contribution.

As part of the RFI the realignment of the proposed open space abutting Greenwoods Close was sought to provide an integrated alignment was requested to be considered.

DTP also encouraged greater retention of vegetation in this location and deletion of lots (where the alignment will improve).

Figure 13 – Greenwoods Close, existing and proposed open space alignment

Given no changes are proposed in the section 50 amendment, therefore it is recommended that condition 1a) be placed on permit to ensure that this important realignment occurs.

3.11 Fencing along adjoining residential properties

The issue of fencing between existing residential properties directly adjoining the site and the subject site has been a matter raised consistently by adjacent property owners.

It is unknown at this stage how the fencing between the subject land and themselves will be treated and addressed.

There are different existing conditions and likely different future preferences for adjoining property owners. Council recommends a condition 1g) requirement stating:

> *Provision of minimum 1.8m high timber paling perimeter fence above finished ground level unless otherwise agreed in writing and delivered at the cost of the developer.*

3.12 Airport noise disclosure and attenuation

The Standing Advisory Committee report also noted proposed conditions to be imposed on any planning permit issued should seek to address matters relating to aircraft noise.

Council is seeking to ensure that future owners of land are aware of the potential for aircraft noise, and that the dwellings are designed to the relevant Australian Standard

to address its impact. It is recommended that the conditions (condition 70 and 85) as outlined in the DPO8 is imposed as follows:

> *Before the Plan of Subdivision for each stage of the subdivision is certified, the landowner must enter into an agreement with the Responsible Authority under section 173 of the Planning and Environment Act 1987 (Vic). The agreement must relate to and be registered on the title of each of the lots created by the Plan(s) of Subdivision. The agreement must require the landowner to notify all future owners and occupiers of the subdivided lots that:*
>
> *a) The land is classified as being within the N Contours of the Moorabbin Airport operations; and*
>
> *b) The land will be exposed to aircraft noise; and*
>
> *The Owner must pay the Responsible Authority's reasonable costs associated with the preparation and registration of the agreement.*

It is also recommended that a standalone condition 85 is included. This condition is routinely applied by both VCAT and Council where an increase in residential density is proposed within areas located within proximity to the Moorabbin Airport. This arises from the Airport Environs Overlay (AEO) and is recommended to be applied to any planning permit issued at this site, to ensure the dwellings constructed on the site have adequately managed this amenity impact for the comfort of future residents of the area.

> *Any new building must be constructed so as to comply with any noise attenuation measures required by Section 3 of Australian Standard AS 2021-2015, Acoustics - Aircraft Noise Intrusion - Building Siting and Construction, issued by Standards Australia Limited.*

3.13 Impact from adjoining former landfill site and contamination of the subject site

In correspondence from the Hon Richard Wynne, Minister for Planning dated 9 May 2021, reference was made to a proposal to introduce Environmental Significance Overlay – Schedule 6 (ESO6) to address matters arising from the potential groundwater contamination and other issues arising from the adjoining former landfill at 231-267 Spring Road, and Rowan Road Dingley Village.

In referring the proposal to the Standing Advisory Committee, Minister Wynne noted the application of the Buffer Area Overlay to address this issue. This remains in place and it is unclear from the material provided whether there is a planning permit trigger arising from the Buffer Area Overlay, although it is noted that the application does not propose this. It is recommended that this matter be given further consideration by the DTP.

In relation to site contamination, the land is affected by two small areas of Environmental Audit Overlay (EAO). The Standing Advisory Committee in their reports outline the need for these matters to be carefully considered and the recommendation was introduced into the DPO8 as a matter that must inform the proposed land use and development outcomes.

The approved Development Plan briefly refers to reports prepared by Senversa on behalf of the former owner of the land. This work made recommendations in relation to the management of contaminated land. The EPA in its submissions to the Standing Advisory Committee also made recommendations in relation to the imposition of conditions on any future planning permit application. These have been reflected in the draft permit conditions (conditions 88 to 90) recommended by Council.

3.14 Delivery of the land to be subdivided and sold

There is limited detail provided within the documentation that outlines at what point developer leaves the project to the individual owners of the future private lots.

The finished ground level of each of the lots is not provided on any plans, nor is the future levels of the internal street network and the crossovers providing access to the lots. This is of concern, as outlined above, for reasons including the ability to successfully retain amenity trees adjoining residential interfaces without changing the natural topography of the land so as to disrupt notional, structural and tree protection zones; and in relation to fencing and protection of overlooking opportunities between new dwellings and existing dwellings.

Similarly, the particularly small lots, including those that are 4.5 metres and 6 metres wide, it is unclear whether the Permit Applicant (or another joint venture partner) is seeking to deliver these built form outcomes given the constraints of individual lot owners delivering these separately and potentially concurrently. Council would recommend a section 173 agreement to ensure that this is the case and further details provided in the functional layout plans provided for each stage (condition 12). There are also stand-alone conditions (conditions 14 to 29) that have arisen from consultation with Council's Infrastructure Department.

3.15 Indicative Plan of Subdivision

The ownership of the land is yet to be provided in a draft plan of subdivision to either DTP or Council. It is considered reasonable for Council to gain an understanding through the provision of a draft Plan of Subdivision to be required through a condition to ensure that any future design and asset management considerations can take place with a complete understanding of what Council will be responsible for owning and managing into the future.

For instance, the retarding basins on the site will remain in Melbourne Water ownership and maintenance, while one will likely be owned and managed by Council. While details of these arrangements are still being resolved, the level of information around land ownership demarcations with respect to assets such as these remain limited. The conditions of any Planning Permit which issues must establish a process whereby it is clear to Kingston City Council what future assets it will own and/or manage prior to any issues of design being resolved with the retarding basins being only one example of an 'asset class' where this information is required (condition 12 a).

3.16 Subdivision and Staging – timing and detail

In Councils submission to the development plan concerns was raised over the lack of detail or principles for the delivery of key infrastructure over the life of the development such as public open space, walking and cycling infrastructure and civil services or traffic upgrades external to the site.

The number of stages has increased from 15 to 17 and an updated Subdivision and Staging Plan has been provided.

Council Officers have sought to consider timing of the deliverables required at the commencement of the project, and those required for each stage.

Some conditions require information for the entirety of the site prior to the endorsement of plans. While other conditions will require further details to be provided on a stage-by-stage basis (conditions 12, 13 and 42).

3.17 Concerns regarding Stage 17 and possible alternative uses

The final stage, number 17 proposes an Owners Corporation for the management of waste collection services that cannot be achieved by Council given narrow, back-of-house driveways within the 23 lots that comprise that stage.

The use of Owners Corporations within the site, as previously outlined has been of concern to Council in previous submissions and remains a concern in the planning permit application. If this is supported by DTP Council recommends that a section 173 agreement be imposed on the titles of each of the lots in stage 17 to ensure that the arrangement is transparent for a future owner of lots that Council will not take on this obligation in the future (condition 138).

In addition to the concerns associated with an Owners Corporation, the prominence of this stage and that it is being delivered 'last' could present an opportunity for this stage to be purchased as a whole and reimagined as an alternative use / uses enabled by the General Residential Zone (GRZ7). Community feedback has for some years been provided relating to the need for residential support services such as childcare or medical uses to also be provided on the subject land to support the increase in the overall Dingley Village population arising from the development of this site. Council Officers are supportive in principle of consideration being given to this in the future.

This will also seek to remove the concern arising from the use of a significant owners corporation within this component of the site.

4. Other overarching matters

4.1 The need for ongoing meaningful engagement with DTP and the Permit Applicant on draft permit conditions

Recognising the proposed recommendations in this report, it is Council Officers view that the attached 'draft' permit conditions document represents a credible approach to assisting the Department in its role as the Responsible Authority in considering the application for Planning Permit before it. The application is of high significance as it 'sets up' the preconditions for the development of the entire site over several years, it is likely to take for its redevelopment to be completed. The assistance Council has already provided the DTP with its views on the form of the RFI, reinforces the importance of the deep understanding Council Officers from a range of Council Departments bring to this matter.

Ultimately the decision regarding the end form of a Planning Permit is a matter for the Responsible Authority, noting the importance the DTP have placed on ensuring the technical inputs from Council are received. This feedback is of heightened importance when compared with other matters the DTP has recently determined in Kingston given the substantial extent of infrastructure and land transfers envisaged through this application to Council and other authorities.

As this report draws out, a significant number of matters have not been adequately addressed (including items the DTP raised as part of its RFI) to a standard Council Officers believe is acceptable, and hence a heavy reliance has been placed on putting forward suggested Planning Permit conditions to address these matters once again noting Council Officers primary recommendations.

Following DTP correspondence dated 30 March 2026, and the completed work by Council Officers it is evident that significant further discussions on conditions (should the decision maker be minded to issue a Planning Permit) will be required. The report therefore recommends continual engagement with the DTP and Government Departments and Agencies, to ensure that Council Officers' views on conditions are ultimately considered, in the final drafting of any planning permit issued.

4.2 Timing of conditions associated with the delivery of the project

As an overarching comment to the DTP, it is Council's position that the timing and wording of the adopted conditions is of critical importance to ensure the delivery of the project occurs, without unreasonably compromising the peaceful enjoyment of the existing Dingley Village community.

Council's conditions have sought to incorporate reasonable timing expectations linked on a number of occasions to the progressive development of the site through its staging plans. For instance, requirements for functional layout plans provided for each stage and tree removal to only occur when works are commencing on the relevant stage, amongst other matters are proposed to be dealt with through conditions. It is also recommended through conditions that external and independent peer reviews of information submitted be required to ensure the accuracy of the information prior to its approval. This approach is also appropriately responsive to any changes to development typologies that may change through the life of the project.

4.3 Who is the responsible authority for the approval of plans and documents?

As an overarching comment, DTP Officers will observe reference in proposed draft conditions to "be approved by Kingston City Council" and "to the satisfaction of Kingston City Council". This drafting is deliberate and in Council's view necessary.

As the Municipal Council, the *Planning and Environment Act* 1987 would ordinarily defer to Kingston City Council as the Responsible Authority for the administration and enforcement of the Planning Scheme (refer section 13 and 14 of the *Planning and Environment Act* 1987). However, as previously noted, clause 72.01 and its schedule nominates the Minister for Planning as the responsible authority for Division 1, 1A, 2 and 3 of Part 4 of the *Planning and Environment Act* 1987 and for approving associated matters required by the planning scheme to be done to the satisfaction of the responsible authority for 179-217 Centre Dandenong Road, Dingley Village (Former Kingswood Golf Course).

It is Council's position that Kingston City Council remains the responsible authority for the approval of matters under any planning permit issued by the Minister for Planning or its delegate, given that the power conferred by the schedule to 72.01 is discharged in approving matters required by the planning scheme (i.e. permit requirements).

In any event, and for the avoidance of doubt, it is recommended that DTP adopt Council's drafting to make clear that Kingston City Council wish to be the approver on a number of documents required under any planning permit granted, given the potential for anything else to deliver an outcome which is not to Council's satisfaction. As reinforced throughout this report this is critical, given the direct relationship Council has in relation to land and asset management responsibilities as proposed over the subject land.

Through preliminary discussions with DTP officers a view was expressed that wording in other permits had been 'in consultation with Council'. It is Council's view that this is insufficient and may lead to a difference in opinion and in the extreme a decision made over an asset(s) by the DTP that Council is not prepared to accept or manage.

5. Consultation

5.1 Internal Consultation:

Officers have consulted with the following departments:

- Open Space
    - Urban Forest
    - Horticulture
    - Public Space

- Active Kingston
- City Strategy
    - Strategic Planning
    - Urban Design and Place
    - Environmental Planning
- City Development
    - Statutory Planning
    - Vegetation and Compliance
- Infrastructure
    - Traffic and Transport
    - Engineering Design
    - Asset Management
- Inclusive Communities
- City Works

Recommendations from the internal departments have been incorporated into the response including the drafting of appropriate permit conditions on the basis a Planning Permit were to issue.

6. Compliance Checklist

6.1 Council and Wellbeing Plan Alignment

Strategic Direction: Liveable and Sustainable - We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused
Strategy: Maintain our neighbourhood character and preserve our heritage and cultural history.

It is important that Council engages with this process to ensure its voice is heard on behalf of current and future Dingle Village residents, based on the manner in which Amendment C199 has established the planning parameters for the subject land.

The response reinforces the importance of Council working collaboratively with DTP as the decision maker, to achieve the best outcomes for current and future residents.

6.2 Governance Principles Alignment

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

Principle (f) - collaboration with other Councils and Governments and statutory bodies is to be sought.

The process undertaken by Council outlined in this report and the response to DTP align with the principles listed above. Continuing to pursue collaboration with the Victorian Government and statutory bodies has become increasingly important, following the decision to remove Council as the responsible authority for planning applications for the site.

6.3 Risk considerations

A decision will be made by the Minister for Planning or delegate on the application for Planning Permit which has been submitted. The Council is not compelled to provide a response to the DTP's request of 30 March, 2026, however should Council not provide a response to the significant list of matters raised through this report, a possibility exists they may not be further considered by the decision maker.

Appendices (provided under separate cover)

Appendix 1 - Draft Planning Remit Conditions (Ref 26/111140
Appendix 2 – External Referrals (Ref 26/110328)
Appendix 3 - Informal Referral Letter 1 (Ref 26/65631)
Appendix 4 - Informal referral letter 2 (Ref 26/95872)
Appendix 5 - Council Comments on application including request for further information - Jan 2026 (Ref 26/95868)
Appendix 6 - DTP Request for further information - 28 January 2026 (Ref 26/110354)
Appendix 7 - RFI Response & S50 Amendment Letter (Ref 26/67597)
Appendix 8 - Subdivision & Staging Plan (Ref 26/67596)
Appendix 9 - Cover Letter (Ref 26/67622)
Appendix 10 - Former Kingswood Golf Course Development Plan (Ref 26/67613)
Appendix 11 - Council Submission to former Kingswood golf course development plan - May 2025 (Ref 26/95862)
Appendix 12 - Affordable Housing Report (Ref 26/67627)
Appendix 13 - Arboricultural Impact Assessment (Ref 26/67625)
Appendix 14 - Vegetation Retention & Landscape Report (Ref 26/67591)
Appendix 15 - Open Space Plan (Ref 26/67606)
Appendix 16 - Preliminary Site Grading Plan (Ref 26/67599)
Appendix 17 - Tree Data Table (Ref 26/67593)
Appendix 18 - Flora & Fauna Assessment (Ref 26/67614)
Appendix 19 - Feature and Level Survey (Ref 26/67615)
Appendix 20 - Weed Management Plan (Ref 26/67585)
Appendix 21 - Letter Discussing Implementation of Design Guidelines & Built Form Controls (Ref 26/67621)
Appendix 22 - Planning Report & Clause 56 Assessment (Ref 26/67604)
Appendix 23 - Draft MCP - Lots Less than 300sqm (Ref 26/67619)
Appendix 24 - Draft MCP - Lots Over 300sqm (Ref 26/67617)
Appendix 25 - Kingswood Building Design Guidelines (Ref 26/67610)
Appendix 26 - Sustainability Report (Ref 26/67595)
Appendix 27 - Waste Management Plan (Ref 26/67587)
Appendix 28 - Preliminary Stage 1A FLP (Ref 26/67598)
Appendix 29 - Preliminary Parking Plan (Ref 26/67600)
Appendix 30 - Infrastructure & Servicing Report (Ref 26/67611)
Appendix 31 - Integrated Stormwater Management Plan (Ref 26/67631)
Appendix 32 - Integrated Stormwater Management Plan (Ref 26/96389)

Author/s:	Rita Astill, Team Leader Strategic Planning
	Alfred Carnovale, Planning Appeals Coordinator
	Paul Marsden, Manager City Strategy
	Jaclyn Murdoch, Manager City Development
Reviewed and Approved By:	Jonathan Guttmann, General Manager Planning and Place

9. Community Strengthening Reports

Ordinary Council Meeting

27 April 2026

Agenda Item No: 9.1

KINGSTON GRANTS PROGRAM - LOCAL BUSINESS COMMUNITY IMPACT CATEGORY

Contact Officer: **Gillian Turnbull, Coordinator Community Capacity**

Trent Carpenter, Team Leader Community Capacity and Partnerships

Purpose of Report

The purpose of this report is present the revised Local Business Community Impact category within the Community Bi-annual Grants stream.

This report also proposes revised wording to support the commitment of a 3% annual funding increase for Neighbourhood Houses and Community Centres, commencing 1 July 2027.

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 amended Kingston Grants Program Policy (Appendix 1) and note the amended Community Bi-annual Grants Guidelines (Appendix 2), as per the Council resolution from 2 February 2026 which relates to the Local Business Community Impact category.
2. Endorse an annual increase of 3% to Neighbourhood Houses and Community Centres funding allocations.
3. Note that endorsed changes to the Community Bi-annual Grants will take effect when Round 2 of the stream opens in late June 2026, and changes to the Neighbourhood Houses & Community Centres category will take effect from 1 July 2027, noting this is a triennial funding stream with the current funding agreements concluding on 30 June 2027.

1. Executive Summary

This report responds to the Council resolution from the Council Meeting on 2 February 2026 regarding the Kingston Grants Program Policy and Guidelines. At that meeting, Council endorsed updates to the Policy and Guidelines, approved changes to funding arrangements for Neighbourhood Houses and Community Centres (NH&CC) and requested further work on the proposed Local Business Community Impact category within the Community Bi-annual Grants stream.
The resolution was:

That Council:

1. Endorse the updated Kingston Grants Program Policy (Appendix 1) and authorise officers to make administrative changes, subject to the following changes:

a) Approve an increase to the funding cap for Neighbourhood Houses and Community Centres (NH&CC) to $100,000;

b) Apply an annual CPI increase of 3% to Neighbourhood Houses and Community Centres funding allocations;

c) *Subject to the exclusion of the local business community impact category within the community biannual grants, that Council receive a report as soon as practicable on this proposed category, with the eligibility criteria for small businesses amended to be as defined under industrial relations and employment law in Victoria (15 employees or fewer).*

2. Endorse the updated Kingston Grants Program Guidelines (Appendices 2-6) and authorise officers to make annual operational changes and administrative changes; and

3. Note that endorsed changes to the Community Bi-annual Grants and Community Small Grants will commence from 1 January 2026 and changes to the other streams will take effect from 1 July 2027, noting these are triennial funding streams with the current funding agreements concluding on 30 June 2027.

This report specifically addresses item 1c of the resolution, which sought a further report on the Local Business Community Impact category. The report presents amended eligibility criteria for this category, redefining an eligible business as one with fewer than 15 employees, consistent with the Victorian definition of a small business under industrial relations and employment law (Fair Work Act 2009). This wording differs from Council's endorsed definition, which was misaligned as "15 employees or fewer" is not consistent with the "industrial relations and employment law in Victoria".

As this category sits within the Community Bi-annual Grants stream, all overarching eligibility requirements for that stream will apply. The changes are incorporated into the amended Kingston Grants Program Policy (Appendix 1) and Community Bi-Annual Grants Guidelines (Appendix 2).

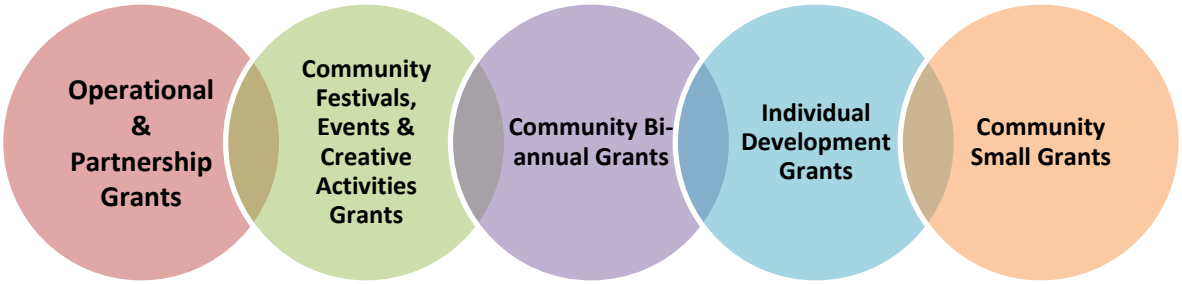
The report also clarifies 1b of the 2 February 2026 resolution relating to NH&CC funding. Council resolved to apply "an annual CPI increase of 3%" to NH&CC funding allocations. As CPI is variable and does not necessarily equate to 3%, the wording is ambiguous. To reflect Council's intent, it is recommended that Council adopt a revised resolution confirming a fixed 3% annual funding increase for NH&CC, commencing 1 July 2027.

2. Background

The Kingston Grants Program plays an important role in enabling the delivery of activities that benefit the Kingston community, and align with Council's strategic directions, objectives, and priorities outlined in the Council and Wellbeing Plan 2025-29.Approximately $1.9 million in grant funding is provided each year to local organisations and groups delivering services and projects across a range of areas, including health and welfare, arts and culture, sport and recreation, education, environment, and community support. Grants are also offered to support individual development.

Following an extensive review, the new Kingston Grants Program commenced on 1 January 2024. The Program features five grant streams (refer to Figure 1).

Figure 1 - Kingston Grants Program funding streams



At the Council Meeting on 2 February 2026, Council received revised versions of the Kingston Grants Program Policy and Kingston Grants Program Guidelines (now separated into individual grant streams), and resolved:

> *That Council:*
>
> *1. Endorse the updated Kingston Grants Program Policy (Appendix 1) and authorise officers to make administrative changes, subject to the following changes:*
>
> *d) Approve an increase to the funding cap for Neighbourhood Houses and Community Centres (NH&CC) to $100,000;*
>
> *e) Apply an annual CPI increase of 3% to Neighbourhood Houses and Community Centres funding allocations;*
>
> *f) Subject to the exclusion of the local business community impact category within the community biannual grants, that Council receive a report as soon as practicable on this proposed category, with the eligibility criteria for small businesses amended to be as defined under industrial relations and employment law in Victoria (15 employees or fewer).*
>
> *2. Endorse the updated Kingston Grants Program Guidelines (Appendices 2-6) and authorise officers to make annual operational changes and administrative changes; and*
>
> *3. Note that endorsed changes to the Community Bi-annual Grants and Community Small Grants will commence from 1 January 2026 and changes to the other streams will take effect from 1 July 2027, noting these are triennial funding streams with the current funding agreements concluding on 30 June 2027.*

This report responds to items 1b and 1c of the resolution. It provides a recommended clarification to the wording of item 1b, ensuring the intent of the resolution is accurately reflected and unambiguous. In addition, the report presents revised eligibility definitions for the *Local Business Community Impact* grant category referenced under item 1c.

2.1 Local Business Community Impact - Category Overview

The proposal to introduce a Local Business Community Impact category within the Community Bi-annual Grants stream has been developed in response to the Council resolution from 22 September 2025 which stated that:

> *"Further investigation will be undertaken into expanding the Community Small Grants stream to include small businesses in the arts and related fields that deliver demonstrable community benefits, with findings and recommendations to be presented in December 2025 alongside the updated Kingston Grants Program Policy".*

On 2 February 2026, Council considered Officer's recommendation to introduce a new Local Business Community Impact category within the Community Bi-annual Grants stream. This new category was proposed to support for-profit businesses to apply for funding of up to $10,000 to deliver activities or services that enable Kingston residents to participate, learn, connect, or improve wellbeing.

Under this proposal, eligibility was limited to Kingston based businesses that have between 1 – 4 employees and an annual turnover of less than $2 million and funded activities must demonstrate clear community benefit beyond commercial gain. The Local Business Community Impact category was proposed to also require a $1:$1 co-contribution from applicants.

Funding would be available to for-profit businesses who deliver activities that enable Kingston residents to participate, learn, connect, or improve wellbeing. Activities must clearly benefit the community and go beyond usual business operations.

Examples include:

- Creative participation such as visual arts classes, pottery workshops, music and choir sessions, theatre groups, photography courses, or sewing and craft programs.
- Physical and wellbeing activities such as dance, yoga, Pilates, martial arts, Tai Chi, low-impact fitness for older adults, or inclusive sports programs designed to build skills and social engagement.
- Cultural enrichment and community connection such as multicultural cooking classes, language learning groups, or cultural arts programs that celebrate and share diverse traditions.
- Skill-building experiences such as creative writing courses, digital literacy workshops tailored to community needs, or capacity-building programs for youth.
- Inclusive and accessible programs designed specifically for priority groups such as people with disability, older people, young people, or culturally diverse communities.

3. Discussion

3.1 Local Business Community Impact Category - Eligibility

The recommendation presented to Council on 2 February 2026 to introduce a new Local Business Community Impact Grant category within the Community Bi-annual Grant Stream, defined an eligible business as *"a business registered in Kingston, defined as having 1–4 employees and an annual turnover of less than $2 million, with a requirement to provide an ABN and Business Activity Statement."*

This definition aligned with the Australian Bureau of Statistics classification of a micro-business and recognised that grant applications would be assessed competitively alongside not-for-profit community organisations within the Community Bi-annual Grants stream. Micro-businesses were considered more likely to require additional financial support than larger small businesses.

As part of its resolution on 2 February 2026, Council endorsed the updated Kingston Grants Program Policy subject to the following requirement:

> *1c) The exclusion of the local business community impact category within the community biannual grants, that Council receive a report as soon as practicable on this proposed category, with the eligibility criteria for small businesses*

amended to be as defined under industrial relations and employment law in Victoria (15 employees or fewer).

There is no single, universally accepted definition of a "small business" in Australia. For the purposes of administering the Kingston Grants Program, the definition of a small business employer set out in the Fair Work Act 2009 (Cth) is considered the most appropriate and consistent with the Council resolution. Under this definition, a small business employer is one that employs fewer than 15 employees, including regular and systematic casual employees, and excluding subcontractors and independent contractors.

As this wording differs from Council's previously endorsed definition of *"15 employees or fewer"*, it is proposed that the eligibility criteria be amended to *"fewer than 15 employees."*

After incorporating these changes, the eligibility criteria is outlined in section 3.1.1.

3.1.1 Updated Eligibility Criteria

To be eligible to apply for a grant in the Local Business Community Impact category of the Community Bi-annual Grant stream, organisations must:

- Be a for-profit business registered in Kingston.
- Have operated in Kingston for a minimum of 12 months.
- Have fewer than 15 employees.
- Have an annual turnover of less than $2 million.
- Provide their Australian Business Number (ABN).

3.1.2 Guidelines Updates

The proposed guidelines for the Local Business Community Impact category are included on page 8 of the Community Bi-annual Grant Guidelines (Appendix 2). To ensure effective implementation of the Council resolution these have also been updated with the aim to improve clarity and enhance transparency for applicants.

Applicants in the Local Business Community Impact Grant stream will also be subject to the Community Bi-annual Grants stream eligibility criteria that is applicable to all applicants in this stream.

3.1.3 Options

The following options for the Local Business Community Impact category are presented for Council's consideration:

Option 1 – Officer recommendation as presented at the Council Meeting on 2 February 2026
Businesses with 1-4 employees
Officers recommended that eligibility for the Local Business Community Impact category be limited to businesses with 1 – 4 employees and an annual turnover below $2 million, consistent with the Australian Bureau of Statistics' classification of micro-businesses.

This approach targets funding to the smallest local enterprises, which typically have limited staffing, reduced operational capacity and fewer avenues for external funding. These businesses are therefore more likely to experience significant benefit from grants of up to $10,000 and are less able to absorb financial shocks or invest in community-focused initiatives without support. Retaining a micro-business focus ensures that funding is directed to those with the greatest demonstrated need.

Option 2 – Council Resolution from 2 February 2026
Businesses with fewer than 15 employees
This option defines eligible businesses as those with fewer than 15 employees, consistent with the Fair Work Act 2009 definition of a small business employer. This definition includes all employees, including regular and systematic casuals, and excludes subcontractors and independent contractors. This approach differs slightly from Council's endorsed wording of "15 employees or fewer". However, aligning with the Fair Work Act provides a clear legislative benchmark and consistent application of eligibility criteria, ensuring funding is directed to genuinely small businesses with identified financial need, and in accordance with the Council resolution of 2 February 2026.

Option 2 has been incorporated into the amended Community Bi-annual Grants Policy and Guidelines (Appendices 1 and 2).

Option 3 – Remove the reference to employee numbers
Under this option, the eligibility criteria would remove any limit on the number of employees a business may have. Businesses would still be required to demonstrate an annual turnover of less than $2 million. This option may encourage a broader range of businesses to apply and would reduce administrative requirements.

3.2 Resolution 1b amendment – 3% annual funding increase to NH&CC

On 2 February 2026, Council resolved to *"Apply an annual CPI increase of 3% to Neighbourhood Houses and Community Centres funding allocations."* As CPI fluctuates and does not always equate to 3%, the current wording is ambiguous and may lead to inconsistent interpretation. To provide clarity, it is proposed that the reference to CPI be removed. Prior to the introduction of the revised grants program on 1 January 2024, a consistent 3% annual increase was applied for NH&CC funding. Maintaining a standard 3% adjustment will provide greater certainty and support predictable budgeting for the NH&CCs.

Changes to the Neighbourhood Houses & Community Centres category will take effect from 1 July 2027, noting this is a triennial funding stream with the current funding agreements concluding on 30 June 2027.

4. Consultation

4.1 Internal Consultation:

The Kingston Business team was consulted on the development of the Local Business Community Impact category. The Governance team was also consulted on matters related to this report.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Healthy and Connected - We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.
Strategy: Support our diverse and growing community to participate in community life and strengthen connections to foster a sense of belonging and address loneliness and isolation

The establishment of the *Local Business Community Impact* grant category supports the prioritisation of current and future community needs by fostering sustainable local economic growth and enabling long-term community resilience through effective partnership with small businesses.

5.2 Governance Principles Alignment

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

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

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

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

5.3 Financial Considerations

Recommended changes will be made within the existing Kingston Grants Program budget, to be reviewed annually as part of Council's budget review process.

5.4 Risk considerations

The following risks have been identified in relation to the proposed changes to introduce a Local Business Community Impact category:

- Managing community expectations: Clear and consistent communication will be required to ensure community and businesses understand the rationale and intended benefits of the changes. There is a risk of misalignment between community expectations and available funding or program priorities.
- Budgetary pressure on other streams: Supporting new funding categories may reduce flexibility or capacity in other streams. Transparent decision making and regular review of demand across streams will be required.

Appendices

Appendix 1 - Kingston Grants Program Policy - Updated April 2026 (Ref 26/33502)

Appendix 2 - Kingston Grants Program - Community Bi-annual Grant Guidelines - Updated April 2026 (Ref 26/33490)

Author/s:	Gillian Turnbull, Coordinator Community Capacity
	Trent Carpenter, Team Leader Community Capacity and Partnerships
Reviewed and Approved By:	Helen F Scott, Team Leader Environmental Planning
	Susan Quach, Manager Inclusive Communities
	Kate Waters, General Manager Community Strengthening

9.1

KINGSTON GRANTS PROGRAM - LOCAL BUSINESS COMMUNITY IMPACT CATEGORY

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2 Kingston Grants Program - Community Bi-annual Grant Guidelines - Updated April 2026..... 105

Kingston Grants Program Policy

City of KINGSTON

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1 Document Control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	General Manager Community Strengthening
POLICY OWNER	Manager Inclusive Communities
APPROVED BY	Council
EFFECTIVE DATE (If different from approval date)	
SIGNATURE	
REVIEW DATE	1/01/2030
CM REF AND VERSION	26/33502 V4
VERSION HISTORY	This Policy Replaces Versions 23/251230, 25/101827 & 25/209354

2 Purpose

This Policy sets out the approach to Council's provision of financial assistance to the community through *grants*, as offered through the Kingston Grants Program.

3 Scope

3.1 Grants

This Policy applies to the *grant streams* listed below and further detailed at Appendix A: 'Kingston Grants Program – Grants Streams Overview' of this Policy.

- Community Events Grants
- Operational & Partnership Grants
- Community Bi-annual Grants
- Community Small Grants
- Individual Development Grants

3.2 Council Representatives

This Policy applies to all Council officers, Councillors and external personnel who have responsibility for planning, assessing, deciding, managing and/or evaluating *grants* for any *activities* of any dollar value for, or on behalf of, Council.

3.3 Community Representatives

This Policy applies to community members who apply for (*applicants*) and/or receive (*recipients*) a Council *grant* for any *activities* of any dollar value, or who at Council's discretion, are engaged by Council to contribute to assessing and making recommendations for *grants*.

4 Policy Details

The Kingston Grants Program plays an important role in enabling the delivery of *activities* for the benefit of the Kingston community, in alignment with Council's key directions (*strategic priorities)* as identified in the Council & Wellbeing Plan 2025-29 and other strategic documents.

4.1 Strategic Context

Council provides *grants* consistent with the following *key directions* under the Council & Wellbeing Plan 2025-29:

- Healthy & Connected
- Vibrant & Prosperous
- Liveable & Sustainable
- Responsibly Governed

The latest published Council & Wellbeing Plan 2025-29, together with supporting policies, strategies, and action plans can be found on Council's website at: www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports

4.2 Objectives

The Kingston Grants Program aims to:

- Assist the delivery of Council's *key directions*
- Provide fair, inclusive, and equitable opportunity for the Kingston community to seek financial assistance through *grants* from Council
- Support a diverse range of *organisations and community groups*, individuals, and *activities*, that respond to identified local needs and achieve positive outcomes for the Kingston community
- Commit to processes that support sound management and governance of *grants*

4.3 Guiding Principles

The following principles underpin Council's overall approach to the provision of *grants*:

- **Access:** Our community should be aware of *grant* opportunities. The *application* process should be easy, and *applicants* should have the resources and support to apply
- **Equity:** Our *grants* will meet the needs of those in the community who will get the greatest benefit from financial support
- **Inclusion:** *Application* and *assessment* processes should remove barriers and reduce discrimination for people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from multicultural backgrounds
- **Diversity:** People from diverse backgrounds should be specifically made aware of *grants*, and *recipients* should represent the diversity of Kingston's community
- **Good Governance:** The administration of *grants* should provide equity of *grant* allocations and reduce risk to Council.

- **Strategic Alignment:** Grants programs should be aligned with Council's strategic direction.

4.4 Funding Priorities

Council is committed to ensuring the best use of funds through its *grants* programs to maximise benefits for the Kingston community. Funding priorities are guided by the Council & Wellbeing Plan 2025–29 and are delivered through Council's established grant *streams* and categories.

In addition, Council may endorse specific priorities to guide the allocation of funding through the Community Bi-annual Grants and Community Small Grants streams. These priorities may reflect key focus areas of the Council & Wellbeing Plan 2025–29, including:

- Youth Engagement and Support
- Climate Action and Sustainability
- Aboriginal and Torres Strait Islander Recognition and Self-Determination
- Equity, Inclusion and Social Justice
- Community Health and Wellbeing
- Welfare support
- Community Safety and Family Violence Prevention
- Connected and Resilient Communities
- Arts, Culture and Heritage
- Active and Healthy Lifestyles
- Digital Inclusion and Innovation
- Support for Older Adults and Carers
- Access to Nature and Open Space

4.5 Kingston Grants Program – Grant Streams and Categories

The Kingston Grants Program includes the following grant *streams* and categories:

- **Community Events Grants** (up to $25,000 annually) – For not-for-profit *organisations and community groups* in delivering established, regular, and significant events within Kingston that are accessible to the entire community.

- **Operational & Partnership Grants –** For the operational costs of not-for-profit *organisations and community groups.*
    - **Neighbourhood Houses & Community Centres (NH&CC)** (up to $100,000 annually with a 3% annual increase) – For community Neighbourhood Houses and Centres.
    - **Welfare Services**
        - **Emergency Relief** (up to $110,000 annually) – For services that align with the *Emergency Relief Funding Model*.
        - **Welfare Support** (up to $60,000 annually) - For non-Emergency Relief welfare services that deliver specialist programs.
    - **Community Interest Organisations** (Up to $20,000 annually) – For organisations that strengthen community life.
    - **Multicultural & Seniors** (Up to $7,000 annually) - For Kingston's multicultural and seniors groups.

- **Community Bi-annual Grants** (up to $10,000) – For new or once-off activities that align with the Council & Wellbeing Plan 2025-29.
    - **Community Projects & Programs –** For not-for-profit *organisations and community groups* activities.
    - **Small Community Events** – For not-for-profit *organisations and community groups* delivering smaller-scale events in Kingston.
    - **Minor Capital Works** – For not-for-profit *organisations and community groups* to make small improvements to community buildings or outdoor spaces in Kingston or install energy-efficient appliances or equipment.
    - **Arts Projects & Programs -** For artists seeking to create and present arts activities in Kingston.
    - **Local Business Community Impact** – For for-profit businesses that contribute to the diversity of community activities within Kingston.

- **Community Small Grants** (up to $2,000) - For not-for-profit *organisations and community groups* delivering smaller-scale once-off activities that align with the Council & Wellbeing Plan 2025-29.
    - **Community Projects & Programs** – For activities that strengthen the Kingston community.
    - **Community Celebrations** – For small-scale gatherings that celebrate culture, identity, or local milestones.
    - **Small Equipment** - For the purchase of small equipment.
    - **Capacity Building** – For activities that build capability (skills, succession planning, governance).
    - **New Group Start-Up Support** – For new groups to become established and *incorporated*.

- **Individual Development Grants** (up to $750) - For once-off activities for individual Kingston residents who are competing, performing, or representing at a State, National, or International level in their chosen field.

4.6 Grants Administration & Decision-Making

The Kingston Grants Program involves *application*, eligibility, assessment, decision-making, funding allocation, grant management and reporting stages.

4.6.1 Application Requirements and Eligibility

Application Process
All *application*s must be submitted via the official *application* process. Only complete *application*s, including all required approvals and supporting documentation, will be considered. Council will not fund any costs associated with the preparation of funding *application*s, reporting, or grant management. Support will be provided to assist *applicant*s and grant *recipients*.

Late applications will only be considered by the Manager of Inclusive Communities in exceptional circumstances. Exceptional circumstances do not include illness, leave, or holidays of one community group or family member.

Alignment with Council Priorities
*Application*s must:

- Align with funding priorities related to the Council & Wellbeing Plan 2025-29.

- Align with the purpose of the relevant grant *stream* and *category*.
- Comply with all Council policies, applicable laws, government directions, and legal agreements.

Funding Restrictions
*Application*s must be for a distinct *activity* not already funded through another Kingston Grants Program *stream* or the Kingston Charitable Fund.
Funding will not be provided for:

- Replacing reduced or discontinued income from other sources.
- Duplicating funding for the same *activity* across multiple grant *streams*.
- Duplicating activities already provided by Council or other sources for the same audience.
- Activities that are the core responsibility of the State or Commonwealth Government, non-government entities, or part of the school curriculum.
- Reimbursement for costs incurred prior to funding allocation and execution of a *Funding Agreement*.

Eligibility
Each grant *stream* or *category* has specific eligibility requirements, as outlined in the respective program guidelines.

To be eligible for funding from the Kingston Grants Program, *applicant*s must:

- Be, or be *auspiced* by, an incorporated not-for-profit organisation or community group - unless applying under the following grant *streams* or *categories*:
  - *Community Bi-annual Grants – Local Business Community Impact*
  - *Community Small Grants – New Group Start-up Support*
  - *Individual Development Grants*
- Be located in Kingston or demonstrate a significant benefit to the Kingston community.
- Hold appropriate insurances.
- Not have outstanding debts to Council (unless subject to an approved payment plan).
- Have met all applicable obligations to relevant government institutions, such as Consumer Affairs Victoria, the Australian Not-for- Profit and Charities Commission, the Australian Securities and Investment Commission, and WorkSafe Victoria.

4.6.2 Assessment

All *application*s will be assessed against the published Assessment Criteria. The criteria and assessment processes for each grant *stream* and *category* are detailed in the relevant Guidelines.

The following grants will be assessed by the Kingston Grants Program Assessment Panel:

- Community Events Grants
- Operational & Partnership Grants – Neighbourhood Houses & Community Centres category
- Operational & Partnership Grants – Welfare Services category
- Operational & Partnership Grants – Community Interest Organisations category
- Operational & Partnership Grants – Local Business Community Impact category
- Community Bi-annual Grants

The Assessment Panel membership and role is defined in the Kingston Grants Program Assessment Panel Terms of Reference, who receive specialist advice from subject matter experts and make funding recommendations to Council.

The assessment of Operational & Partnership Grants – Multicultural & Seniors category, Community Small Grants, and Individual Development Grants are delegated to Council Officers. Delegations and authorisations are outlined in Section 5.1 of this Policy.

The Operational & Partnerships - Multicultural & Seniors category is assessed by a formula-based funding model. If the total amount calculated under the funding formula exceeds the available budget, allocations for all successful applicants will be reduced proportionally to remain within the approved budget.

4.6.3 Decision-Making

Grant funding decisions are made by Council unless delegated to Council Officers. Delegations and authorisations are outlined in Section 5.1 of this Policy.

4.6.4 Funding Allocation

Following the funding decision, the successful *applicant* must enter into a *Funding Agreement* before any payment is released. Payment will only be made once all grant requirements have been met. Funding will not be released if the *applicant* has any previous Council *grants* that have not been successfully acquitted. Triennial grant instalments will only be released once the previous year's funding has been successfully acquitted and all reporting requirements have been met.

4.6.5 Grant Management

Grant recipients must acknowledge Council's support in any publications or advertisements related to their activity.

Any proposed changes to funded activities must be communicated to Council as early as possible, and completion of a *Funding Variation* form may be required. Grant funds must be expended within the timeframe specified in the funding agreement, unless a *Funding Variation* has been approved to extend the *activity* timelines and *acquittal* due date.

4.6.6 Reporting

Recipients are required to submit an *Acquittal* form to report on grant outcomes and provide evidence of expenditure. Acquittals are reviewed to ensure that funds have been expended in accordance with the approved activity. Acquittals must be submitted by the specified due date. Council may decline to accept acquittals that are incomplete, incorrect, or submitted after the due date. A report containing information and metadata from acquittals will be made available through Council meeting records to ensure transparency and public access to acquittal outcomes.

4.7 Good Governance

Council will ensure high standards of governance are upheld in the provision of *grants*. Our approach to *grants* governance activates the Guiding Principles at section 4.3 of this Policy, and is guided by Australian Standard AS 8000 that sets standards in relation to governance, including probity assurance.

- **Transparency and accountability**
    - All *grants* available will be promoted to the community.

- Approved *grants* will be published to the community[1].
- Program Guidelines will be developed and published for all *grant streams* and *grant categories* determined by Council.
- Program Guidelines will provide information about:
  - All *grant streams* and *grant categories* available
  - The *application* process
  - Eligibility requirements as to who can apply and the types of *activities* and expenses that can be considered
  - *Assessment* criteria and process
  - Funding priorities
  - Timelines
  - General conditions that apply to *grants*
  - Reporting and *acquittal* requirements
  - Support available for *applicants*.
- Unsuccessful *applicants* will be provided feedback on the reasons their *application* was unsuccessful.
- *Applicants* approved for partial funding will be provided feedback on the reasons for partial funding.
- *Recipients* must enter into a *funding agreement* with Council before any monies are released.
- Any variation to a *grant* approved by Council must be requested in writing by the *recipient* and approved by Council officers. A variation may relate to time, value or scope. *Recipients* cannot be allocated additional funding.
- *Recipients* must acquit their *grant* to ensure that the *grant* received has been spent in accordance with this Policy, the published Program Guidelines, and in accordance with the *funding agreement*.
- Unspent funds must be returned to Council.

- **Fairness and equity**
  - Council will ensure that *grants* are equitably available to a diverse range of *organisations, community groups* and individuals across a broad range of *activities* that are consistent with Council's *strategic priorities*.
  - Available *grants* will be widely promoted to the community using multiple channels to reach as many people as possible. This includes (but is not limited to) Council's website, Council's eNews, Council's social media, advertisement in local newspapers, direct e-mail to previous *applicants* and *recipients*, notices across Council's community hub locations, and provision of information sessions.
  - Council will provide *application* development support and links to language and accessible services to assist *applicants* who are from non-English speaking backgrounds or have a vision or audio impairment.
  - Council will make its best efforts to remove barriers and discrimination in the *grants* process. This includes (but is not limited to) where barriers arise due to language, culture, mobility, disability, age, gender, safety, and technology

[1] Council will not publish the names or other details of individual *recipients* without permission, for privacy and safety reasons.

access and literacy.

- *Application*, *assessment*, *funding agreement*, and *acquittal* requirements will be proportionate to the monetary value and risk level of a *grant* requested or received.
- All *applications* will be considered using the same eligibility and *assessment* criteria for the applicable *grant stream* set out in published Program Guidelines.
- *Applicants* and *recipients* must demonstrate that their *activity* is made available to the community without discrimination on the basis of access, equity, and human rights and responsibilities.
- Whilst Council's funding decisions are final, *applicants* can choose to contact Council to appeal a funding decision, to be dealt with in accordance with Council's Complaints Policy.

- **Impartiality and ethical conduct**
  - All staff, Assessment Panel members, and Councillors involved in the administration, assessment, or decision-making of grants are required to complete annual training on maintaining the integrity of the grants program and managing fraud and corruption risks, as recommended in the VAGO Fraud Control Over Local Government Grants report. Council provides mandatory training for staff and Councillors that covers:
    - Declaring and managing conflicts of interest
    - Fraud risks specific to grant programs
    - The council's relevant policies and procedures.
  - Council will offer *grants* without bias to maintain trust in the *application* and *assessment* process.
  - Council will ensure that collusive or otherwise unethical behaviours that may lead to bias or undue influence are well-managed by ensuring that *applications* are considered on their merits consistent with published Program Guidelines.
  - The *assessment* process will ensure separation between those that assess and make recommendations on *applications* and those that decide on *applications*.
  - Council will establish a Grants Assessment Panel to assess and make recommendations on *applications* that are determined to be higher value/higher risk (i.e. *applications* to Operational & Partnership *Grants* - except Multicultural & Seniors *category*, Community Bi-annual *Grants*, and Community Events *Grants*). This panel will operate to a documented Terms of Reference.
  - Council will appoint an independent probity representative to observe meetings of Council's Grants Assessment Panel, where this panel is used in the *assessment* process and in accordance with the Terms of Reference of this panel.
  - All funding decisions will be recorded. If a funding decision is inconsistent with a funding recommendation, the reason for this difference will also be recorded.
  - Letters of support from Councillors submitted with an *application* by *applicants* will not be considered during the *assessment* process.

- No funding recommendations will be presented to Councillors for decision at the time of Council elections, in accordance with Council's Election Period Policy.

- **Misuse of position**
  - Under Section 123 of the Local Government Act 2020 (Vic), Councillors and members of delegated committees must not intentionally misuse their position to gain or attempt to gain, directly or indirectly, an advantage for themselves or another person, or to cause or attempt to cause detriment to the Council or another person.
  - Examples of misuse of position could include, but are not limited to:
    - Making improper use of information or confidential material acquired as a Councillor;
    - Disclosing confidential information without authority;
    - Directing or improperly influencing staff;
    - Using public resources or funds for unauthorised purposes;
    - Councillors with a conflict of interest trying to influence other Councillors; or
    - Participating in decision-making where a conflict of interest exists.
  - To mitigate risks associated with grants decision-making, Council will ensure that:
    - All Councillors, Assessment Panel members, and staff involved in grant assessment or decision-making undertake annual governance and probity training, including managing conflicts of interest and maintaining program integrity;
    - Conflicts of interest are declared, documented, and managed in accordance with Sections 127–131 of the Act;
    - Councillor involvement in the grants process is limited to considering and approving recommendations made through the established assessment process; and
    - All decisions are documented and made transparently in accordance with Section 9(2)(i) of the Act, which requires that Council decisions, actions, and information are to be transparent.
  - These measures collectively uphold the integrity of the Kingston Grants Program and ensure compliance with legislative and governance obligations.

- **Value for money**
  - Council will obtain best value in the use of public funds in the way it provides *grants*. This will be done in accordance with Council's *key directions* set out in the Council & Wellbeing Plan 2025-29, and in alignment with published Program Guidelines.
  - *Applications* will be considered against financial and non-financial value-for-money considerations, expressed in formula funding approaches and as *assessment* criteria set out in published Program Guidelines.
  - Council will consider the monetary value of *grants* in its expectations of community benefit that can reasonably be delivered through the *activity*.
  - Council will ensure that periodic evaluation of the benefits and outcomes

achieved from *grants* is undertaken.

- **Conflict of interest management**
  - In line with expected conduct standards for Councillors and Council officers, Council will proactively manage actual, potential or perceived conflicts of interest when assessing, making recommendations, and deciding on *applications*.
  - Any person involved in assessing, making recommendations, and deciding on *applications* will be subject to Council's conflict of interest declaration and management process for *grants* set out in Council's Grants Practice Manual and in accordance with Council's Conflict of Interest Policy.
  - Councillors will be subject to standing conflict of interest declaration and management processes where recommendations are presented to a meeting of Council for decision.
- **Confidentiality management**
  - Notwithstanding Council's commitment to transparency, some information collected, developed and held in relation to *applications*, *applicants*, *recipients*, and *acquittals*, needs to remain confidential as per the *Local Government Act 2020* (VIC), to uphold *grants* process integrity.
  - Council will use appropriate systems and procedures, including access permissions and controls, to ensure the security and disposal of *grants* information.
  - Information about *grants* will only be shared on a need-to-know basis with time limits imposed to access certain information, as appropriate.
  - Any person involved in assessing, making recommendations, and deciding on *applications* or otherwise having access to *grants*-related information will be subject to Council's conduct and policy requirements for handling Council information.

4.8 Budget

Council allocates an annual funding pool for distribution across the nominated *grant streams* in accordance with Council's annual budget planning process.

For nominated multi-year *grant streams*, Council makes a multi-year budget commitment for allocation through the annual funding pool for distribution.

Council will reserve the right to target funding to areas that align with its *key directions* or other identified emerging need. The community will be notified of such preferences through published Program Guidelines.

4.9 State of Disaster, State of Emergency or Critical Incidents

Council will reserve the right to adopt streamlined and flexible *grants* processes to facilitate an immediate response to an emergency, crisis or disaster.

This includes, but may not be limited to, instances where a State of Disaster or a State of Emergency is declared under the *Emergency Management Victoria Act 2005* (Vic) or *Public Health and Wellbeing Act 2008* (Vic).

For all such events and incidents, Council officers are required to deliver *grants* as directed by Council's Chief Executive Officer, or their delegate, and in accordance with Council's Instruments of Delegation.

4.10 Relationship to Other Funding Programs

4.10.1 Kingston Charitable Fund

Established in 2006, the Kingston Charitable Fund operates as a not-for-profit *organisation* independent from Council. Its purpose is to raise and distribute funds to community *organisations* with Deductible Gift Recipient (DGR) and Tax Concession Charity (TCC) status (i.e. charitable *organisations*), to support initiatives that deliver benefits to the Kingston community.

Council supports the program by promoting funding opportunities and providing recommendations to the Lord Mayor's Charitable Foundation Board for approval. Council does not directly manage or distribute the funding pool.

4.10.2 Other Funding Sources

Where appropriate, Council at its discretion may:

- Transfer or delegate a funding request to another Council program for consideration
- When assessing a request for any Council *grant*, consider and advise an *applicant* of alternative means of funding or in-kind support that may be appropriate for the nature of the *application* submitted. This support may be within or external to Council.

4.11 Review and Evaluation

From time to time, circumstances may require minor administrative changes to this Policy. Changes to this Policy that are not considered material, will be made administratively, such as updates to Council department or position title names, legislative amendments affecting the name of the legislation, updates to *key priorities* aligned to the latest Council & Wellbeing Plan 2025-29, or operational details relevant to *grant streams* or *grant categories* including (but not limited to) names and funding amount thresholds. Any other changes that materially impact this Policy's intent must be considered by Council.

The Kingston Grants Program and its *grants streams* will undergo periodic review to ensure they remain responsive to Council's *key directions* and community needs. Council uses information collected in the *grants* process and through targeted consultation as required to inform continuous improvement in how *grants* are provided. The information will be considered against the objectives for the Kingston Grants Program outlined in this Policy.

5 Delegation Authority and Decision Guidelines

5.1 Delegations/Authorisations

Council delegates:

- The Manager Inclusive Communities to accept or reject late applications.
- The Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity, to:
    - determine *applicant* eligibility and *application* alignment with funding *streams*, categories and Emergency Relief funding tiers.
    - make funding decisions for the Individual Development *Grants* and Community Small *Grants streams.*
    - approve *Funding Variation*s aligning with the intent of the funded *activity* (excluding increases to approved funding amounts). These changes will be documented via *Funding Variation* forms.
- The Chief Executive Officer, or their delegate, in the event of a State of Disaster, State of Emergency or Critical Incidents in accordance with section 4.9 of this Policy.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

5.2 Exemptions

Exemption to this Policy must be requested in writing to the Manager Inclusive Communities, with information outlining:

- The requesting Council officer and department
- The nature of the *grants*
- Reason(s) as to why an exemption required
- Sign-off by the Manager of the requesting department.

Requestors should note that exemption is not automatic and will only be considered in exceptional circumstances.

5.3 Human Rights Charter

This Policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities 2006.

6 Related Documents and Resources

Legislation / External Documents

Key relevant legislation and external documents include (but are not limited to):

- *Local Government Act 2020* (Vic), with specific reference to:
    - s47 – Delegations by Chief Executive Officer
    - s49 – Code of conduct for members of Council staff
    - s53-54 – Audit and risk committee
    - s55-58 – Community accountability
    - s70 – Prohibition of Councillor discretionary funds

  - s107 – Complaints policy
  - s123-125 – Improper conduct
  - s126-131 – Conflict of interest
  - s137-138 – Gifts
  - s139-140 – Councillor conduct
- *Associations Incorporation Reform Act 2012* (Vic) & Associations Incorporation Reform Regulations 2023
- Australian National Audit Office (ANAO) Reports
- *Charities Act 2013* (Cth)
- Charter of Human Rights and Responsibilities
- *Commonwealth Grants Rules and Guidelines (CGRGs, 2017, Dept. of Finance)*
- *Corporations Act 2001* (Cth)
- *Disability Discrimination Ast 1992 (Cth) & Disability Inclusion Principles*
- *Emergency Management Victoria Act 2005* (Vic)
- *Equal Opportunity Act 2010* (Vic)
- *Gender Equality Act 2020* (Vic)
- *Occupational Health and Safety Act 2004* (Vic)
- *Privacy Act 1988* (Vic)
- *Privacy and Data Protection Act 2014* (Vic)
- *Public Health and Wellbeing Act 2008* (Vic)
- *Racial and Religious Tolerance Act 2001* (Vic)
- *Victorian Auditor-General's Office (VAGO) Fraud and Corruption Control – Local Government and Grants Programs*
- Victorian Child Safe Standards (2022)
- *Victorian Grants Management Framework (DFFH/DTF)*
- *Victorian Integrity Agencies Guidance (from IBAC and the Local Government Inspectorate)*

Internal Documents

Key relevant internal documents include (but are not limited to):

- Child Safe Policy
- Complaints Policy
- Conflict of Interest Policy
- Council & Wellbeing Plan 2025-29 and supporting policies, strategies and action plans
- Election Period Policy
- Fraud and Corruption Policy
- Grants Assessment Panel Terms of Reference
- *Grant application and funding forms*:
  - *Application* form
  - Eligibility Check form
  - Assessment forms

- *Funding Agreement*
- *Funding Variation*
- *Acquittal* form
- Conflict of Interest declaration

- Instruments of Delegation
- Leasing Policy
- Kingston *Grants* Program Guidelines

Resources

For all Kingston Grants Program information including this Policy, the Program Guidelines, and supporting guidance, please refer to Kingston's website: https://www.kingston.vic.gov.au/community/grants

This Policy is available in a variety of formats including hard copy, electronic, and large print from Council's website and Community Grants Officers - 1800 635 356. For translation services please call TIS on 131 450.

7 Definitions

Activity	A service, program, project, event, or other pursuit that is the subject of an *application* or *grant*.
Acquittal	Information provided by a *recipient* that ensures that funds have been spent and administered in line with the conditions of the *grant*. An *acquittal* is a report that outlines how the funds were spent (financial) and what was achieved with the support, including activities delivered, outcomes and benefits to the community.
Applicant	An *organisation* or individual who applies for a *grant*.
Application	The formal documented request for a *grant* submitted by an *applicant*, typically in response to a set of questions and information requested.
Auspice	An agreement where one *organisation* agrees to apply for and manage a *grant* on behalf of another *organisation*. The *auspice* is responsible for financial and *acquittal* requirements.
Category	Refers to a specific offering under a *grant stream*. At times, they may have further specified objectives.
Funding Agreement	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded *activity*.
Funding Variation	Any approved change to the original terms of a funding agreement between Council and a grant *recipient*. This may include amendments to the purpose, scope, timelines, or conditions of a funded activity. Variations must be formally requested by the grant *recipient*, assessed by Council, and approved in writing before the change can take effect.

Grant	Money given to organisations and community groups or individuals for a specified purpose that is consistent with and helps achieve priority objectives and outcomes of both Council and the *organisation* or individual.
Grant stream	A specific offering under an umbrella *grants* program tied to specific objectives.
Incorporated	Incorporated under the *Associations Incorporation Reform Act 2012* (Vic) or other relevant legislation.
Kingston	Municipality of Kingston, Victoria (City of Kingston)
Local Business	In the context of these grants, a local business is defined as a business registered within the City of Kingston that has been operating for at least 12 months, employs fewer than 15 employees, and has an annual turnover of less than $2,000,000.
Minor capital works	In the context of this Policy, Minor Capital works includes the renewal of fitted or fixed equipment or furnishings for community use (such as netting behind goal posts, goal post installation, fencing, carpet replacement, lighting upgrades, playing surface upgrades, kitchen upgrades, electronic scoreboards, painting a hall, and seating), where the total project value is less than $100k.
Organisation and Community Group	An entity consisting of a group of people that has a shared purpose and carries out *activities* in support of the shared purpose. In context of this Policy, it includes community groups and clubs.
Recipient	An *organisation* or individual who receives a *grant*.
Strategic priorities	Collective term referring to Council's strategic directions, objectives and priorities as set out in the Council & Wellbeing Plan 2025-29 supporting policies, strategies, and action plans.

8 Appendix A: Kingston Grants Program - Grant Streams Overview

Grant stream	Community Events Grants	Operational & Partnership Grants	Community Bi-Annual Grants	Community Small Grants	Individual Development Grants
Focus	Community Event support	Operational support	One-off activity support	One-off activity support	One-off activity support
Description	Support event organisers to establish and deliver safe, successful, and sustainably operated annual community events or a program or series of community events in Kingston	Support provision and development of key community services, programs and other initiatives that align with Council's strategic priorities.	Support delivery of projects and activities that align with Council's strategic priorities.	Support smaller scale projects and activities that strengthen community participation, help the environment, improve group sustainability.	Support individuals to compete, perform or represent at a State, National or International level in their chosen discipline.
Who the grants are for	Not-for-profit organisations and community groups	Not-for-profit organisations and community groups	Not-for-profit organisations and community groups, auspiced artists, and local businesses	Not-for-profit organisations and community groups seeking incorporation	Individual residents

Categories	No categories but can support larger community events or a series of community events	• Neighbourhood Houses & Community Centres
		• Multicultural & Seniors
		• Welfare Services
		  ○ Emergency Relief
		  ○ Welfare Support
		• Community Interest Organisations
			• Community Projects & Programs
			• Small Community Events
			• Minor Capital Works
			• Arts Projects & Programs
			• Local Business Community Impact
				• Community Projects & Programs
				• Community Celebrations
				• Small Equipment
				• Capacity Building
				• New Group Start-up Support
					No categories

Amount (ex GST unless specified)	Up to $25,000	• Neighbourhood Houses & Community Centres – up to $90,000
		• Welfare Services
		  ○ Emergency Relief – Up to $110,000
		  ○ Welfare Support – Up to $60,000
		• Community Interest Organisations – up to $20,000
		• Multicultural & Seniors – up to $7,000 (including maximum qualitative funding)
			Up to $10,000	Up to $2,000	Up to $600
					(plus 25% financial hardship)

Term	3 years	3 years	1 year	1 year	On activity completion
Frequency offered	Assessed annually (until funding is exhausted)	Assessed annually (until funding is exhausted)	Bi-annual (twice a year)	Always open (until funding is exhausted)	Always open (until funding is exhausted)
Application process	Application form, online	Application form, online	Application form, online	Application form, online	Application form, online
Assessment and approval process	Council officer(s) eligibility check and assessment. Panel recommendation presented to Council for a decision.	Council officer(s) eligibility check and assessment. Panel recommendation presented to Council for a decision.	Council officer(s) eligibility check and assessment. Panel recommendation presented to Council for a decision.	Council officer(s) eligibility check and assessment. Decision by Council officer(s) by delegations, reporting to Council for noting.	Council officer(s) eligibility check and assessment. Decision by Council officer(s) per delegations, reporting to Council for noting.
Contract type	Funding Agreement	Funding Agreement	Funding Agreement	Funding Agreement - simple	Funding Agreement - simple
Report type	Annual Report Financial Acquittal	Annual Report Financial Acquittal	Final Report Financial Acquittal	Final Report Financial Acquittal	Final Report Financial Acquittal

Note: The Kingston Charitable Fund is a separate, related funding source administered under independent governance arrangements to the above grant streams.

Kingston Grants Program

Community Bi-annual Grant Guidelines 2025-2026

community inspired leadership

City of KINGSTON

Support and Accessibility

Council is committed to ensuring that every person interested in applying for a grant has equal access to information and services.

- Council officers can help support you to submit your application.
- Language Assistance: Call 131 450, say 'City of Kingston,' and provide 1300 653 356.
  - Βοήθεια Γλώσσας: Καλέστε το 131 450, πείτε «City of Kingston» και δώστε τον αριθμό 1300 653 356.
  - 语言协助：请拨打 131 450，说“City of Kingston”，然后提供 1300 653 356.
  - Языковая помощь: Позвоните по номеру 131 450, скажите «City of Kingston» и предоставьте номер 1300 653 356.
  - Assistenza linguistica: Chiama il 131 450, dì “City of Kingston” e fornisci il numero 1300 653 356.
- Communication Access: Call the National Relay Service on 133 677 and quote 1300 653 356.

Acknowledgement of Country

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

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

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

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About These Guidelines

These guidelines explain what the grant can fund, who can apply, how to apply, how applications are assessed, how funding decisions are made, how to manage your grant, and where to get help. Applicants should refer to both the Kingston Grants Program Policy and these guidelines to prepare an application.

What We Fund

Community Bi-annual grants support new or once-off activities that align with Council's strategic priorities and are located in Kingston. The program is open for applications twice a year, with each recipient eligible to receive only one grant annually.

Funding categories include:

- Community Projects & Programs
- Small Community Events
- Minor Capital Works
- Arts Projects & Programs
- Local Business Community Impact

Funding Available
Community Bi-annual grants provide funding up to $10,000.

Eligibility

Applications must:

- Align with the key directions of the Council & Wellbeing Plan 2025-2029.
- Align with the purpose and requirements of this grant stream.
- Include current public liability insurance with an appropriate level of cover and Certificate of Currency.
- Provide quotes for each item or service to be funded.
- Be submitted by the due date.

Applicants must:

- Be located in Kingston; or if located outside of Kingston, be able to demonstrate their activity provides a significant benefit to the Kingston community; OR for the Local Business Community Impact category, have a business within Kingston.
- Have no overdue grant reports or debts with Council.
- Not have received a Kingston Grants Program or Kingston Charitable Fund grant for the same activity within the same financial year.
- Comply with all Council policies, laws (including Child Safe Standards), government directions, and legal agreements, and provide a copy of your Child Safe Standards Policy (if applicable).
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, the Australian Securities and Investment Commission, Fair Work Ombudsman, WorkSafe Victoria, or Environmental Protection Authority Victoria, as applicable.
- Be legally constituted (e.g. incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or a Church established by legislation) or be auspiced by a legally

constituted organisation. If applicable, evidence of legal status and/or a copy of the auspicing agreement must be provided.

- Be not-for-profit and managed by a volunteer board/committee of management; or auspiced by a not-for-profit managed by a volunteer board/committee of management and provide evidence of your last Annual Report or AGM minutes complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations; OR
- For the Local Business Community Impact category, be a for-profit business located in Kingston, that has been operating in Kingston for at least 12 months, employs fewer than 15 people (which includes all employees, including regular and systematic casuals, and excludes subcontractors and independent contractors), and has an annual turnover of less than $2 million. Applicants must provide evidence of their operation in Kingston for a minimum of 12 months and of their annual turnover being under $2 million.
- Be financially sustainable and able to operate for the full funding and reporting period with support from the grant and provide your organisations latest financial statement complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations.
- Not receive a direct income from gambling activities, undertake or promote gambling.

Funding will not be provided for:

- Religious or political activities related to worship, promotion, protest or campaigns.
- Activities that are the core responsibility of State or Federal Governments or schools.
- Gambling-related activities; works on a building with gaming machines; or the hire of venues with gaming machines (unless no viable alternative exists).
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston.
- Replacement or top-up of discontinued or reduced income.
- Retrospective funding (for activities already completed).
- Minor Capital Works that are already budgeted in Council's latest Capital Works Program.
- Fireworks, alcohol or other drugs.
- Trophies, prizes or fundraising items.

Category Overview

Community Projects & Programs

Funding is available for projects and programs that enable not-for-profit organisations and community groups to strengthen the social fabric of Kingston. Equipment may be included as part of a broader project or program; however, applications solely for the purchase of equipment will not be accepted.

Projects must align with the Council & Wellbeing Plan 2025-29 and may focus on areas such as:

- Access and inclusion
- Physical or mental health
- Loneliness and isolation
- Safety and community wellbeing
- Animal welfare
- Climate action

Small Community Events
These grants provide support for smaller-scale events that connect, strengthen, and celebrate Kingston's diverse community. Community events must:

- Be held within Kingston
- Be open to and widely promoted across the Kingston community
- Align with the Council & Wellbeing Plan 2025-29

Examples include small performing arts, community festivals, competitions or cultural and religious celebrations such as NAIDOC Week, Australia Day, Chinese New Year, Diwali, Eid al-Fitr, or Hanukkah.

Council will not provide funding for events associated with religious worship, congregation, secular promotion, protest, or campaigns.

If your activity uses a venue or public space, you are responsible for organising and managing the hire.

Additional Required Documents
Provide evidence of an Event Notification form for events held in an open (outdoor) space on Council land.

Minor Capital Works
These grants help pay for small improvements to community buildings or outdoor spaces in Kingston. They can also help with buying and installing energy-efficient appliances or equipment.

You can use the funding for:

- Small repairs or upgrades
- Energy-saving appliances or equipment that need installation

Examples include fixing or improving buildings, adding energy-efficient fittings, new flooring or paving, security cameras, weather stations, fences and gates, shade structures, and community gardens. Funding is not available for Minor Capital Works already included in Council's current Capital Works Program or ongoing maintenance.

Projects that make buildings easier to use or that save energy will be given priority.

Minor Capital Works have funding co-contribution requirements:

- If you have a Group 1 Council Lease (no liquor license): No co-funding needed.
- If you have a Group 1 Council Lease (with a liquor license): You must match Council's funding 1:1 (cash or in-kind).
- If you have a Group 2 Council Lease (with or without a liquor license): You must match Council's funding 1:1 (cash or in-kind).
- If you are a not-for-profit leasing private property: You must match Council's funding 1:1 in cash (in-kind not accepted).

Note: Group 1 and Group 2 are defined in Council's Lease and License Policy and relate to an organisation's capacity to generate significant income.

For the installation of cameras (including weather stations), applicants must also:

- Make sure your footage does not capture anyone else's private property.
- Store footage securely.
- Not store footage for more than 30 days.

Additional Required Documents
Provide evidence of an Approval in Principle (AIP) from Council for works on Council-owned property; or for works on non-Council-owned property provide evidence of ownership, or a letter of approval from the landlord.

Arts Projects & Programs
These grants provide support for artists seeking to create and present arts activities in Kingston, such as performances, exhibitions, or other creative initiatives. Non-incorporated artists or creative groups must be auspiced by a not-for-profit organisation or group to be eligible.

Additional Required Documents
Include the artists resumé and examples of recent work, if applying for works of art.

Local Business Community Impact
Funding is available to for-profit businesses who deliver activities that enable Kingston residents to participate, learn, connect, or improve wellbeing. Activities must clearly benefit the community and go beyond your usual business operations.

Examples include:

- Creative participation such as visual arts classes, pottery workshops, music and choir sessions, theatre groups, photography courses, or sewing and craft programs.
- Physical and wellbeing activities such as dance, yoga, Pilates, martial arts, Tai Chi, low-impact fitness for older adults, or inclusive sports programs designed to build skills and social engagement.
- Cultural enrichment and community connection such as multicultural cooking classes, language learning groups, or cultural arts programs that celebrate and share diverse traditions.
- Skill-building experiences such as creative writing courses, digital literacy workshops tailored to community needs, or capacity-building programs for youth.
- Inclusive and accessible programs designed specifically for priority groups such as people with disability, older people, young people, or culturally diverse communities.

The Local Business Community Impact category has funding co-contribution requirements. Applicants must match $1:$1 funding.

Additional Required Documents

- Provide your Australian Business Number (ABN)
- You need to show proof that your business is located in Kingston and has been operating there for at least 12 months.
  You can use things like:
  - A lease or licence agreement
  - A Council permit or registration
  - A utility bill (like electricity, water, or gas)
  - Other business records that show you've been trading in Kingston for 12 months or more.
- In your application, you will need to state how many employees you have (including full-time, part-time employees, regular and systematic casuals, but *excluding* subcontractors and independent contractors). If you receive funding, you must agree to any Council audit requests and provide additional documents to verify your eligibility, such as a payroll summary.
- Provide a Turnover Record to confirm that the business meets the turnover under $2 million threshold. Applicants must provide one of the following documents:
  - A Profit and Loss Statement showing total income
  - Business Activity Statements (BAS) showing total sales

- A letter from a registered accountant confirming annual turnover
- A tax return extract showing business income
- Annual financial statements showing total revenue and your yearly turnover.

When to Apply

Applications open twice a year. You can apply once per round and receive only one grant per financial year in this stream. Check Council's website for opening dates.

Who Can Apply

- Not-for-profit organisations and community groups or those operating under an approved auspice agreement.
- Incorporated or auspiced artists.
- For-profit businesses – only for the Local Business Community Impact category
- Applicants must be located in Kingston; or show their activity provides a significant benefit to Kingston residents.

How to Apply

1. Visit: www.kingston.vic.gov.au/community/grants/grants-program
2. Create a SmartyGrants account if you don't have one.
3. Fill in the application form and provide the required documents.
   Required documents
   - Your annual report or AGM minutes
   - Evidence of legal status
   - A copy of your latest annual financial statement
   - A copy of your (or your Auspice) current Public Liability Insurance (Certificate of Currency)
   - Your Child Safe Standards Policy (if applicable)
   - Any required permits or approvals (e.g., building, planning, landowner, business owner)
   - Quotes for any items or services you intend to purchase with grant funds
   - Category specific - Additional Required Documents
4. Review your application. We can only assess applications that include all required documents.
5. Submit your application through SmartyGrants. You will receive notification if you have successfully submitted.

How Applications are Assessed

Applications are assessed and scored by the Kingston Grants Program Assessment Panel against the following criteria:

Assessment Criteria	Good (5)	Okay (3)	Poor (1)
Activity Description (Weighting 10%) (Project Activity, Event or Operational activities)	The activity is clearly described and aligns well with the project plan and budget.	The activity description is somewhat unclear and partially aligns with the plan and budget.	The activity is unclear and does not align with the project plan or budget.
Community Need & Benefit (Weighting 35%)	Clear and convincing evidence of community need, showing benefit to a broad or specific group in Kingston.	Some evidence of community need and potential benefit to a group in Kingston.	Community need and benefit are unclear or not demonstrated.
Clear Activity Plan (Weighting 30%) (Project Activity, Event or Operational activities)	Detailed tasks with timelines, demonstrating clear capacity to deliver the activity.	Basic activity plan with some tasks and timelines, showing some capacity to deliver.	Activity plan lacks clarity, timelines are missing, and capacity to deliver is not demonstrated.
Alignment to Council and Wellbeing Plan (Weighting 10%)	Completely aligned	Partially aligned	Not aligned
Budget (Weighting 10%)	Budget aligns with the activity plan, includes detailed itemised quotes, and shows balanced and realistic income and expenses.	Budget generally aligns with the plan, includes some quotes, with minor inconsistencies.	Budget lacks detail, does not align with the activity plan, lacks itemised quotes, and is unbalanced.
Organisation's Financials (Weighting 5%)	Applicant needs Council funding to deliver the activity	Applicant could benefit from Council funding to deliver the activity	Applicant can fund the activity without Council funding

Funding Decisions

Round 1 Applicants will be notified of the outcome following the June Council meeting.
Round 2 Applicants will be notified of the outcome following the December Council meeting.

To keep the process fair for everyone, applicants must not contact or try to influence Councillors, Council staff, or members of the Assessment Panel about the outcome of their application. Any lobbying or attempt to influence the outcome may result in the application being withdrawn from consideration.

Funding decisions are made by Council. Council's decision is final.

- If your application is successful, your funding amount is fixed.
- If your application is not successful, you can ask for feedback or apply again.
- If you are unhappy with the process, you can make a complaint through Council's Complaints Policy: www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/complaints-policy

Managing Your Grant

Successful applicants will need to:

- Sign a funding agreement and provide a tax invoice for payment.
- Acknowledge Council support in any promotions.
- Report back with receipts and a short summary (acquittal) of what was achieved (the outcome).
- Agree to any audit requests related to the funded activity.

Any change to your activity requires a funding variation request. Please contact the Kingston Grants Officers to discuss the change.

Where to Get Support

For more information about the Kingston Grants Program, please contact the Kingston Grants Officers.

Postal Address:	PO Box 1000, Mentone VIC 3194
Telephone:	1300 653 356
Email:	community@kingston.vic.gov.au
Website:	kingston.vic.gov.au

It is recommended you speak with a Council officer before applying — they can guide you through the process.

Ordinary Council Meeting

27 April 2026

Agenda Item No: 9.2

KINGSTON GRANTS PROGRAM 2024-25 ACQUITTALS

Contact Officer: Gillian Turnbull, Coordinator Community Capacity

Purpose of Report

The purpose of this report is to present a summary of acquittals for the Kingston Grants Program in the Community Bi-annual (round 1), Operational & Partnership (excluding Multicultural & Seniors category), and Community Festivals, Events & Creative Activities grant streams, from the 2024-25 financial year.

This report also includes recommendations from the Kingston Grants Governance Working Group that aim to further strengthen the clarity, consistency and transparency in grant acquittal requirements.

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 Kingston Grants Program acquittal outcomes for 2024-25, as presented in Appendix 1.
2. Endorse the recommendations of the Kingston Grants Governance Review Working Group, as outlined in section 3.9 of the report; and
3. Note that Council officers will update the Kingston Grants Program Policy, Funding Agreement and Program Guidelines to reflect the endorsed recommendations.

1. Executive Summary

This report presents the outcomes of the Community Bi-annual (round 1), Operational & Partnership (excluding the Multicultural & Seniors category), and Community Festivals, Events & Creative Activities grants streams acquitted through the Kingston Grants Program, from the 2024-25 financial year, as of 1 April 2026.

This report responds to recommendation nine of the Kingston Grants Governance Working Group, as endorsed at the Council Meeting on 27 October 2025:

> *9. Acquittal summaries regarding major grant streams are provided to Council annually (Community Bi-Annual Grants, Operational & Partnership Grants (excluding Multicultural and Seniors category), and Community Festivals, Events & Creative Activities Grants)*

An acquittal is the process of reporting back to Council on how the grant money was spent and whether the funded activity or project was completed as agreed. It is the final accountability step after receiving a grant, and includes a written report describing what was

achieved, evidence of how the funds were spent, and outcomes such as participant numbers, community benefit and feedback.

1.1 Acquittals Summary

In the 2024-25 financial year, 70 acquittals were due in the Community Bi-Annual Grants (round 1), Operational & Partnership Grants (excluding Multicultural and Seniors category), and Community Festivals, Events & Creative Activities Grants streams, representing a total investment of $1,454,927.

Of the 70 acquittals originally due by 30 August 2025, 68 have been received. One funding agreement was terminated after the recipient advised they were unable to deliver the funded activity within the required timeframe and returned the full grant funds. One acquittal is overdue, with a funding variation request pending the provision of further information.

A total of 65 funded organisations successfully delivered their activities in accordance with their funding agreements and provided appropriate evidence of expenditure. Three organisations have been contacted for additional information, and one organisation is determining whether its activity can proceed following the approval of an extension. Collectively, these initiatives engaged 708,260 participants, including 238,089 Kingston residents. Refer to Appendix 1 for full acquittal details.

Key outcomes included:

- Improved community facilities and infrastructure, including upgraded kitchens, scoreboards, and amenities that enhance accessibility and usability of local spaces.
- Strengthened social support and wellbeing through programs addressing mental health, financial stress, and social isolation for young people, parents, and culturally diverse residents.
- Enhanced inclusion and participation with arts, cultural, and recreational activities fostering confidence, skills, and community connection among diverse groups.
- Sustained essential community services, provided with operational funding to enable delivery of food and material aid, financial counselling, legal advice, and emergency relief to vulnerable residents.
- Increased organisational capacity and adaptability with community centres and organisations maintaining stable operations, expanding volunteer engagement, and adjusting services to meet growing demand.
- Celebrated local culture and identity through festivals, creative events, and community gatherings that strengthened cultural understanding, social cohesion, and local economic activity.

The acquittal process is a vital mechanism for ensuring transparency and accountability in the management of Council funding, while providing insights that support continuous improvement of the Kingston Grants Program.

1.2 Resolution from the Council Meeting in December 2025

The outcomes of the Community Bi-annual (round 1), Operational & Partnership (excluding the Multicultural & Seniors category), and Community Festivals, Events & Creative Activities grants streams were presented to the Council Meeting in December 2025, where Council resolved:

> *1. That further acquittal information be provided to all Councillors prior to further consideration of this matter including:*

a) Further detailed information of the acquittals including the acquittal information directly submitted to Council;

2. That this matter be re-listed for the first practicable Council Meeting; and

3. Reconvene the Grants Governance Working Group to identify further improvements to the acquittal process and receive a further report detailing improvements to be made to future acquittal processes.

The Kingston Grants Governance Working Group (Working Group) was reconvened in February 2026. The Working Group reviewed the current grants framework and endorsed a series of recommendations that build on recent program improvements. The Working Group focussed on strengthening accountability, transparency and consistency across the end-to-end grants process, while maintaining a proportionate approach for different grant types. Key recommendations include clearer funding agreement clauses, standardised acquittal timeframes, streamlined financial evidence requirements, and the introduction of an operational acquittal framework to support consistent assessment of acquittal quality and inform future funding decisions.

Councillors have been provided with the applications and acquittals for the Community Bi-Annual Grants (round 1), Operational & Partnership Grants (excluding Multicultural and Seniors category), and Community Festivals, Events & Creative Activities Grants.

2. Background

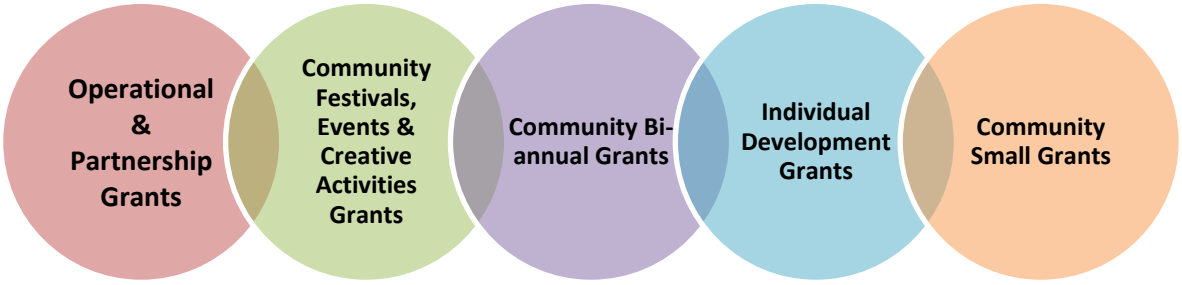
The Kingston Grants Program plays an important role in enabling the delivery of activities that benefit the Kingston community, and align with Council's strategic directions, objectives, and priorities outlined in the Council and Wellbeing Plan 2025-29.

Approximately $1.9 million in grant funding is provided each year to local organisations and groups delivering services and projects across a range of areas, including health and welfare, arts and culture, sport and recreation, education, environment, and community support. Grants are also offered to support individual development.

On 23 October 2023, the Kingston Grants Program was endorsed following an extensive review. A new Kingston Grants Program Policy and Guidelines were endorsed on 20 November 2023 and the new Kingston Grants Program commenced on 1 January 2024.

The Kingston Grants Program features five grant streams (refer to Figure 1) centralised under a single dedicated team to strengthen governance and improve efficiency.

Figure 1 - Kingston Grants Program funding streams



This report responds to recommendation nine of the Kingston Grants Governance Working Group, as endorsed at the Council Meeting on 27 October 2025:

9. Acquittal summaries regarding major grant streams are provided to Council annually (Community Bi-Annual Grants, Operational & Partnership Grants (excluding Multicultural and Seniors category), and Community Festivals, Events & Creative Activities Grants).

An acquittal is the process of reporting back to Council on how the grant money was spent and whether the funded activity or project was completed as agreed. It is the final accountability step after receiving a grant, it includes a written report describing what was achieved, evidence of how the funds were spent, and outcomes such as participant numbers, community benefit and feedback.

Acquittals must be received and accepted before an applicant is eligible to receive further funding – either through a new grant or the next year of funding under a triennial agreement (Operational and Partnership Grants or Community Festivals, Events or Creative Activities Grants).

2.1 Grants Governance Working Group

Council established a Kingston Grants Governance Review Working Group by resolution in April 2025. The Working Group met four times in 2025 and provided recommendations to Council that were endorsed at the Council Meeting on 27 October 2025.

In response to item 8.5 Kingston Grants Program 2024-25 Acquittals, presented at the Council Meeting on 15 December 2025, Council resolved:

1. That further acquittal information be provided to all Councillors prior to further consideration of this matter including:

a) Further detailed information of the acquittals including the acquittal information directly submitted to Council;

2. That this matter be re-listed for the first practicable Council Meeting; and

3. Reconvene the Grants Governance Working Group to identify further improvements to the acquittal process and receive a further report detailing improvements to be made to future acquittal processes.

In response to the Council resolution, the Grants Governance Working Group was reconvened to undertake a focused review of acquittal processes and identify opportunities for further improvement. This subsequent work builds on the Working Group's earlier recommendations by strengthening clarity, consistency and transparency in grant acquittal requirements. The review responds directly to Council's request for enhanced information and improved processes, and informs the recommendations outlined in this report to support stronger grant governance and accountability going forward.

All Councillors have been provided with the applications and acquittals for the Community Bi-annual Grants (round 1), Operational & Partnership Grants (excluding Multicultural and Seniors category), and Community Festivals, Events & Creative Activities Grants).

3. Discussion

This section outlines the outcomes of acquittals received across three Kingston Grants Program streams: Community Bi-annual, Operational and Partnership (excluding the Multicultural and Seniors category), and Community Festival, Event and Creative Activity grants. Detailed acquittal data for these streams is provided in Appendix 1.

The information presented reflects the acquittal status as of 1 April 2026 and summarises the delivery, compliance, and community impact of funded activities since the introduction of the new Kingston Grants Program. The summary draws on information submitted by grant

recipients as part of their acquittal requirements. Participation figures and other outcome measures are self-reported by recipients and have not been independently validated by Council.

3.1 Self-reported participation data

Self-reported participation data is an accepted and proportionate approach within community grants programs, particularly where activities involve large-scale events, open-access programs or informal community participation, and where precise attendance counts are not always feasible. As the organisations directly responsible for delivering funded activities, grant recipients are best placed to estimate participation using available and appropriate data sources such as registration records, ticketing systems, venue capacity, sign-in sheets or observational counts.

This approach provides a reasonable and transparent indication of community reach and engagement, while balancing accountability with administrative proportionality for community organisations. Participation data is considered alongside other acquittal evidence, including narrative reporting, expenditure verification and outcomes achieved, to inform Council's overall assessment of grant delivery and impact.

3.2 Community Bi-annual Grants – Round 1

At the 24 June 2024 Council Meeting, 21 Community Bi-annual Grants (Round 1, 2024-25) were approved, a total of $139,915. For each grant awarded for the 2024/2025 financial year, an acquittal was due by 30 August 2025.

Of the 21 approved grants in this stream, 19 acquittals have been received. One funding agreement has been terminated after the applicant advised they were unable to deliver within the required timeframe, and one is overdue and pending a funding variation.

Of the 19 acquittals received:

- 18 acquittals reported delivering the activity in line with their funding agreement and provided the required evidence of expenditure and their acquittals have been accepted.
- One is currently being followed up for further information.

Outcomes:

Acquittals from the Community Bi-annual Grants stream provide evidence of facility improvements, increased social support, and opportunities for learning, wellbeing, and community connection.

Projects included infrastructure upgrades, such as kitchens and scoreboards, food hampers and essential items for families under financial stress, wellbeing, mental health, and health education programs for young people, parents, and culturally diverse residents. Arts and cultural initiatives, recreational programs, and community-driven activities such as knitting groups and men's wellbeing gatherings fostered skills, confidence, and social cohesion. Collectively, these programs strengthened participation, supported vulnerable residents, and enhanced social connection, inclusion, and a sense of belonging across the Kingston community.

Activities engaged approximately 3552 participants, including 2760 Kingston residents.

Acquittals for Round 2 of the 2024-25 Community Bi-annual grants are due in February 2026 and will be reported to Council in December 2026.

3.3 Operational & Partnership – Community Interest Organisations Grants

At the 24 June 2024 Council Meeting, 22 Operational & Partnership – Community Interest Organisation grants were approved, a total of $87,314.49. For each grant awarded for the 2024/2025 financial year, an acquittal was due by 30 August 2025.

All 22 acquittals have been received. Of these:

- 21 reported delivering the activity in line with their funding agreement and provided the required evidence of expenditure and their acquittals have been accepted.
- One is being followed-up regarding missing information.

Outcomes:

Funding through the Operational & Partnership – Community Interest Organisations category supported a wide range of operational and program costs across community organisations, enabling them to maintain essential services, such as food and material aid, utility and educational support, music and cultural programs, museum and library operations, and broadcasting infrastructure.

Most organisations reported no major changes to their core programs, though some made minor adjustments, including increased home visits, additional exhibitions or expanded volunteer involvement to meet growing demand. Funding ensured organisations could assist vulnerable residents with groceries, furniture, clothing, and essential services, while covering staff, volunteer coordination, equipment, and venue costs. Overall, support allowed organisations to provide timely assistance, sustain operations, and deliver programs that strengthened social support, access to resources, and cultural engagement across Kingston.

Activities engaged 515,041 participants, including 112,336 Kingston residents.

3.4 Operational & Partnership – Specialist Community & Welfare Services Grants

At the 24 June 2024 Council Meeting, 10 Operational & Partnership – Specialist Community & Welfare Services grants were approved, a total of $491,505.39. For each grant awarded for the 2024/2025 financial year, an acquittal was due by 30 August 2025.

All 10 acquittals have been received. Of these, all 10 reported delivering the activity in line with their funding agreement and provided the required evidence of expenditure and their acquittals have been accepted.

Outcomes:

The Operational & Partnership – Specialist Community & Welfare Services category reported that funding enabled local organisations to deliver essential community services by covering operational and administrative costs. This enabled programs such as emergency relief, financial counselling, legal advice, mental health support, and holistic wellbeing initiatives to operate consistently and reach those in need.

Residents benefited from timely assistance addressing financial stress, social isolation, and overall wellbeing, while also gaining skills and building community connections. Throughout the year, most services maintained stable hours and delivery, with some extending sessions or adding volunteers to meet growing demand. Despite these challenges, organisations adapted effectively through volunteer support and expanded resources, ensuring continued access to essential services, maximising the direct impact on vulnerable residents, and strengthening long-term community resilience.

Activities engaged 30,348 participants, including 10,773 Kingston residents. The significant gap between total participant and Kingston resident numbers is due to providers that also service other LGAs.

3.5 Operational & Partnership – Community Centres & Neighbourhood Houses Grants

At the 24 June 2024 Council meeting, seven Operational & Partnership – Community Centre & Neighbourhood Houses grants were approved, totalling $568,000. For each grant awarded for the 2024/2025 financial year, an acquittal was due by 30 August 2025.

All seven acquittals were received. Of these:

- Seven reported delivering the activity in line with their funding agreement and provided the required evidence of expenditure and their acquittals have been accepted.

Outcomes:

The Operational & Partnership – Community Centres & Neighbourhood Houses category acquittals demonstrate that funding supported the core operational capacity of community centres, covering staff, utilities, insurance, administration, and facility costs, enabling reliable delivery of a wide range of programs and services, including social inclusion, health and wellbeing activities, adult education, creative workshops, volunteer coordination, and providing meals for disadvantaged residents.

Centres used funding to develop programs, hire instructors, support professional development and enhance marketing, attracting more participants and expanding offerings. Most centres reported no major changes to hours or core programs, though some extended sessions, added new activities, or adjusted scheduling to improve accessibility and respond to community demand.

Activities engaged 135,228 participants, including 96,967 Kingston residents.

3.6 Community Festivals, Events & Creative Activities Grants

At the 24 June 2024 Council meeting, 10 Community Festivals, Events & Creative Activities grants were approved, totaling $168,192.74. For each grant awarded for the 2024/2025 financial year, an acquittal was due by 30 August 2025.

All 10 acquittals were received. Of these:

- Nine reported delivering the activity in line with their funding agreement and provided the required evidence of expenditure and their acquittals have been accepted.
- One is being followed up for missing information.

Outcomes:

The Community Festivals, Events & Creative Activities grant stream acquittals demonstrate that funding supported a range of community events and festivals, covering costs such as venue hire, entertainment, technical support, food, marketing, and equipment. These events, including cultural festivals, carnivals, and community days, engaged residents of all ages and backgrounds, fostering social connection, inclusivity, and cultural understanding.

Activities provided opportunities for families, children, and older residents to participate, share traditions, and build a sense of belonging, while also supporting local performers, artisans, and businesses. Overall, funding enabled safe, accessible, and

vibrant celebrations that enhanced social, cultural, and economic outcomes for the local community.

These events engaged 24,091 participants, including 15,253 Kingston residents.

3.7 Summary of all acquittals

Acquittal reports for the 2024-25 period demonstrate significant community reach and impact across all funding streams. Collectively, funded activities and programs engaged 708,260 participants, including 238,089 Kingston residents. This reflects the breadth of engagement and the strong local focus of the program, with funding enabling diverse activities that foster community connection, learning, wellbeing and participation. Overall, the acquittals highlight strong outcomes for local residents, demonstrating inclusive programming and sustained delivery of social, cultural and educational benefits across Kingston.

Table 2 – Summary of funding and participants (as of 1 April 2026)

Grant Stream	Total Funding	Participants	Kingston Resident Participants
Community Bi-annual Grants – Round 1	$139,915	3,552	2,760 *(78%)*
Community Interest Organisations	$87,314	515,041	112,336 *(22%)*
Specialist Community & Welfare Services	$491,505	30,348	10,773 *(36%)*
Community Centres & Neighbourhood Houses	$568,000	135,228	96,967 *(72%)*
Community Festivals, Events & Creative Activities	$168,192	24,091	15,253 *(63%)*
Totals	**$1,454,927**	**708,260**	**238,089 *(34%)***

All funds were fully spent apart from one Bi-annual grant recipient who returned just under $1000 of unspent funding.

3.8 Key Challenges & Opportunities

Key challenges identified in the acquittal process include:

- Ensuring community understanding of the evolving expectations under the new Kingston Grants Program, particularly the requirement to provide evidence of expenditure.
- Supporting grant recipients that may face barriers such as limited computer skills, language difficulties or unfamiliarity with acquittal processes.
- Assisting new community group committee members who were not involved in the original grant application and may have limited knowledge of the funded project or its obligations.

Grant recipients are informed through the Grant Guidelines, Grant Writing Workshops, and the Funding Agreement that they must complete an acquittal by demonstrating that the funded activity was delivered as agreed and by providing evidence of expenditure. From future rounds onwards, grant recipients will also be advised in the acquittal form that their responses may be published on Council's website to enhance transparency and accountability.

To further support recipients, Council will host a Grant Acquittal Workshop in July/August (prior to the August acquittal due date). The workshop will outline acquittal requirements and provide practical, step-by-step guidance to assist recipients in preparing and submitting their acquittal documentation.

3.9 Kingston Grants Governance Working Group Recommendations

3.9.1 Working Group Meeting Overview

The Working Groups consists of Mayor Cr Oxley, Deputy Mayor Cr O'Donnell, Cr Howe and Cr Athanasopoulos. The Working Group meetings were Chaired by the Mayor, and the topics presented by relevant officers including; General Manager Community Strengthening, General Manager Customer and Corporate Support and Manager inclusive Communities. Also in attendance was the Chief Executive Officer and the Municipal Monitors (Meeting 1 and 2).

The Working Group was convened three times, with the meeting schedule including the following:

Date	Meeting	Topics
09/02/26	Meeting 1	Council Resolution TORs VAGO Fraud Control Over Local Government Grants Acquittal Process
02/03/26	Meeting 2	Current Acquittal Process Officer Identified Improvements Improvements/Changes Made to Date Additional Improvements Opportunities
30/03/26	Meeting 3	Confirm Acquittal Recommendations Other Outstanding Items Raised by the Working Group Other Related Matters

3.9.2 Working Group Recommendations

The Working Group acknowledged the significant improvements already made to the Kingston Grants Program. The Working Group's focus was to build on existing processes to further strengthen accountability, transparency and risk management across the end-to-end grants lifecycle, while maintaining proportionality for different grant types.

The six recommendations include:

No.	Recommendation	Implementation Notes
1	Incorporate relevant clauses from the Kingston Grants Policy into Funding Agreements.	Ensures consistency between policy intent and contractual obligations. Include definitions and examples where appropriate to enhance community understanding.

2	Introduce conflict of interest and related-party purchasing clauses into Funding Agreements and the Kingston Grants Policy.	Grant funds must be used solely for approved purposes. Grant funds must not directly benefit family members, friends or related parties of the recipient, officers, employees or associates. Recipients must take reasonable steps to avoid conflicts of interest and manage unavoidable conflicts transparently and in accordance with Council directions. Failure to disclose or appropriately manage conflicts may result in suspension, termination or recovery of grant funds. Include definitions and examples where appropriate to enhance community understanding.
3	Introduce clear acquittal timeframes with transparent implications where reporting requirements are not met.	**Acquittals due**: within 2 months of activity delivery. • Events Grants Stream: 2 months from event delivery. • Other grant Streams: projects may run up to 12 months, with acquittals due within 2 months of completion. If further information is required: • 30 days to provide additional information • An additional 10 days for a final follow-up Final cut-off: • 3 months and 2 weeks after activity delivery Extensions can be approved via a Funding Variation Form, requested before the final cut-off date. If acquittals are not completed: • Triennial Grants: Ineligible for the following years payment. • Bi-annual Grants: Ineligible in the following financial year.
4	Introduce an Acquittal Scoring Framework	Applies to Community Bi-annual Grants, Operational & Partnerships Grants (excluding Multicultural & Seniors), and Community Events Grants. The operational framework will provide consistent assessment of acquittal quality and inform future funding decisions.
5	Expand Grants Policy clause to: All evidence must match the expenditure list outlined in the acquittal and the application / funding agreement conditions	Introduce new financial acquittal requirement. Applies to Operational & Partnership Grants, Neighbourhood Houses & Community Centres, Specialist Welfare Organisations, and Community Interest Organisations. **Financial acquittals:** Audited financial statements to be provided where available. Where statements are not audited, a Statutory Declaration confirming grant funds were spent as approved. **Use of Statutory Declarations:** Only where receipts or other acceptable evidence cannot reasonably be provided (all grant streams).
6	Review the Events Grants stream and Events Sponsorship Policy in tandem	Council remains committed to supporting community, cultural and civic events, recognising their important role in strengthening social connection, cultural participation and local identity across Kingston. A consolidated review to be undertaken, with a report and recommendations to Council by the end of 2026.

4. Compliance Checklist

4.1 Council and Wellbeing Plan Alignment

Strategic Direction: Responsibly Governed - We are a transparent and efficient organisation that is accountable, responsive and cost-effective
Strategy: Ensure good governance through integrity, accountability, and continuous improvement

The grant acquittal report supports good governance by ensuring accountability and transparency in the use of Council funds. Regular acquittal reporting enables continuous improvement through monitoring outcomes, identifying trends, and informing future grant program enhancements.

4.2 Governance Principles Alignment

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

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

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

The grant acquittal report demonstrates Council's commitment to continuous improvement by evaluating program outcomes and identifying opportunities to strengthen future grant processes. It supports Council's financial sustainability by ensuring that funds are acquitted appropriately and used for their intended purpose. The publication and reporting of acquittal outcomes enhance transparency and accountability in Council's decision-making and use of public funds.

4.3 Financial Considerations

The Kingston Grants Program continues to be delivered within the existing budget.

4.4 Risk considerations

The recommendations outlined in this report mitigate financial, governance and reputational risk by strengthening acquittal processes, improving oversight of grant expenditure and enhancing consistency across the grants program.

Requiring acquittals to be submitted and accepted before an applicant can receive further funding, either through a new grant or the next year of funding under a triennial agreement, supports transparency and accountability, helps ensure public funds are used for their intended purpose, and reduces the risk of mismanagement or inappropriate expenditure.

The introduction of clearer acquittal requirements and a structured acquittal framework further reduces Council's exposure to financial and compliance risk by providing more consistent assessment and earlier identification of non-compliance. The framework also establishes a fair and transparent basis for managing reporting issues and informing future funding decisions.

Any potential increase in administrative burden is mitigated through a proportionate, risk-based approach, with enhanced requirements applied primarily to higher-value and ongoing grants, clear guidance provided to recipients, and statutory declarations used only where other acceptable evidence cannot reasonably be provided.

Appendices

Appendix 1 - Kingston Grants Program - 2024-25 Acquittals (Ref 25/298217)

Author/s:	Gillian Turnbull, Coordinator Community Capacity
Reviewed and Approved By:	Susan Quach, Manager Inclusive Communities
	Kate Waters, General Manager Community Strengthening

9.2

KINGSTON GRANTS PROGRAM 2024-25 ACQUITTALS

1 Kingston Grants Program - 2024-25 Acquittals 129

Kingston Grants Program - 2024-25 - Acquittals

Community Bi-annual Grants - Round 1

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding (Information provided by grant recipients)	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers	Date Held (for events only)
1	**Australian Skateboarding Federation**	10 learn to skate workshops delivered in Kingston skateparks, teaching skateboarding skills and skatepark fundamentals, etiquette and safety	**$4,420.00**	Y	The "SHRED! Skatepark fundamentals, etiquette and safety program" delivered 10 Learn to Skateboard Workshops over five days, with 10 skaters per group, resulting in a total of 122 participants learning etiquette and safety in Kingston Skateparks. The program supplied all necessary equipment and the workshops were free. Specific workshop groups were held for girls and gender non-conforming individuals, as well as beginners and intermediate skaters. The program was facilitated by Kingston local Renton Millar, a former World Champion and four-time Australian Champion Skateboarder, who also served as the Head Judge at the Paris Olympics in skateboarding park.	Y	122	100	
2	**Breath Circle (auspiced by Fitzroy Learning Network)**	Trauma Informed Yoga and Mindful Breathing Program at Westall Community Hub. To teach evidence-based techniques to help adults and youth handle stress, self- regulate emotions, and reduce anxiety	**$8,025.00**	Y	Our funded programs successfully engaged 45 young people and 15 parents/caregivers from the Kingston community, including participants from Westall Primary School, Clayton South Primary School, and the Westall Community Hub. Weekly face-to-face sessions focused on mental health support through our Breath Circle framework, incorporating three core self-regulation tools. Pre- and post-program surveys documented a measurable improvement in participants' mental health and their ability to self-regulate in response to challenges such as bullying, racism, and difficult home environments.	Y	60	60	
3	**Chelsea Occasional Childcare**	Landscaping and the supply and installation of a water tank, creating a natural, inclusive and self-sustainable learning environment for pre-school aged children	**$10,000.00**	Y	Our project focused on building a natural, inclusive, and sustainable learning environment for children aged 1-5 attending our service. This project has achieved our vision by creating a space that encourages exploration, promotes sustainability, fosters belonging, and supports each child's health and wellbeing. Our project included: 1. Water Sustainability. we have installed a 2000L water tank to sustainably supply our new garden beds and expand water and sand play opportunities, enabling all children to engage in creative and sensory-rich experiences in a safe and accessible manner. 2. Natural Landscaping and Inclusive Design. The area surrounding the former sandpit has undergone thoughtful landscaping to transform it into a welcoming, open ended, natural, and inclusive play space. To achieve this, we have planted native plants that reflect our unique bayside environment, along with the addition of boulders to climb and rest on. As we continue building our garden, the addition of logs and further plantings will work with our environment to create a sustainable and stimulating natural setting. This inclusive approach ensures that every child, regardless of ability, can participate fully in the learning and play opportunities provided.	Y	N/A Minor Capital Works	N/A Minor Capital Works	
4	**Cheltenham Panthers Netball Club**	Netball uniforms, equipment and first aid supplies to keep the costs down for the participants in the club	**$2,500.00**	Y	The funding enabled our club to purchase essential uniforms, training equipment and first aid supplies, which significantly reduced participation costs for players. As a result, more girls and young people were able to join and remain involved in netball throughout the season. Lower costs meant families were not burdened by full uniform and equipment expenses, making participation more accessible and reducing financial stress—a factor closely linked to improved wellbeing. With the new equipment, players had a safer and quality training environment. Coaches were able to deliver more effective sessions, supporting improved skill development, fitness and confidence among participants. The additional first aid supplies strengthened our ability to manage minor injuries promptly and safely.	Y	12	12	

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding (Information provided by grant recipients)	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers	Date Held (for events only)
5	**Ciaran Frame**	An arts activation called "Spin Cycle" will feature a series of artistic pop-ups, each running for four hours over four days at the Moorabbin Station Laundromat	**$9,800.00**	Y	Spin Cycle: A popup arts activation was successfully delivered over four days in October at the Moorabbin Station Laundromat, transforming a familiar public space into a vibrant community arts hub. Each day featured a different curated theme: interactive student performances, intimate “theatre for one” sessions, experimental sound art, and solo operatic encounters. The project involved over 10 artists, including contributions from students at Tombolo Academy, and drew an estimated 2,000 passersby and engaged attendees over the four days.	Y	2000	1500	
6	**Clarinda Tennis Club**	Kitchen upgrade (including replacement of a gas oven for an electric oven that will reduce the cost of utility bills)	**$3,350.00**	Y	The door & drawer fronts in our kitchen were replaced with new ones and we also had a new bench top installed. We removed our gas stove and replaced it with a small electric oven, added a new shelving unit, and put the fridge in a different spot. The renovations make a more workable kitchen on the whole. Everyone loves our new kitchen and we have excellent comments from members and visitors, etc. at how great our club looks.	Y	N/A Minor Capital Works	N/A Minor Capital Works	
7	**Edithvale-Aspendale Junior Football Club**	Purchase and installation of a replacement scoreboard at Regents Park	**$10,000.00**	Y	We have purchased our scoreboard and installation is expected to be completed in April 2026. There were some delays to do with the Building Permit - we worked directly with council on it. Our new scoreboard will make such a difference for volunteers, players and spectators!	Y	N/A Minor Capital Works	N/A Minor Capital Works	
8	**Legends of the Skies Theatre Inc**	Legends of the Skies Series 12 annual production will be performed at Moorabbin Airport, highlighting aviation history. Each performance will be comprised of 6 short plays performed over three evenings and two matinees	**$5,000.00**	Y	Legends of the Skies Series 12 was again a very successful performance with a record number of seats being sold, all performances running on time and no safety or security issues. The story of Sir Macpherson Robertson and the linkages between his philanthropy, entrepreneurship, founder of chocolate and confectionery company MacRobertson's and ultimately as the founder of one of Australia's first airlines was told through the lens of his sponsorship of the 1934 London to Melbourne air race held to celebrate Melbourne's 90th anniversary. Thus, providing a perfect example of LOT's mission statement of keeping our aviation history alive through linking these pioneers to broader aspects of Australian life. Positive audience responses covered both their appreciation of the history and the professional way it was presented through theatrical performance. Wide recognition of LOTS 12 through both the aeronautical, theatre and history bodies resulted in the LOTS group being asked to also perform the Series 12 show at the Ballarat Heritage Festival. *Note: Additional information has been requested to complete the acquittal.*	N	310	240	
9	**Longbeach Anglican Parish (auspiced by Chelsea Men's Shed)**	Provide winter warmer hampers (blankets etc.) to vulnerable and disadvantaged families nominated by local schools	**$8,000.00**	Y	This was the 15th year we have been providing Hampers to schools. Winter Warmer Hampers are provided to vulnerable families through local schools and the area may expand further as funds permit. Families identified by each participating school receive a hamper at the start of June in time for the colder weather. Packs are distributed to the families through school staff. Families are identified by the school and not identified to us, their privacy is maintained. The aim of the program is to provide some practical physical and emotional support by demonstrating that the local community cares and that they are valued. The content of the packs are adjusted to suit the specific family members (gender and ages). All goods are new and include items appropriate to the onset of winter such as blankets, gloves, socks, beanies, baby clothes and grocery vouchers. The grocery vouchers do not allow the purchase of alcohol or cigarettes. They also include information connecting them to other Longbeach Anglican Parish social assistance programs including Pantry 5000, food pantry (run from St Aidan’s, Carrum) and Matt’s Place lunch program (run from St Chad’s, Chelsea).	Y	500	400	

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding (Information provided by grant recipients)	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers	Date Held (for events only)
10	**Mentone Community Assistance & Information Bureau Inc**	Food vouchers (Woolworths Supermarket Essential Cards) and food hampers to low income and financially stressed families to help them through the 2024 Christmas/New Year period	**$6,000.00**	Y	Under this program, families and individuals from low income and financially stressed households within our community were assisted with supermarket Essential Cards and food hampers. This assistance was provided in the lead up to, and just after, the Christmas period. This assistance helped to provide relief to the members of the community struggling with the cost of living pressures during the Christmas holiday period.	Y	72	72	
11	**Mentone Life Saving Club Inc**	Disabled beach matting access for Mentone Beach. Purchase beach matting to enable members of the public to access the water at Mentone beach, with support and supervision by Mentone Life Saving club members. The purchase of a beach accessible wheelchair is subject to a separate grant	**$10,000.00**	N	*Note: Acquittal not submitted. Variation pending*	N			
12	**MLOC Production Inc**	Mordialloc Light Opera Company (MLOC) production: Alice by Heart. Musical theatre performance of Alice in Wonderland during the World War 2 blitz of London. Performance to be held at the Shirley Burke Theatre, Parkdale	**$5,000.00**	Y	The musical production was a success although ticket sales were compromised due to the rail works that were taking place at Parkdale. We were not notified of this prior to the production going on stage at the Shirley Burke Theatre.	Y	30	20	20/7-3/8/24
13	**Moorabbin Little Athletics Centre**	Open day/festival to showcase the Moorabbin Little Athletics Centre and attract new members. The event will showcase little athletics and provide a fun family atmosphere to introduce people to the sport	**$2,455.00**	Y	It was a huge success, with around 150 people attending the open day providing an opportunity to showcase the new facilities and also provide kids with an opportunity to trial athletics. The impact from the open day was an increase in members for the season, we went from 150 to over 200.	Y	150	120	6/10/2024
14	**Mordialloc Beach Primary School**	Installation of mural wall along a fence which faces Mordialloc railway station on Albert Street	**$4,710.00**	Y	Hey Nice Murals were engaged to paint a mural on a retaining wall which faces the railway precinct in Mordialloc on Albert Street. The delivery of the project was exciting with many locals and members of the school community commenting on the process as they passed by.	Y	50	50	
15	**TeamSports4All**	Enabling 20 financially disadvantaged children in Kingston to play team sport by covering their fees and uniform expenses and helping to streamline their registration process	**$5,500.00**	Y	With the support of this grant, TeamSports4All enabled over 20 financially disadvantaged children in the City of Kingston to participate in local community sport, an opportunity they would otherwise have missed due to financial barriers. Working closely with local schools and community organisations, we identified children most in need and covered the cost of sport registration fees, uniforms, and essential equipment. We also partnered with local sporting clubs to support registrations and ensure a smooth and welcoming transition into teams. Our support extended beyond initial access. Throughout the season, TeamSports4All provided ongoing, hands-on support to children and families to help address barriers to participation, build confidence, and encourage consistent attendance. This approach is central to our model and is informed by over eight years of academic research and delivery experience. As a result, participating children experienced improved confidence, stronger social connections, and a sense of belonging within their local community. By providing year-round, wrap-around support, the project maximised both participation and outcomes, helping children not only play sport, but stay engaged and thrive. While sport was the vehicle, the outcome was meaningful, lasting change for children and families.	Y	20	20	
16	**The Country Women's Association of Victoria Inc Mentone Branch**	Provision of knitted and crocheted goods (blankets and beanies) for disadvantaged people via various local charities and Monash Hospital	**$1,000.00**	Y	We purchased wool and yarn to knit and crochet scarves, beanies, blankets, baby items to provide warmth to people in need in our community.	Y	60	40	

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding (Information provided by grant recipients)	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers	Date Held (for events only)
17	**The Men's Table**	Men's Table Program - Where men meet over dinner to discuss matters relating to: Healthy Men, Healthy Masculinities, Healthy Communities	**$10,000.00**	Y	On the 12th November 2024, The Men's Table hosted an Information Night (we call an Entree). We set the event up in September allowing 8 weeks of promotion. The event was held at The Mentone RSL. The Men's Table received 17 registrations. Unfortunately, 2 men declined and 2 men did not show up. On average a higher-than-normal registrations for the Entree which is a great result and ensures the Table starts of well. The 13 men who completed the Entree decided to come back and form what we will call the Mentone Table #230. They meet on the 3rd Wednesday of the month and have now met as a group from November 2024 to June 2025, a total of 8 months. During that time, we have had one man withdraw for personal reasons and another man has moved to the Mornington Table. However, our program continues to care for all our Tables now and long into the future and we have replaced those two departed men with two more men. Mentone Table #230 is a full, strong and healthy Table. A group of 13 men who are engaged when they meet monthly face to face or when they communicate via their WhatsApp group.	Y	13	13	
18	**The Trustee for the NCJW (Victoria) Social Support Trust**	The Caring Mums Program matches trained volunteers to provide support to mums or pregnant women. Through regular weekly meetings for up to 12 months, feelings of isolation, anxiety, and depression decrease, while parenting confidence, sense of belonging and connection increase	**$5,000.00**	Y	The $5,000 grant from the City of Kingston supported the delivery of the Caring Mums program, which provides free, confidential emotional support to women during pregnancy and the early months of motherhood. With this funding, we were able to train and supervise volunteer support workers, enabling the program to reach vulnerable mothers across the Kingston area. As a result, participants reported feeling more connected, less isolated, and better equipped to navigate the challenges of early motherhood. This funding directly contributed to improved mental health and wellbeing outcomes for local families.	Y	60	20	
19	**Women's Health in the South East (WHISE)**	2 community health education sessions on cervical screening for culturally and linguistically diverse communities, incorporating an opportunity to check the date of participants' last screen via a register and conduct self-collection of a cervical sample on-site	**$10,000.00**	Y	Women's Health in the South East delivered two community-based cervical screening education sessions for culturally and linguistically diverse (CALD) communities in the City of Kingston. These sessions aimed to improve health literacy, increase trust in cervical screening, and promote the uptake of self-collection. Delivered in partnership with nurse practitioners and supported by interpreters, the sessions included culturally appropriate educational materials and the opportunity for participants to check their screening history and undertake self-collection on-site. A total of 93 individuals attended across the two sessions, with participants representing a wide range of cultural backgrounds. Importantly, 61% of attendees completed a self-collection test, indicating a strong behavioural outcome from the program. Observations also revealed high levels of engagement, comfort, and motivation, with participants asking relevant health questions and expressing gratitude for the accessible, inclusive environment. The initiative successfully overcame common barriers to screening and empowered participants with the knowledge and confidence to take action.	Y	93	93	
20	**Zee Cheng Khor Moral Uplifting Society Inc**	Installation of solar panels and battery at the Zee Cheng Khor Community Centre in Kingston	**$9,805.00**	Y	The "Solar Energy for Cost Savings and Environmental Action" project was successfully completed, with the vendor upgrading our battery system to 15.36 kW at no extra cost in recognition of our interfaith and cultural role. The system has reduced electricity costs by around 44%, generated 9.74 MWh of clean energy, and cut 8.1 tonnes of CO_2. It has improved year-round comfort for community users, enabled more programs and events, upgraded meeting room capability, and strengthened operational sustainability, including continuous kitchen refrigeration. We are now exploring options to further expand battery capacity to support long-term efficiency and resilience.	Y	N/A Minor Capital Works	N/A Minor Capital Works	

Operational & Partnership Grants - Community Interest Organisations

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers
1	**AWARE Wildlife Rescue**	Rescues and rehabilitates sick, injured or orphaned native wildlife, educates the community about wildlife and runs a 24/7 wildlife emergency hotline	**$3,000.00**	Y	The grant has allowed us to keep our wildlife rescue and rehabilitation services ongoing. It has contributed in allowing us to keep our 24/7 wildlife rescue hotline in operation and to provide the essential species specific food/formula in order to successfully rehabilitate orphaned or injured wildlife. Our educational workshops have also encouraged community involvement in the protection and preservation of wildlife and the environment.	Y	137	24
2	**Chelsea & District Historical Society**	Operational costs to preserve Kingston's history	**$3,477.83**	Y	Funding was used to support operational costs associated with the following activities: Conservation of and access to the CDHS collection through: 1. Digitisation of collection for Victorian Collections requiring supplies for computers, 2. Research and materials for talks to primary schools, 3. Production of promotional materials and exhibition displays, 4. Maintaining and developing social media presence including an increase in Facebook members from 208 in February 2023 to over 1350 by August 2025, 5. Production of regular newsletters 6. Meeting operational costs of meeting and archive rooms rent, insurance, pest control. We are now using a variety of means to connect with diverse audiences and reach out to people in the local area in ways that enable more and younger people to access local history on their own terms eg using social media such as Facebook. We are sharing our stories on other local Facebook community pages to reach a wider audience. We have been encouraging email requests for information and inviting members of the public to call in during regular office hours for example if they are seeking information connected to family histories or have items to share. We hold our exhibitions in accessible premises close to public transport links.	Y	2000	1800
3	**Chelsea Community Church of Christ Careworks Inc**	Big Breakfast - A menu style, 3 course hot breakfast offered every Wednesday	**$12,000.00**	Y	Receiving the grant allows us to cover the cost of food for an average of 70 patrons each week, additional costs have been covered by donations. Attendance is seasonal, with less patrons attending over the winter. Donations are not a consistent source of income and have been decreasing as the cost of living has increased. Patrons include all ages from youth through to seniors (85 plus), homeless, financially destitute, all nationalities regardless of gender, race, mental health, religion or other beliefs. Breakfast is open to all.	Y	3640	3640
4	**Chelsea Concert Band**	The Chelsea Concert Band provides musical entertainment at various events	**$8,500.00**	Y	The funding from the City of Kingston was used for a variety of purposes such as instrument insurance, public liability, hall hire, music purchase, instrument repair, and concert supplies for audience members amongst other expenses. Music is universal, so it links people from all walks of life. As a band, we invite anyone to join who plays an instrument. For our concerts all are welcome, which creates an inclusive environment for people to make connections though the medium of music.	Y	300	250
5	**Dingley Village Historical Society**	Research, collate and verify the history of Dingley Village; undertake projects of particular interest to the community and school children; regular social and educational activities	**$3,477.83**	Y	The funding was spent on the ongoing costs of running the Dingley Village Historical Society and the initial costs associated with creating new projects that support the school curriculum. Dingley Village Historical Society (DVHS) has rooms that are accessible and open to all people. The rooms are open on Monday, Tuesday and Thursday mornings or at other times by request. Our school programs are available to all schools. DVHS has a monthly article published in the Dingley Dossier that is delivered to all premises in the area. DVHS has a stall at the monthly Farmers Market as well as having our rooms open on Market days for people to visit.	Y	300	200

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers
6	**Golden Days Radio**	Community radio and internet broadcast service to 50+ citizens	**$5,000.00**	Y	We provide a broadcast service to 50+ citizens. We deliver music that invokes fond memories and is good melodic quality together with information delivered on a range of platforms that include the broadcast bands of FM and Digital as well as internet based services. This funding assisted us in continuing our vital community services in liaising with the over 50s cohort in meeting our requirements with the Community Broadcasting Association of Australia as part of our licensing agreement.	Y	500,000	100,000
7	**Mentone Public Library**	A community library and a vibrant Writers Centre, fostering creativity and community engagement	**$3,000.00**	Y	The funding is used to pay the Library's ongoing, day-to-day, operational costs, including annual building rent, internet monthly cost, annual subscription for Zoom, Consumer Affairs lodgement fees, author presentation fees, auditing fees, book purchases, etc. A significant change from the application was to cut back on our usual 'Writer Meets The Readers' program and instead of running eight presentations – we ran only one. Resources were instead applied to the preparation of the 1925-2025 Centenary Celebrations. By its nature as a Writers Centre, the Library encourages or learns about diversity through author presentations which take readers on a journey of diverse experiences.	Y	420	320
8	**Mordialloc & District Historical Society Inc**	Redesign our display space and add several new displays to attract and educate visitors on local history	**$3,477.83**	Y	Museum space underwent significant addition and rearrangement to increase area for displays. Funding was also used to pay utilities, internet, phone, ink for printers, Norton, etc. Museum is open to all comers every week and often attracts people of diverse backgrounds who are new to the area. Local history photographs posted on Facebook for all to see.	Y	550	500
9	**Mordialloc Jazz Orchestra (MoJO) - Mordialloc Brass Band**	A community band that rehearses weekly and performances, including: Big Band Sunsets Festival, Jazzeoke, Carols by Kingston, ANZAC day services	**$10,600.00**	Y	Most of our funding was used to pay for our monthly Jazzeoke events. Money was paid to Kingston for venue hire. Other expenses include new music charts and equipment. We would not have been able to run the September jazzeoke if some of the hire fees had not been waived. Our Musical Director has not been paid his monthly honorarium for the last 2 months.	Y	1000	700
10	**Our Lady of the Assumption Cheltenham Conference, St Vincent de Paul Society Vic Inc**	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs	**$1,000.00**	Y	The amount of $1000 received under this Agreement was absorbed into the general funds of the Conference and was completely spent in providing a wide variety of assistance to the poor, needy and disadvantaged persons in our community. During 2024-25, our volunteers made over 570 visits to the homes of those seeking help and provided help valued at around $91,000. For example, we purchased and distributed Supermarket food vouchers $24,700; food parcels of purchased & donated foods valued at $40,000. Also, we made Part payments of - Utility Bills $4,800, Education costs $9,600, Transport Costs $2,500, Accommodation $1,000. Finally, we provided Gift cards for children's Christmas Presents $5,300 and furniture $5,000. Also, we distributed Vouchers for shopping at Vinnies Stores (Op Shops) $11,200. The activities of our Conference (and the Society) are aligned with Council's policies regarding community access, diversity and inclusion. Our aim is to assist people living in poverty arising from illness, disability, unemployment or other causes as well as those marginalised for other reasons, without regard to race, colour, creed, sexual orientation etc. We believe that our work always improves the plight of the poor and marginalised in a small but material sense. Through home visits by our volunteers, we may also reduce people's sense of isolation (if any) and provide access to information on other sources of assistance.	Y	1390	1380
11	**Radio Carrum**	Radio Carrum Helping Hand - community internet radio station providing quality, state of the art service	**$3,200.00**	Y	It assisted us with payments to broadcasting organisations, internet fees, podcast distributors, etc. and also to update equipment that was unserviceable. By visiting our social media and website, it is clear to see the diverse range of people and organisations we have included in our broadcasts. We proudly have an open door policy to voices that would not normally be heard on radio. Our broadcasters showcase a unique story that complements the dynamic nature of our local community.	Y	350	200

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers
12	**Rotary Club of Chelsea**	Vital Volunteers Night to thank the volunteers over an evening meal and festivities on 20/5/2025	**$3,000.00**	Y	The purpose of the Vital Volunteers working group is to bring together many of the local community groups and thank them for their efforts on behalf of Kingston Council. These funds were used to provide a meal as a means of thanking the Volunteers. Guest speckers for the night were - Kingston Council CEO - Peter Bean / Kingston Woman of the Year - Leanne Maloni from the "Ladies of Lochiel". A way for Kingston council to thank its volunteer groups for their efforts and also gives the volunteer groups the opportunity to promote themselves and network between the groups. *Note: Additional information has been requested to complete the acquittal*	N	65	60
13	**South Oakleigh Wildlife Shelter**	The largest wildlife shelter in suburban Melbourne delivering a 'caring for wildlife' program involving community education, engaging the men' shed to build possum boxes, and coordinate volunteers to plant trees and put-up possum boxes	**$7,000.00**	Y	Our project speaks to the Public Health and Wellbeing Plan 2021 – 2025 and Living Kingston 2035 in terms of making a positive difference to our environment through supporting the involvement of the community in caring for and managing our biodiversity and natural resources.Engagement with the natural environment benefits all Kingston residents as it not only promotes community connectedness through active participation but social isolation and improves community health and wellbeing.	Y	250	180
14	**Southern Area Concert Band Inc**	The Southern Area Concert Band (SACB) provides musical entertainment at various events. All Musicians of all abilities are welcome	**$9,581.00**	Y	The funding was used to support the SACB ongoing activities and programs. The grant accounted for approx 40% of the budget. This was for used for payment of musical directors of the three bands, new music and band equipment, venue hiring, etc. SACB group of bands provides music playing and creative outlet for community members in City of Kingston and neighbouring communities. We bring together young children and music students, adult musicians, senior citizens, persons of diversity, amateur musicians, professional musicians and teachers to participate and work together in musical and social events.	Y	740	350
15	**Southern Community Broadcaster Inc (88.3 Southern FM)**	Enhancing radio coverage of Kingston news and Council activities	**$4,000.00**	Y	Southern FM has moved premises during this period of time. The funding provided was very helpful to the radio station as we faced several unexpected issues during the changeover. Much of our equipment is old and a lot failed during the move or prior to the move. The most notable was our transmitter, which has been replaced. We are mandated by licensing with ACMA to provide a local voice to the community we serve. For Southern FM this means the South Eastern suburbs of Melbourne. We provide a voice for people who find it difficult to access mainstream media outlets. For example, we have presenters who are living with physical or mental disabilities because we value inclusion and diversity in our membership. We do everything possible to assist people of all abilities, by ensuring the design and usability of our studios removes barriers to participation. This is in contrast to the commercial radio sector and it underlines the importance of community radio. Another example is that we broadcast material that isn't 'mainstream' such as that featured on community radio. We broadcast genres of music that are not considered mainstream and this generates positive feedback from our local audience. For members of Southern FM who are unable to attend the radio station to present programs, we encourage and support people to set up "home studios" where they can record shows and submit them for broadcast. We broadcast information relating to the LGBTIQA+ plus community and we have a range of programs in languages other than English.	Y	1000	220
16	**St Brigid's Mordialloc Conference, St Vincent de Paul Society Vic**	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs	**$1,000.00**	Y	St. Brigid's Mordialloc, St. Vincent De Paul Society has used the funds over the past 12 Months to supply food, essential supermarket cards and furniture/whitegoods or other forms of assistance to those disadvantaged residents within our community. Our support services are available to all members of the public who are in need regardless of race, creed or belief.	Y	241	229
17	**St Vincent de Paul (Aspendale Conference)**	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs	**$1,000.00**	Y	The financial support provided by Kingston City Council was used to provide assistance in the form of material aid such as food or food vouchers, clothing, furniture, help with utility bills and educational costs. We have provided services to all Kingston community members who have sought our assistance regardless of race, creed or beliefs. We have undertaken approximately 120 visits over the past 12 months.	Y	260	260

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers
18	**St Vincent de Paul Society Inc. Mentone Conference No: 286**	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs	**$1,000.00**	Y	Funding used to purchase Woolworths Essentials Cards for provision to Callers in need to enable them to purchase groceries, fresh food and vegetables, meat and personal items from a Woolworths Supermarket. Cards do not allow for the purchase of any liquor and/or cigarettes. Our charter and activities support all callers/people in the Kingston Council area who are looking for help and non one is not supported and/or discriminated against. All our members have no issues with access, diversity and inclusion. Training programs are regularly run by the St Vincent De Paul Society Victoria in this regard and all members must attend and agree to work as instructed.	Y	720	345
19	**St Vincent de Paul Society, Chelsea**	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs	**$1,000.00**	Y	During the year the funding received was used to help purchase food ,clothing and furniture that was supplied to those in need. Our central Call Centre is accessable by the general public thus ensuring all those calling for help receive a visit to attend to there needs.	Y	864	864
20	**St Vincent de Paul Society, Clayton South Conference**	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs	**$1,000.00**	Y	We provided essential support to vulnerable families through food and fuel vouchers, clothing, and assistance with educational expenses, which has had a lasting positive impact on children. Our volunteer-led team meets companions (those seeking help) at flexible times throughout the week to ensure timely assistance. Several families facing financial hardship, were able to meet some of their outstanding payments through our support.	Y	482	482
21	**St Vincent de Paul Society, Moorabbin**	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs	**$1,000.00**	Y	These funds were utilised to assist disadvantaged residents of Moorabbin with supermarket vouchers for purchasing essential food supplies. Our emergency relief services are available to any resident requiring assistance. Our services align with the City of Kingston's vision for an inclusive, resilient community where we all share a safe, sustainable environment.	Y	82	82
22	**St Vincent de Pauls - East Parkdale Conference**	Emergency assistance to residents in the Cheltenham area, including home visitation, and material aid such as food or food vouchers, clothing, furniture, help with utility bills or back to school costs	**$1,000.00**	Y	Enabled those in need to continue their struggle and progress from their disadvantaged state to the limit of our resources. Those requiring assistance make a call to the St Vincent de Paul call centre in Box Hill and our Conference is emailed with the details. A member of the Conference makes contact to discuss how we can be of assistance and an appointment is made for 2 members of the Conference to visit No one is turned away and all are treated with empathy & respect.	Y	250	250

Operational & Partnership Grants - Specialist Community & Welfare Services

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers
1	**Anglican Parish of Longbeach – Pantry 5000**	Emergency and ongoing food relief for eligible people in the Southern Kingston and Northern Frankston regions	**$37,000.00**	Y	Pantry 5000 has provided emergency and ongoing food relief to 700 individuals and families in financial need in the local area including homeless people, pensioners, single parent families and people with mental health issues. Each week people receive about $100 -$120 value of food. A total of 10,543 hampers were distributed with a value of over $1,120,000 that has been saved by the community. The grant has i) enabled Pantry 5000 to provide a varied range of food items that support families and individuals. ii) supported the ongoing operating costs of the activities including support for the power to run a cool room, 8 freezers and a large refrigerator, as well as the collection of garbage.	Y	640	500
2	**Bayside Community Information and Support Service Inc**	Emergency relief operating over two sites providing information, referral, support, advocacy and emergency relief to low income and vulnerable community members, experiencing financial hardship, disability or mental health issues within Kingston and Bayside regions	**$50,000.00**	Y	Funding contributes to our community outreach, emergency relief and administration costs. This funding allows BayCISS to avoid transactional emergency relief. Whilst ER is the most common request, this funding supports us to provide wraparound services which help us identify the underlying crises and appropriate services and referrals to facilitate ongoing positive change.	Y	5500	1700
3	**Chelsea Community Support Service**	Welfare services. Provision of emergency relief, food parcels, energy hardship support, financial literacy workshops	**$90,000.00**	Y	The funding received from Kingston was allocated to the running costs of our agency allowing for ALL other funding received to be distributed to community members in need. This support looked like food vouchers, food parcels, car registration and license renewal. household goods, phones and phone credit, gap fees for medical and dental, prescription medications, travel expenses (MYKI's), school relief supports, utility bills, support with moving expense and storage unit fees. Without the infrastructure in place that Kingston funds such as paid staff (0.9 FTE) utilities, IT, insurance, office expenses etc. we would not be able to open 5 days per week and manage our team of 22 volunteers to deliver the services we do to the community.	Y	3767	3693
4	**Emerge Women & Children's Support Network**	Family violence support service. In partnership with Peninsula Community Legal Centre, to provide specialist legal support services for women coming into refuge	**$61,669.00**	Y	The funds have been used to deliver the Legal Health Check Program and have been allocated across Emerge and Peninsula Community Legal Centre. Place-based legal health checks have been a significant and deeply helpful addition to holistic service delivery at our specialist family violence service. Most clients present with multiple interconnecting legal issues, and having on-site legal health checks have assisted the clients to access legal support, ensure that clients are referred to the right service and are allocated duty lawyers as is required.	Y	23	23

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers
5	**Family Life Limited**	Welfare services. Specialist family services provider providing whole-of-community approach to build resiliency and healthy relationships, and to achieve better outcomes for survivors of family violence	**$60,176.49**	Y	During the 2024/2025 financial year, all funding provided by the City of Kingston was fully utilised to deliver psychological services through the Heartlinks program. This funding enabled the provision of 52 new counselling packages, each consisting of five psychology sessions. These packages supported individuals and families in accessing timely, high-quality mental health care, contributing to improved wellbeing across the community. The funding provided by the City of Kingston has had a meaningful and lasting impact on the accessibility of psychological care for vulnerable children and adults in the Kingston community. During the 2024/2025 year, Heartlinks established the ability to directly claim Medicare rebates. This development has significantly reduced the upfront cost of ongoing psychological support for clients who initially accessed services through the Kingston grant. As a result, many individuals have been able to continue their care beyond the initial funded sessions, enabling longer-term treatment and more stable mental health outcomes. This continuity of care is particularly important given the limited availability and numerous barriers to access other free services such as Headspace and Child and Youth Mental Health Services, which often involve long wait times or strict eligibility criteria. The Kingston funding has helped bridge this gap, ensuring timely and affordable support for those most in need.	Y	52	52
6	**Make a Difference Dingley Village**	Emergency relief support and counselling	**$40,000.00**	Y	We are providing grocery vouchers from Woolworths and have assisted with utility & pharmacy costs. We have provided fuel cards for the homeless and toiletries, including essentials like toilet paper, toothpaste and toothbrushes, along with sanitary items, blankets and bedding. We have invested into our organic vegetable patch and have been providing fresh produce and have also provided from Oz Harvest. We have purchased basic food items, such as rice and pasta, for families and singles to use. Our financial counselling service has assisted well over 200 clients during this time with unmanageable debts, budgeting, and waving of fines. So many people have been more able to sleep at night because of your support and investment in this organisation, towards your local struggling community. The program that attracts the most visits is our weekly Food Pantry, where the struggling receives food supplies that help balance their dwindling finances. They are also given organic food from our garden, and assistance with their needs through our financial counselling services. Our garden volunteer and oversight, Giuseppe, makes sure that our clients are well cared for and interacts with them to encourage and ascertain need. Our passionate team of volunteers and staff are constantly reassessing the best way to support and gather supplies that do 'make the difference' and of course, the team are very aware of the need for them to leave with a sense of being honoured and respected and being supported practically, along with a sense of hope, as they leave.	Y	2671	2602

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers
7	**Mentone Community Assistance & Information Bureau Inc**	Emergency relief support, referral and counselling support, financial budgeting support, legal advisory service, advocacy service	**$54,903.90**	Y	The funding was used to cover our Operational costs that allowed us to provide the following holistic support services to the Kingston community: * Emergency Relief Program - provides assistance in the form of food, food vouchers, assistance with household bills, education and medical costs, transport costs and other material or financial support. This service includes the carrying out of client intake and assessment. * Referral and Support Services - client referrals to appropriate providers of services where other resources are needed to fully support and assist the client. * Emergency Relief After Hours Food Support - food parcels supplied to local Police Stations for after-hours collection by individuals in need of emergency food relief. * Budgeting Service - to promote financial literacy of clients and try to address underlying reasons for their financial difficulties. * Free Legal Advisory Service - after hours service delivered by qualified solicitors. * Advocacy Service - assist clients in contacting organisations to help with their situation (eg contacting utility providers about Hardship Relief or Utility Relief Grants). * Information Service - provision of brochures and information to local residents advising them of the services and/or assistance available to them. * Tax Help Program - free Income Tax Return lodgment for low-income community members. * Drop in centre where everyone is welcome for a chat * Financial Counselling Referrals to a local provider * Assistance with Correspondence and Completing and Understanding Forms This funding allows us to have a secure base of funding allowing the coordinator to organise and manage the volunteers, create a new website and allow time to support and assist our clients. We have a number of new clients that need extra time to establish their needs and provide a range of referrals and services to each client.	Y	857	762
8	**Peninsula Community Legal Centre Inc**	Legal support services at Chelsea and Westall Community centres. Family violence services	**$40,000.00**	Y	Peninsula Community Legal Centre Inc. used the funding as outlined in our application to provide free legal services to Kingston residents through our centralised intake service and visiting services in Chelsea and the Westall Hub. Services included advice, casework and court representation. PCLC also provided community legal education and systemic advocacy activities to support Kingston residents. The funding from the City of Kingston enhanced our capacity to deliver free legal services, this not only improved access to justice for vulnerable and disadvantaged Kingston community members, it also enhanced the health and wellbeing for residents, when PCLC was able to secure legal outcomes.	Y	16500	1162
9	**South East Community Links**	Welfare services. Provision of group activities and individual support for young people	**$19,256.00**	Y	Funding was used for a part time social worker and Client support expenses. The funding enabled us to provide expanded service to clients in Kingston, and in particular the Westall community hub and students of Westall secondary. 298 young people engaged over the period in youth activites, ranging from youth parliament to camps for vulnerable individuals. 74 participants in cooking workshop and resulting development of culturally appropriate workbook. 48 young people were supported to obtain their P's.	Y	298	270

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers
10	**The Motivation Ltd t/a The Women's Spirit Project**	Welfare services to support and empower vulnerable women in the Kingston, Frankston, Mornington Peninsula and Casey regions, to transform their lives through participation in fitness, health and wellbeing activities	**$38,500.00**	Y	The Spirit of Transformation Program our 10 week program was delivered in partnership with Frankston City Council from May to July 2025. This program is designed to inspire, empower and support women to transform their lives through fitness, health and wellbeing activities delivered with other women. It was delivered from 9.30am to 2.30pm over 10 weeks. Activities delivered over the course of the 10 weeks included; goal setting and boundary setting, journaling, yoga, Wayapa, Mandala creation, women's health and menopause, group fitness training, walking, communication, and presentation skills. The program was supported by 13 mentors, 4 paid staff, and 3 volunteers. Participants and mentors participated in monthly Sunday morning Catch and Up and connect walks. These walks continue to be fully booked to capacity each month and are led by a qualified and trained walk leader and two additional WSP volunteers. Our quarterly women's circle events continue to be booked to capacity. **Successes:** The processes for briefing, debriefing, and following up with participants and mentors; Trauma Informed Training provided to facilitators; The program creates a safe space for women to connect, share experiences, and form supportive relationships, reducing feelings of isolation. Many participants have remained in contact with each other, engaging in social activities via the post program Facebook group; Intentional pairing of mentors and participants enabled tailored and personalised support. E.g.: participants who were navigating domestic violence circumstances were matched with a mentor who had expertise in this area. Participants who identified as neurodivergent were matched with a neurodivergent mentor, accommodating support for different communication styles; Participants who have experience benefits from previous program have become advocates, sharing their experiences, and encouraging others to join future programs. Several participants were referred via word of mouth from previous participants; Some women have now found independent housing, jobs and completing further education; Many women participated in the monthly Catch Up and Connect Walks which continue to be booked to capacity each month of 30 participants.	Y	40	9

Operational & Partnership Grants - Community Centres & Neighbourhood Houses

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers
1	**Aspendale Gardens Community Centre**	Operational Expenses	**$83,000.00**	Y	Our funding was used to support staff wages to over a range of our programs including operational staff and staffing wages to cover a range of our services and programs including our soft plastics recycling program, container deposit scheme, Kogo (knit one give one) sessions, playgroup, karate, junior giants basketball and our Friday childcare program. This funding allowed us to administrate our programs for the community. Without this funding we would not be able to manage these programs within our centre. Participation in our programs provides opportunities for people to develop friendships, learn, grow, connect and be active in their community. A kind and connected community reduces isolation, can break down barriers between different cultures and groups and improves mental well-being within the community. Our programs also support the physical wellbeing of our community members as a number of our programs align with physical fitness and personal well-being. The funding also allowed us to prioritise our environment by providing programs aligned to recycling and sustainable living education.	Y	29,399	27,341
2	**Chelsea Heights Community Centre**	Operational Expenses	**$75,000.00**	Y	The funds were strategically allocated to strengthen the Centre's mission and community impact across four key areas. 1. **Program and Activity Development:** A major portion of the funding enhanced program offerings, leading to increased participation. Funds covered program supplies, equipment, and instructor fees for health, wellbeing, creative, and skill-building workshops. 2. **Staffing and Personnel:** Funding supported part-time staff wages (Manager, Program Coordinator, Office Assistant, Playgroup Leader, Finance Officer) and essential professional development, including First Aid, Working with Children, and Police Checks. 3. **Facility Operations and Maintenance:** To accommodate growing attendance, the Centre maintained safe, welcoming facilities. Funds covered insurance, utilities, cleaning, maintenance, and essential software for administration and accounting. 4. **Marketing and Outreach:** Targeted marketing—flyers, posters, and digital promotion—helped attract new participants and foster community connections. Overall, the funding strengthened community engagement by improving program quality, accessibility, and safety. It enabled the Centre to connect with new audiences, diversify participation, and build a stronger sense of belonging. By investing in people, programs, and spaces, the funding created a more vibrant, inclusive, and resilient community hub.	Y	36,894	29,515
3	**Cheltenham Community Centre**	Operational Expenses	**$89,000.00**	Y	The funding supported the core operational capacity of Cheltenham Community Centre, enabling reliable delivery of programs that promote social inclusion, health and wellbeing, skill development, and volunteering. Funds covered staff wages for volunteer coordination, adult education support, program delivery (including unfunded classes for people with disabilities), and compliance-related admin tasks. We also maintained our vibrant Community Café and kitchen services, which provide meals and connection for disadvantaged residents. This funding directly supported over 45,000 visits annually to Cheltenham Community Centre and enabled vulnerable residents - including people with disability, newly arrived migrants, older adults, and people experiencing financial stress - to access services, develop skills, and connect with others.	Y	45,543	19,830

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers
4	**Dingley Village Neighbourhood Centre**	Operational Expenses	**$75,000.00**	Y	The funding was used in support of the ongoing delivery of programs and services at Dingley Village Neighbourhood Centre throughout the funding period. The funds were primarily used to contribute to operational expenses, including staffing, program facilitation, administration, and essential running costs such as utilities and insurance. This funding also enabled us to strengthen community engagement by maintaining core services, supporting volunteer coordination, and enhancing our communication with participants. It has allowed us to remain a welcoming, inclusive, and reliable space for the local community, with programs and services continuing to respond to emerging needs. It had a positive impact on our local community by enabling Dingley Village Neighbourhood Centre to continue offering accessible and inclusive programs, services, and events. It helped ensure that our doors remained open to people of all ages, backgrounds, and abilities, particularly during times of social and economic uncertainty. We could maintain a welcoming and safe environment where community members could connect and learn. It also allowed us to respond more flexibly to community needs, support volunteers, and reduce isolation through meaningful engagement and activities.	Y	15,000	13,500
5	**Longbeach Place**	Operational Expenses	**$72,000.00**	Y	Funding was utilised to cover core operational expenses and staff salaries, as outlined in our application. All expenditure was in line with the funding agreement and supported the ongoing delivery of programs and services at Longbeach Place. This included wages for our key staff and payments for essential running costs (e.g., utilities, insurance, and administrative costs), ensuring we could deliver our community programs and activities. The funding from Kingston City Council has had a significant positive impact on the Longbeach Place community. It enabled us to maintain open doors, offer a stable program of activities, and provide a safe, welcoming space for people of all backgrounds. Council support allowed us to deliver a wide range of programs for adults of all ages, including health and wellbeing, art, language, and all-abilities classes.	Y	4,354	3,395
6	**Mordialloc Community Centre**	Operational Expenses	**$85,000.00**	Y	The funds were used to provide operational and program support to suite of activities and services that we provide to the Kingston Community. The funding helps keep the doors open, assisting with operational costs such as staff wages, and utility costs. This inturn creates a safe, accessible space where people of all ages and backgrounds can gather, connect, and feel a sense of belonging. Council funding enables the centre to run affordable or free activities, these programs offer positive outlets for young people, lifelines for seniors, and support for families. This year we have added a number of new recreational programs for our seniors including Yoga and table tennis. Importantly for our centre funding provides volunteering opportunities, boosting confidence, skill-building, and community pride. We have seen an increase in volunteer participation.	Y	3,500	3,000
7	**Mordialloc Neighbourhood House**	Operational Expenses	**$89,000.00**	Y	Mordialloc Neighbourhood House is and will be using the the funds for operational support. The funds are allocated toward salary and on costs of the finance, administration and now program coordinators positions. The new role of program coordinators has allowed us to increase the number of programs we deliver and our operation hours. Prior to the funding we were running at capacity with our staffing, having the ability to employee a program coordinator has allowed us to improve our media exposure, run new programs, collaborate more with other community business and organisations. In turn this has meant we have more foot traffic coming in the house and more community presence.	Y	538	386

Community Festival, Events & Creative Activities

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers	Date Held (for events only)
1	**Aspendale Gardens Residents Association**	Biennial community fun day	**$12,500.00**	Y	The Community Fun Day encouraged all residents of Aspendale Gardens and surrounding suburbs to participate by having a range of activities for all groups. The activity is designed to build a sense of community by getting to know Neighbours and other residents of the broader City of Kingston community. Our Community Day is not only for Aspendale Gardens but also for other residents in the City of Kingston. We advertised our Community Day on our Facebook page, our Website, Ritchies IGA advertised through a letter drop and we also advertised on the Kingston City Event Calendar. So, the event not only benefited Aspendale Gardens residents but surrounding suburbs such as Aspendale, Chelsea Heights, Waterways, Mordialloc and Edithvale.	Y	1,500	1,500	30/11/2024
2	**Australia Mission of SAI (AUMSAI) Inc**	Kingston Diwali – Festival of Lights	**$25,000.00**	Y	The Kingston Diwali event, held at Namatjira Park, brought together a vibrant mix of cultures, traditions, and communities, fostering inclusivity and unity within the wider Victorian community. The event was a celebration of Diwali, the Festival of Lights, but its impact went far beyond just a cultural gathering. By engaging people from various backgrounds and offering a space for everyone to celebrate, Kingston Diwali served as a bridge between different communities, enhancing multicultural understanding and appreciation. One of the primary benefits of Kingston Diwali was its ability to create an inclusive environment. The event attracted over 5,000 attendees, including people from culturally and linguistically diverse (CALD) backgrounds. The festival provided an opportunity for individuals and families to share in the joyous spirit of Diwali, regardless of their cultural or religious affiliations. The diverse nature of the event fostered mutual respect, allowing attendees to experience new traditions, music, dance, food, and art from India, while also offering a chance for them to showcase their own cultural contributions. Kingston Diwali contributed to greater cultural exchange and understanding, reinforcing the importance of inclusion and acceptance in our community. Kingston Diwali highlighted the rich diversity of Victoria, providing a platform for local artisans, performers, and businesses to showcase their talents and products. More than 40 local vendors, including food stalls, craft shops, and artisans, participated in the event, boosting local economies and encouraging small businesses. The event served as an excellent opportunity for these entrepreneurs to reach a wider audience, many of whom were attending the festival for the first time. As a result, Kingston Diwali played an important role in supporting local businesses and fostering economic growth within the region.	Y	5,000	3,000	2/11/2024
3	**Druze Community Charity of Victoria**	Druze Community of Victoria Fete	**$25,000.00**	Y	We were able to build on social cohesion and share culture and traditions from the 15 different cultural, dance, religious and other speciality community groups through food, dance and music with the wider Kingston community, the 5000 who attended, were able to participate by sharing in the festivities, eating cultural food, learning dances and language and hearing traditional songs.	Y	5,000	2,000	24/11/2024
4	**Eisteddfod by the Bay Inc**	Eisteddfod by the Bay performing arts	**$25,000.00**	Y	The funding was used for the payment of venue hire, technical support and operational costs which have risen dramatically of the past few years. We advertise this event online and in various publications and attract audiences and entrants from the local area. Our objective is to inspire and empower students in the creative arts to showcase their talents within the broader community.	Y	1,591	803	27/08/2024
5	**Hellenic Commuity City of Moorabbin**	Greek carnival	**$11,592.74**	Y	We used the funds to run our annual festival celebrating diversity of cultures that has been running for the last 20yrs. The festival is very popular which brings together different cultures/nationalities/families and people who are isolated. The annual carnival benefited not only the greek community but all multi cultural communities. It joined hundreds of people from all walks of life eating and dancing. In 2024-25 we experienced severe weather conditions which impacted our outdoor activities ie dancing groups, marques, performance stages, extra tables & chairs, therefore we had to improvise and move all activities indoors.	Y	1,200	900	23/02/2025

	Name	Details	Funding Received (24/25)	Acquittal Received	Reported Impact of Funding	Acquittal Accepted (Y/N)	Acquittal Participant Numbers	Acquittal Kingston Participant Numbers	Date Held (for events only)
6	**L'Chaim Chabad Inc**	Chanukah @The Foreshore	**$10,000.00**	Y	As well as engaging the jewish community of Kingston and surrounds, the event was an opportunity to showcase a small example of jewish cultural practice to the wider community, thereby breaking down barriers between different cultural groups. Both young and old benefitted from attending , with the opportunity to connect with others and feel part of a group. Especially this past year. Where many in the Jewish community have felt targeted and unsafe, this event afforded people the opportunity to regain trust in the wider community and feel safe again. As well as creating a culture of tolerance and understanding within the wider community.	Y	1,000	800	26/12/2024
7	**Melbourne Shwetambar Jain Sangh Inc**	Paryushan Maha Parva - Festival of Kshamapana (forgiveness)	**$10,000.00**	Y	*Note: Additional information has been requested to complete the acquittal*	N	800	400	
8	**Mordialloc Jazz Orchestra**	Big Bands Sunsets Festival	**$13,600.00**	Y	The residents of Kingston benefited from the free entertainment every Saturday in February. Thousands of people attended. School and community bands had the opportunity to perform. We had fabulous feedback from audiences each week about how much the enjoyed the shows.	Y	2,000	1,000	1/2/25 to 22/2/25
9	**Parkdale Gift Inc**	Beachside Gift and Sand Classics	**$25,000.00**	Y	The funding supported essential logistics for both the Beachside Gift and the Sand Classic, enabling the events to proceed and strongly aligning with Strategic Objective One by contributing to a vibrant, inclusive, and well-connected city. The events attracted over 900 athletes, offered equal prize money, and included races for all ages and abilities, with excellent disability access and supported participation from people with disabilities. They brought together local clubs and community groups, with additional benefits through canteen revenue for host clubs. The events were widely enjoyed, well attended, and professionally broadcast via Kayo Sports and Melbourne media platforms, showcasing our first-class facilities to participants and spectators from across Australia.	Y	3,500	2,500	2/3/25 & 16/3/25
10	**Waterways Residents Association Inc.**	Waterways Community Festival	**$10,500.00**	Y	The 2024 Waterways Community Festival provided significant benefits to the wider Kingston community by fostering inclusion, celebrating diversity, and strengthening local connections. The festival welcomed over 2,500 attendees, with the majority being Kingston residents, including families, children, young people, and older members of the community. It created a safe, free, and family-friendly environment where people could come together, experience cultural performances, enjoy food and entertainment, and participate in activities that promoted wellbeing and belonging. The event highlighted and embraced the rich multicultural makeup of Waterways – where more than 40% of residents are born overseas – by showcasing cultural performances and providing opportunities for intercultural exchange. This contributed to building understanding and harmony across the wider Kingston community. Importantly, the festival also supported local businesses, performers, and community groups, giving them a platform to share their talents and connect with residents. The sense of community pride generated through this shared celebration has ongoing benefits, strengthening social cohesion and reinforcing Kingston's reputation as a vibrant, inclusive, and welcoming municipality.	Y	2,500	2,350	1/12/2024

Ordinary Council Meeting

27 April 2026

Agenda Item No: 9.3

INDIVIDUAL DEVELOPMENT GRANTS AND COMMUNITY SMALL GRANTS - QUARTERLY REPORT (JANUARY - MARCH 2026)

Contact Officer: Gillian Turnbull, Coordinator Community Capacity

Purpose of Report

The purpose of this report is to present the quarterly (1 January - 31 March 2026) funding outcomes of the Kingston Grants Program for the following streams:

- Individual Development Grants
- Community Small Grants

The report also considers the future of Individual Development Grants.

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 funding outcomes of the Individual Development Grants for 1 January - 31 March 2026, as presented in Appendix 1.
2. Note the funding outcomes of the Community Small Grants for 1 January to 31 March 2026, as presented in Appendix 2.
3. Cease the Individual Development Grants Stream on 30 June 2026 and note that Council officers will update the Kingston Grants Program Policy and Grants Guidelines to reflect the endorsed recommendations.

1. Executive Summary

This report presents the quarterly (1 January – 31 March 2026) funding outcomes of the Kingston Grants Program for the Individual Development Grants and the Community Small Grants streams.

Individual Development Grants (Appendix 1)

- Funding outcomes were determined for 19 Individual Development Grant applications. Of these, 17 applications were eligible under the Kingston Grants Program Policy and Individual Development Grant Guidelines.
- Of the 17 eligible applications:
    - 16 were approved for funding.
    - One application was unable to be funded due to the monthly budget allocation being exhausted.

Community Small Grants (Appendix 2)

- Funding outcomes were determined for 16 Community Small Grant applications. Of these, all 16 applications were deemed eligible as per the Kingston Grants Program Policy and Community Small Grant Guidelines.
- Of the 16 eligible applications:
    - 15 applications were approved for funding.
    - One application was not approved for funding as the event was only for club members and did not benefit the wider community (funding outcome determined in March 2026).

Changes to the Kingston Grants Program Policy
Under the previous Kingston Grants Program Policy, superseded by the adoption of an updated Kingston Grants Program Policy at the Council Meeting on 2 February 2026, the following authorisation applied from 1 January - 2 February 2026:

Individual Development Grants:
- Funding decisions were delegated to the Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity for Individual Development Grants.

Community Small Grants:
- Successful funding outcomes to be made by Council officer(s), and
- Not recommended funding outcomes to be by decision at a meeting of Council.

At the Council Meeting on 2 February 2026, an updated Kingston Grants Policy was endorsed. Under this Policy, Council delegates all funding decisions for both the Individual Development Grants and Community Small Grants to the Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity.

There was one Community Small Grant not approved for funding in March 2026, and therefore the updated Policy was in place.

Review of the Individual Development Grant Stream
Individual development grants are not a common feature of contemporary grants programs. As part of a continuous improvement approach to community grants and the budget preparation process, officers have taken the opportunity to review the public value of Individual Development Grants.

Analysis of the Individual Development Grant stream across the four quarters from January to December 2025 shows that the program supported 47 individuals with a total of $23,000 in funding, primarily for national and international representative events such as cheerleading, dragon boating, dance and gymnastics competitions. While the stream is designed to support individual achievement rather than broader community benefit, the 2025 data shows limited demand, high administrative effort, and overlap with alternative support pathways available through sporting bodies and charitable organisations, with ineligible applications mainly due to the two-participant-per-club limit. Based on these findings, it is recommended that the Individual Development Grants stream conclude at the end on 30 June 2026.

2. Background

Kingston City Council provides approximately $1.9 million in grants to local organisations and groups to help provide services and projects for health and welfare, arts and culture, sport and recreation, education, environment, and community support.
The Kingston Grants Program plays an important role in enabling the delivery of activities for the benefit of the Kingston community, in alignment with Council's strategic directions,

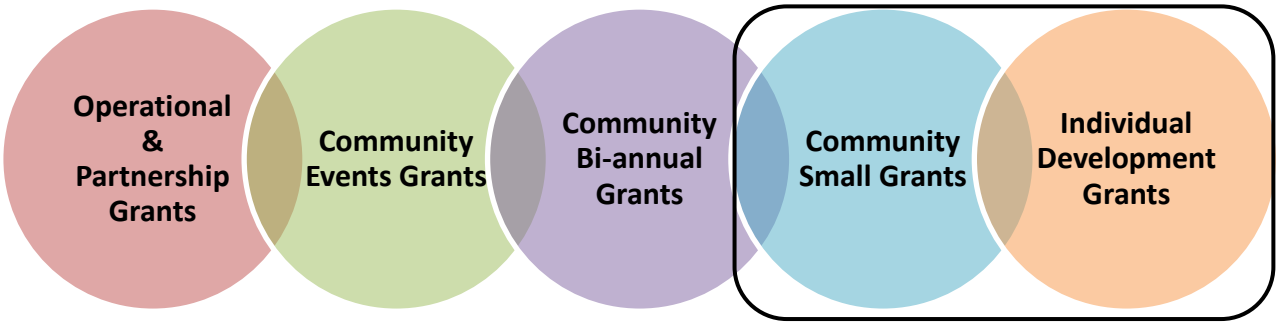
objectives and priorities as identified in the Council and Wellbeing Plan 2025-29 and other strategic documents.

The following principles underpin Council's overall approach to the provision of grants:

- Access: Our community should be aware of grant opportunities. The application process should be easy, and applicants should have the resources and support to apply.
- Equity: Our grants will meet the needs of those in the community who will get the greatest benefit from financial support.
- Inclusion: Application and assessment processes should remove barriers and reduce discrimination for people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from multicultural backgrounds.
- Diversity: People from diverse backgrounds should be specifically made aware of grants, and recipients should represent the diversity of Kingston's community.
- Good Governance: The administration of grants should provide equity of grant allocations and reduce risk to Council.
- Strategic Alignment: Grants programs should be aligned with Council's strategic direction.

Following an extensive review, the new Kingston Grants Program commenced on 1 January 2024 and is governed by the Kingston Grants Program Policy. The Kingston Grants Program consists of five streams with this report specifically relating to the Individual Development Grants and Community Small Grants Streams (refer to Figure 1).

Figure 1 - Kingston Grants Program funding streams



At the Council Meeting on 2 February 2026, Council endorsed an updated Kingston Grants Policy, available at www.kingston.vic.gov.au/grants. Under the previous Kingston Grants Program Policy, superseded by this updated policy, the following authorisation applied:

Individual Development Grants:

- Funding decisions were delegated to the Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity for Individual Development Grants.

Community Small Grants:

- Successful funding outcomes to be made by Council officer(s)
- Not recommended funding outcomes to be by decision at a meeting of Council.

At the Council Meeting on 2 February 2026, a new Kingston Grants Policy was endorsed. Under the current Kingston Grants Program Policy, Council delegates all funding decision for both the Individual Development Grants and Community Small Grants to the Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity.

There was one Community Small Grant not approved for funding in March 2026, and therefore the updated Policy was in place.

3. Discussion

3.1 Individual Development Grants

Individual Development Grants are one-off grants that support individual Kingston residents to compete, perform or represent at a State, National or International level in their chosen discipline. These grants recognise the sacrifices that people make to reach significant goals, seek to develop local leaders and be positive role models. Individual Development Grants can support individuals with registration or entry fees, travel, accommodation, or purchase, hire and transportation of equipment or materials required to compete or participate, in the following disciplines:

- Arts and Culture
- Sports and Recreation
- Environment and Climate Actions
- Humanitarian and Leadership

Individuals Development Grants are open to all Kingston residents, providing funding in the following amounts:

- $200 – State level within Victoria
- $400 – National level held interstate or in Victoria
- $600 – International level held overseas, interstate or in Victoria
- Plus 25% financial hardship consideration

The eligibility criteria, assessment process, and how to apply is outlined in the Kingston Grants Program Policy and the Individual Development Grant Guidelines.

Eligible applications are assessed on:

- Level and location of the activity.
- Level of achievement and development potential in your chosen discipline.
- Level of assistance from other sources.
- Evidence of financial hardship.

3.1.1 Individual Development Grants - Summary of all applications

From 1 January - 31 March 2026, funding outcomes were determined for 19 Individual Development Grant applications. Based on the eligibility criteria in the Kingston Grants Program Policy and Individual Development Grant Guidelines:

- 17 applications were deemed eligible.
- Of the 17 eligible applications:
  - 16 applications were approved for funding.
  - One application was not funded due to the monthly available budget being expended.

To support an equitable distribution of funding through the year, Individual Development Grants and Community Small Grants are administered through monthly budget allocations. Applications close once the monthly funding allocation has been fully expended.

For noting, Appendix 1 presents funding outcomes for the Individual Development Grants for 1 January - 31 March 2026.

3.2 Community Small Grants

Community Small Grants are one-off grants that support smaller scale activities that strengthen the community, help the environment, and improve local organisations and community groups. These grants recognise that sometimes, all it takes is a small amount of funding to help make great things happen for the benefit of the Kingston community.

Community Small Grants offer up to $2,000 for not-for-profit organisations and can support a range of activities under the following categories:

- Community projects and programs
- Community celebrations
- Small equipment
- Capacity building
- New Group Start-up support

The eligibility criteria, assessment process, and how to apply is outlined in the Kingston Grants Program Policy and the Community Small Grant Guidelines. Eligible applications are assessed on the assessment criteria outlined in the Guidelines, which relate to:

- Activity description
- Community Need & Benefit
- Clear Activity Plan
- Alignment to Council and Wellbeing Plan
- Budget
- Organisation's Financials

3.2.1 Community Small Grants – Summary of all Applications

From 1 January - 31 March 2026, funding outcomes were determined for 16 Community Small Grant applications. Based on the eligibility criteria in the Kingston Grants Program Policy and Community Small Grant Guidelines:

- 16 applications were deemed eligible as per the Kingston Grants Program Policy and Community Small Grant Guidelines.
- Of these 16 eligible applications:
  - 15 applications were approved for funding.
  - One application was not approved for funding as the event was only for club members and did not benefit the wider community (funding outcome determined in March 2026).

For noting, Appendix 2 presents the successful funding outcomes of the Community Small Grants for 1 January – 31 March 2026.

There was one Community Small Grant not approved for funding in March 2026, and therefore the updated Policy was in place.

3.3 Review of the Individual Development Grants Stream (January – December 2025)

Individual Development Grants (IDG) are not a common feature of contemporary grants programs. As part of a continuous improvement approach to grants and the budget preparation process, officers have taken the opportunity to review the public value of the IDG stream.

A review of the IDG stream across the most recent four quarters of operation, covering 1 January – 31 December 2025 was undertaken. This time period provides a current

picture of the stream's activity, demand and community impact under the current program settings.

Across these four quarters, a total of 65 applications were assessed, of which 46 were approved and six were not approved. Thirteen applications were ineligible. Quarterly approvals ranged from 11 to 13 applications, meaning the program supported an average of approximately 12 residents per quarter, or fewer than 50 residents per year, within a municipality of more than 166,000 people.

Total funding during this 12-month period was $23,000, with quarterly totals of $4,900 (Jan–Mar 2025), $6,200 (Apr–Jun 2025), $6,300 (Jul–Sep 2025), and $5,600 (Oct–Dec 2025). IDG typically ranged from $400 to $600, providing small, one-off subsidies that do not generate ongoing or community-level benefits.

The data shows the stream overwhelmingly funds representative-level competition travel, rather than broad community participation. More than half of all approved applications related to international events, including cheerleading world championships, dragon boat world championships, international dance competitions, aerobics world games, and walking football world tournaments. The remainder primarily supported national championships in sports such as athletics, baseball, softball, and indoor netball. There were no funded activities that delivered local participation outcomes, club development or wider community benefit.

Reasons applications were not approved during this period included the two-participant-per-club rule (note this is no longer included in the current Guidelines), which prevents funding when more than two individuals from the same club are selected for the same event. Examples include applications from Pacific Elite Dance, Mariners Baseball and Peninsula Dragonflys. There were no retrospective applications or documentation concerns during this 12-month period, though these issues were present in earlier years of the program.

Taken together, the 2025 data shows that the stream:

- Reaches very few residents each year
- Delivers no collective or sustained community benefit
- Funds primarily elite or high-performance pathways
- Duplicates support available through sporting bodies, community foundations and programs such as TeamSports4All
- Requires disproportionate administrative effort compared with its impact
- Does not align with the strategic intent of the revised Kingston Grants Program, particularly around inclusion and community capacity-building.

It is therefore recommended that the Individual Development Grants stream conclude at the end of the 2025–26 financial year.

4. Consultation

4.1 Internal Consultation:

Internal departments are consulted on relevant grant applications, including but not limited to Active Kingston, Family, Youth and Children's Services, Finance and Inclusive Communities.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Healthy and Connected - We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.
Strategy: Support our diverse and growing community to participate in community life and strengthen connections to foster a sense of belonging and address loneliness and isolation.

5.2 Governance Principles Alignment

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

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

5.3 Financial Considerations

In 2025-26, a total budget of $30,000 is available to distribute through the Individual Development Grants stream. This report allocates $7,800 for quarter 3 (January – March 2026). $19,700 has been spent this financial year, leaving $10,300 remaining until 30 June 2026.

In 2025-26, a total budget of $140,000 is available to distribute through the Community Small Grants stream. This report allocates $25,453 for quarter 3 (January – March 2026). $99,751 has been spent this financial year, leaving $40,249 remaining until 30 June 2026.

5.4 Risk considerations

The Kingston Grants Program and Kingston Grants Program Policy and Guidelines addresses potential accessibility, governance, legal and reputational risks to Council associated with Council's current grants model, in line with the recommendations of the Victorian Auditor-Generals Office (VAGO) report. In addition, the Local Government 2020, outlines requirements for Councillors in relation to Conflict of Interest and Misuse of Power.

Appendices

Appendix 1 - Kingston Grants Program - Individual Development Grants - Q3 2025-26 (Ref 26/7964)

Appendix 2 - Kingston Grants Program - Community Small Grants - Q3 Jan-March 2025-26 (Ref 26/82271)

Author/s:	Gillian Turnbull, Coordinator Community Capacity
Reviewed and Approved By:	Helen F Scott, Team Leader Environmental Planning
	Susan Quach, Manager Inclusive Communities
	Kate Waters, General Manager Community Strengthening

9.3

INDIVIDUAL DEVELOPMENT GRANTS AND COMMUNITY SMALL GRANTS - QUARTERLY REPORT (JANUARY - MARCH 2026)

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2 Kingston Grants Program - Community Small Grants - Q3 Jan-March 2025-26 157

Kingston Grants Program - Individual Development Grants

Funding outcomes 1 January - 31 March 2026

Approvals

Club / Organisation Name	App No	Amount Requested	Amount Approved	Date of Approval	Details	Event Date	Field	Event Location Type
Individual applicant	IDG 045 2025-26	$500.00	$500.00	9/01/2026	Invited to speak at AusAct Actor Training Conference in NSW in February 2026	20/02/2026 - 22/02/2026	Acting/Art	National
Highett Youth Club	IDG 001 2026	$750.00	$750.00	9/01/2026	CheerBrandz Global Games cheerleading competition held in Hawaii in May 2026	15/05/2026 - 17/05/2026	Cheerleading	International
Individual applicant	IDG 013 2026	$400.00	$400.00	4/02/2025	Touch Football Nationals held in NSW in March 2026	3/03/2026 - 8/03/2026	Touch Football	National
Individual applicant	IDG 014 2026	$400.00	$400.00	4/02/2025	NFL Flag National Championships (Gridiron) held in NSW in March 2026	6/03/2026 - 8/03/2026	Gridiron	National
Highett Youth Club	IDG 005 2026	$750.00	$750.00	4/02/2025	CheerBrandz Global Games cheerleading competition held in Hawaii in May 2026	15/05/2026 - 17/05/2026	Cheerleading	International
Nunawading Swimming Club & Mentone Grammar School	IDG 002 2026	$400.00	$400.00	4/02/2025	Australian Age Swimming Championships held in QLD in April 2026	8/04/2026 - 19/04/2026	Swimming	National
Peninsula Dragonflys	IDG 010 2026	$400.00	$400.00	4/02/2025	Australian Dragonboat Championships held in QLD in April 2026	18/04/2026 - 19/04/2026	Dragon Boat	National
Oakleigh Cannons/United Lions	IDG 024 2026	$600.00	$600.00	12/03/2026	Soccer/Football Development Tour, West Ham United held in UK in November 2026	26/11/2026 - 7/12/2026	Soccer	International
Ellipsis	IDG 021 2026	$600.00	$600.00	12/03/2026	World Ultimate Club Championships held in Ireland in August 2026	15/8/2026 - 22/8/2026	Frisbee	International
Mentone Athletics Club	IDG 022 2026	$400.00	$400.00	12/03/2026	Athletics Australia Junior Championships held in Queensland in April 2026	15/4/2026 - 20/4/2026	Athletics	National
Mentone Athletics Club	IDG 019 2026	$400.00	$400.00	12/03/2026	Athletics Australia Junior Championships held in Queensland in April 2026	15/4/2026 - 22/4/2026	Athletics	National
Peninsula Dragonflys	IDG 025 2026	$600.00	$600.00	12/03/2026	2026 Asian University Dragon Boat Championships held in China in May 2026	21/05/2026 - 27/05/2026	Dragon Boat	International
Glenthuntly Athletics Club	IDG 027 2026	$400.00	$400.00	12/03/2026	2026 Australian Athletics Junior Championships held in Queensland in April 2026	15/4/2026 - 20/4/2026	Athletics	National
Individual applicant	IDG 029 2026	$400.00	$400.00	12/03/2026	2026 Australian Little Athletics Championships held in Queensland in April 2026	12/04/2026 - 14/04/2026	Athletics	National
Mentone Athletics Club	IDG 031 2026	$400.00	$400.00	25/03/2026	2026 Australian Little Athletics Championships held in Queensland in April 2026	12/04/2026 - 14/04/2026	Athletics	National
Mentone Athletics Club	IDG 033 2026	$400.00	$400.00	26/03/2026	2026 Australian Athletics Junior Championships held in Queensland in April 2026	12/04/2026 - 14/05/2026	Athletics	National
Total		**$7,800.00**	**$7,800.00**					

Funding Not Approved

Club / Organisation Name	App No	Amount Requested	Amount Approved	Date Determined	Details	Unsuccessful Details	Event Date	Field	Event Location Type
Highett Youth Club	IDG 017 2026	$600.00	$0.00	6/02/2026	CheerBrandz Global Games cheerleading competition held in Hawaii in May 2026	The monthly budget allocation for Individual Development Grants has been fully utilised	15/05/2026 - 17/05/2026	Cheerleading	International
Total		**$600.00**	**$0.00**						

Kingston Grants Program - Community Small Grants

Funding outcomes 1 January - 31 March 2026

Approvals

Name	Amount Requested	Amount Approved	Date of Approval	Details	Notes
Aspendale Sporting Club	$2,000	$2,000	18/02/2026	Goal repairs, including new nets and wheel kits.	Approved for full funding
Chelsea & District Basketball Association	$2,000	$2,000	12/03/2026	CPR and first aid training.	Approved for full funding
Chelsea Football Club	$650	$650	9/01/2026	Mini iPad to support game-day operations, including card payments, membership scanning, and electronic scoreboard management.	Approved for full funding
Chelsea Lawn Tennis	$1,680	$1,680	4/02/2026	Drag mats to maintain the club's clay tennis courts.	Approved for full funding
Cyprian Community of Southern Suburbs of Melbourne of Senior Citizens Club	$2,000	$2,000	18/02/2026	Laptop for club use, and cooking equipment (including pots).	Approved for full funding
Dragons Abreast Patterson Lakes Pink Lotus	$890	$890	12/03/2026	Speed Coach - a device to accurately judge and record distance and time and paddle races.	Approved for full funding
JKA Bayside	$2,000	$2,000	16/01/2026	Start-up support was requested to establish a new community-based, not-for-profit karate organisation in Kingston, offering structured classes for children, young people, adults, and seniors.	Approved for full funding
Life Activities Club Cheltenham	$2,000	$1,499	25/02/2026	Laptop, set-up costs, and software licences. As Community Small Grants do not cover operational expenses, funding has been approved for the laptop purchase only. This is consistent with previous decisions regarding software and set-up costs.	Approved for partial funding
Melbourne Chinese Arts and Theater inc.	$2,000	$2,000	9/01/2026	Equipment to support rehearsals and performances for a newly established Chinese arts and theatre group in Kingston. Approval is conditional on all rehearsals and performances being held within the Kingston municipality.	Approved for full funding
Moorabbin Bowling Cub	$2,000	$2,000	12/03/2026	New fridge and freezer for club use.	Approved for full funding
Moorabbin Seniors Club inc.	$1,073	$1,073	25/02/2026	Funding was requested for Table Tennis Court Surrounds to prevent balls from rolling under chairs, tables, or the stage.	Approved for full funding
Parkdale United Cricket Club	$1,911	$1,911	25/02/2026	New energy-efficient fridge to replace the club's previous unit, which had become damaged and inefficient.	Approved for full funding

Name	Amount Requested	Amount Approved	Date of Approval	Details	Notes
Racing Rugby Club of Melbourne	$2,000	$2,000	27/03/2026	Active, Connected Confident: Equipping our young rugby community (tackle wedges, kicking tees, bibs, first aid supplies, mouthguards, hurdles, agility poles, speed ladder, weighted markers, whistles).	Approved for full funding
Southern Football Netball League	$1,750	$1,750	25/02/2026	CPR and first aid training.	Approved for full funding
Triumph of Good	$2,000	$2,000	12/03/2026	Find Your Voice 2026 - social connection singing sessions.	Approved for full funding
Totals	**$25,954**	**$25,453**			

Funding Not Approved

Name	Amount Requested	Amount Approved	Date Determined	Details	Unsuccessful Details
Aspendale Probus Club	$2,000	$0	26/03/2026	Philip Island Bus Trip - celebrate club's 2nd birthday	Not aligned with guidelines as limited to only club members, not for wider community and event not held in Kingston.
Totals	**$2,000**	**$0**			

Ordinary Council Meeting

27 April 2026

Agenda Item No: 9.4

KINGSTON GRANTS PROGRAM - SMALL AND COMMUNITY BI-ANNUAL GRANTS FUNDING PRIORITY AREAS 2026-27

Contact Officer: **Gillian Turnbull, Coordinator Community Capacity**

Trent Carpenter, Team Leader Community Capacity and Partnerships

Purpose of Report

The purpose of this report is to seek endorsement of the 2026-27 funding priorities for the Community Small Grants and Community Bi-annual Grants streams.

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 proposed 2026-27 funding priorities for the Community Small Grants and Community Bi-annual Grants streams; and
2. Note that Council officers will update the Grants Guidelines to reflect the endorsed recommendations.

1. Executive Summary

At the Council Meeting on 22 September 2025, it was resolved by Council to:

> *Require all grant applicants to align with the Council and Wellbeing Plan 2025–29, and identify annual funding priorities for Community Bi-annual Grants and Community Small Grants streams.*

At the Council Meeting on 2 February 2026, Council endorsed a revised Kingston Grants Program Policy which includes a clause that responds to the resolution:

> *Clause 4.4 – Funding Priorities*
>
> *Council is committed to ensuring the best use of funds through its grants programs to maximise benefits for the Kingston community. Funding priorities are guided by the Council & Wellbeing Plan 2025–29 and are delivered through Council's established grant streams and categories.*
>
> *In addition, Council may endorse specific priorities to guide the allocation of funding through the Community Bi-annual Grants and Community Small Grants streams.*

The following funding priority areas are included in the Policy, reflecting key focus areas of the Council & Wellbeing Plan 2025–29:

- Youth Engagement and Support
- Climate Action and Sustainability
- Aboriginal and Torres Strait Islander Recognition and Self-Determination
- Equity, Inclusion and Social Justice
- Community Health and Wellbeing
- Welfare support
- Community Safety and Family Violence Prevention
- Connected and Resilient Communities
- Arts, Culture and Heritage
- Active and Healthy Lifestyles
- Digital Inclusion and Innovation
- Support for Older Adults and Carers
- Access to Nature and Open Space

This report presents more focused funding priorities for the 2026-27 Community Small Grants and Community Bi-annual Grants that further align to the Council & Wellbeing Plan 2025-29. The following funding priorities are presented for Council's consideration:

- Initiatives that strengthen social connection and community wellbeing including activities aligned with Neighbour Day, World Mental Health Day, or Loneliness Awareness Week.
- Initiatives that promote mental health and wellbeing outcomes in the community.
- Family violence prevention initiatives designed and delivered by culturally diverse community groups for community.
- Capacity-building programs that strengthen leadership, governance, and administrative skills within community organisations and trader associations.
- Programs or events that recognise days of cultural significant such as Australia Day or Lunar New Year.
- Activities that use art as an avenue to connect with community.
- Climate action and resilience education initiatives.
- Support for integrating sustainability and waste management practices into community events or activities.
- Volunteer engagement and succession planning initiatives that support the sustainability of community groups.

Officers recommend that these focused priorities are promoted upon the opening of Round 2 of the 2026–27 Community Bi-annual Grants and 2026–27 Community Small Grants streams, from 27 June 2026.

These funding priorities are not intended to limit the types of projects that may be applied for. Rather, they are intended to encourage applications that align with these focus areas. All applications must still meet eligibility requirements and will be assessed against the established grants assessment criteria. The Assessment Panel will consider the funding priorities when reviewing applications and making recommendations to Council for final decisions.

2. Background

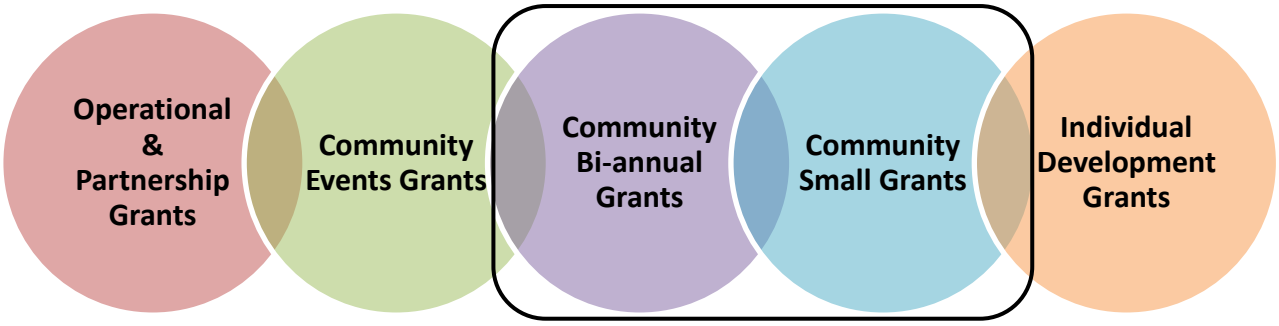
Kingston City Council provides approximately $1.9 million in grants to local organisations and groups to help provide services and projects for health and welfare, arts and culture, sport and recreation, education, environment, and community support. Grants are also offered for individual achievement. The Kingston Grants Program plays an important role in enabling the delivery of activities for the benefit of the Kingston community, in alignment with

Council's strategic directions, objectives and priorities as identified in the Council & Wellbeing Plan 2025-29 and other strategic documents.
The following principles underpin Council's overall approach to the provision of grants:

- Access: Our community should be aware of grant opportunities. The application process should be easy, and applicants should have the resources and support to apply.
- Equity: Our grants will meet the needs of those in the community who will get the greatest benefit from financial support.
- Inclusion: Application and assessment processes should remove barriers and reduce discrimination for people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from multicultural backgrounds.
- Diversity: People from diverse backgrounds should be specifically made aware of grants, and recipients should represent the diversity of Kingston's community.
- Good Governance: The administration of grants should provide equity of grant allocations and reduce risk to Council.
- Strategic Alignment: Grants programs should be aligned with Council's strategic direction.

The Kingston Grants Program consists of five streams with this report specifically relating to the Community Bi-annual Grants and Community Small Grants Streams (refer to Figure 1).

Figure 1 - Kingston Grants Program funding streams



The Kingston Grants Program is governed by the Kingston Grants Program Policy and each grant streams Guidelines, available at www.kingston.vic.gov.au/grants.

At the Council Meeting on 22 September 2025, it was resolved that Council:

> *Require all grant applicants to align with the Council and Wellbeing Plan 2025–29, and identify annual funding priorities for Community Bi-annual Grants and Community Small Grants streams.*

At the Council Meeting on 2 February 2026, Council endorsed a revised Kingston Grants Program Policy which includes a clause that responds to the resolution:

> *Clause 4.4 – Funding Priorities*
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>
> *In addition, Council may endorse specific priorities to guide the allocation of funding through the Community Bi-annual Grants and Community Small Grants streams.*

The following funding priority areas are included in the Policy, reflecting key focus areas of the Council & Wellbeing Plan 2025–29:

- Youth Engagement and Support
- Climate Action and Sustainability
- Aboriginal and Torres Strait Islander Recognition and Self-Determination
- Equity, Inclusion and Social Justice
- Community Health and Wellbeing
- Welfare support
- Community Safety and Family Violence Prevention
- Connected and Resilient Communities
- Arts, Culture and Heritage
- Active and Healthy Lifestyles
- Digital Inclusion and Innovation
- Support for Older Adults and Carers
- Access to Nature and Open Space

3. Discussion

3.1 Community Small Grants

Community Small Grants are one-off grants that support smaller scale activities that strengthen the community, help the environment, and improve local organisations and community groups. These grants recognise that sometimes, all it takes is a small amount of funding to help make great things happen for the benefit of the Kingston community.

Community Small Grants offer up to $2,000 for not-for-profit organisations and can support a range of activities under the following categories:

- Community projects and programs
- Community celebrations
- Small equipment
- Capacity building
- New Group Start-up support

3.2 Community Bi-annual Grants

Community Bi-annual grants support new or once-off activities that align with Council's strategic priorities and are located in Kingston. The program is open for applications twice a year, with each recipient eligible to receive only one grant annually.

Community Bi-annual grants offer up to $10,000 for not-for-profit organisations and can support a range of activities under the following categories:

- Community projects and programs
- Small community events
- Minor capital works
- Arts projects and programs

3.3 Annual Funding Priorities

At the Council Meeting on 22 September 2025, it was resolved that Council:

> *Require all grant applicants to align with the Council and Wellbeing Plan 2025–29, and identify annual funding priorities for Community Bi-annual Grants and Community Small Grants streams.*

To inform the development of these strategic funding priorities, a comprehensive engagement process was undertaken with key subject matter experts across the organisation. Consultation included a survey and workshop to collate ideas and build consensus on funding priorities for the 2026–27 financial year.

The following funding priorities align with the 2025-29 Council & Wellbeing Plan, and are presented for Council's consideration:

Healthy & Connected

- Initiatives that strengthen social connection and community wellbeing including activities aligned with Neighbour Day, World Mental Health Day, or Loneliness Awareness Week.
- Initiatives that promote mental health and wellbeing outcomes in the community.
- Family violence prevention initiatives designed and delivered by culturally diverse community groups for community.

Vibrant & Prosperous

- Capacity-building programs that strengthen leadership, governance, and administrative skills within community organisations and trader associations.
- Programs or events that recognise days of cultural significant such as Australia Day or Lunar New Year.
- Activities that use art as an avenue to connect with community.

Liveable & Sustainable

- Climate action and resilience education initiatives.
- Support for integrating sustainability and waste management practices into community events or activities.

Responsibly Governed

- Volunteer engagement and succession planning initiatives that support the sustainability of community groups.

Officers recommend that these focused priorities are promoted upon the opening of Round 2 of the 2026–27 Community Bi-annual Grants and 2026–27 Community Small Grants streams, from 27 June 2026. Pending Council endorsement, the relevant Grant Guidelines will also be updated.

These funding priorities are not intended to limit the types of projects that may be applied for. Rather, they are intended to encourage applications that align with these focus areas. All applications must still meet eligibility requirements and will be assessed against the established grants assessment criteria. The Assessment Panel will consider the funding priorities when reviewing applications and making recommendations to Council for final decisions.

4. Consultation

4.1 Internal Consultation:

Internal departments with subject matter expertise relevant to applications received through the Community Small Grants and Community Bi-annual Grants programs were consulted through a pre-survey and a workshop held on 19 March 2026. Departments/Teams consulted included:

- Access Care
- Active Kingston
- Aquatics & Leisure
- Arts
- Children's Services

- City Development
- City Works
- Diversity & Inclusion
- Environmental Health
- Environmental Planning
- Festivals & Events
- Inclusive Communities
- Infrastructure
- Kingston Business
- Open Space
- PMO & Major Projects
- Property Services
- Youth Services

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Healthy and Connected - We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.

Strategy: Support our diverse and growing community to participate in community life and strengthen connections to foster a sense of belonging and address loneliness and isolation.

5.2 The Kingston Grants Program offers not-for-profit community groups and individuals the opportunity to obtain funds to contribute towards activities that enrich community life.Governance Principles Alignment

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

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

5.3 Financial Considerations

This report does not propose any changes to existing grant funding budgets. The introduction of funding priorities is intended to ensure that current resources are targeted more effectively and deliver the greatest possible community benefit.

5.4 Risk considerations

The introduction of focused funding priorities for the Community Bi-annual and Community Small Grants programs helps ensure that available resources are directed toward activities that align with the Council & Wellbeing Plan2025–2029. This approach strengthens strategic alignment, supports more effective use of funds, and reduces the risk of allocating grants to projects that do not contribute to Council's intended community outcomes.

Author/s:	Gillian Turnbull, Coordinator Community Capacity
	Trent Carpenter, Team Leader Community Capacity and Partnerships
Reviewed and Approved By:	Helen F Scott, Team Leader Environmental Planning
	Susan Quach, Manager Inclusive Communities
	Kate Waters, General Manager Community Strengthening

Ordinary Council Meeting

27 April 2026

Agenda Item No: 9.5

RECONCILIATION STRATEGY 2026-2030

Contact Officer: **Emma Bruce, Team Leader Diversity and Inclusion**
Yasmin Silveira, Reconciliation Lead

Purpose of Report

The purpose of this report is to present the Reconciliation Strategy 2026-2030 (Appendix 1) for endorsement.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Note the outcomes of the community engagement for the draft Reconciliation Strategy 2026-2030 conducted in March 2026; and
2. Adopt the Reconciliation Strategy 2026-2030 (Appendix 1).

1. Executive Summary

This report presents the Reconciliation Strategy (the Strategy), developed to guide Council's ongoing commitment to reconciliation with Aboriginal and Torres Strait Islander peoples. The Strategy builds on the foundation established through Council's first Reconciliation Action Plan (2022–2024) and reflects a shift to a locally tailored, long-term approach that aligns with Council priorities, community expectations and legislative responsibilities.

Overall, the Strategy has been developed to strengthen relationships with Traditional Owners and First Nations communities, while embedding cultural respect, equity and self-determination across Council's work. It also supports broader community understanding of First Nations culture, history and connection to Country, contributing to a more inclusive and cohesive municipality.

The Strategy provides a four-year plan that:

- Establishes a clear vision for reconciliation in Kingston.
- Identifies five priority areas: Relationships and Partnerships; Cultural Inclusion and Belonging; Empowering Community and Protecting Country; Employment and Economic Participation; and Governance and Accountability.
- Outlines 42 actions to strengthen engagement, cultural inclusion, economic participation and organisational accountability.
- Supports alignment with Council's broader strategic plans and legislative obligations.

Development of the Strategy has been informed by extensive consultation, including engagement with over 100 First Nations community members, 60 Council staff, and broader

community input through the recent public exhibition period, where feedback indicated strong overall support for the Strategy's intent and vision.

Following the public exhibition period and consideration of the feedback, officers are proposing minor administrative refinements to the draft Strategy. For Council's consideration, the final Reconciliation Strategy 2026–2030 is presented for endorsement.

2. Background

Reconciliation is about strengthening relationships between First Nations and non-First Nations peoples, for the benefit of all Australians. It involves:

- Acknowledging and addressing past injustices, including the impacts of colonisation, dispossession, and systemic discrimination.
- Building respectful relationships based on truth-telling, cultural understanding, and mutual respect.
- Employing an equity-based approach, so First Nations peoples reach the same opportunities and outcomes as other Australians in areas such as health, education, employment, and justice.
- Celebrating First Nations cultures and histories and recognising their ongoing connection to Country.

2.1 First Nations Community

According to the 2021 Census, 723 residents in Kingston identified as Aboriginal and/or Torres Strait Islander, an increase from 579 in 2016. This population is generally younger than the rest of the community, with a higher proportion aged 0 to 25 years.

First Nations people are more likely to face challenges relating to health, education, and income. Key indicators include:

- 40% of Aboriginal adults live with a long-term health condition – a higher rate than the general population (32%).
- Aboriginal people have a lower life expectancy than non-Aboriginal people, living on average, around eight years less.
- 9% require assistance with daily activities due to disability, compared to Kingston's average of 6%.
- Only 1 in 5 complete Year 12 or higher.
- Aboriginal women are significantly more likely to experience family violence than non-Aboriginal women, with rates up to 34 times higher.
- Aboriginal children are 20 times more likely to be in out-of-home care.
- Aboriginal people experience suicide rates three times higher than non-Aboriginal Victorians.

The National Agreement on Closing the Gap was made in 2020 between the Commonwealth, state and territory governments and the Coalition of Aboriginal and Torres Strait Islander Peak Organisations (the Coalition of Peaks). It is a commitment to work together to improve life outcomes and reduce inequality for First Nations peoples across areas such as health, education, employment, housing, and justice. According to the 2025 Annual Data Compilation Report by the Productivity Commission, only four of the 19 national targets are currently on track, while another four are worsening in key areas such as adult incarceration, children in out-of-home care, suicide, and early childhood development.

These figures highlight the importance of targeted and culturally informed strategies to improve wellbeing and equity. As the level of government closest to community, local councils are well-placed to work with Aboriginal communities to drive positive change in areas such as

employment and economic development, health and wellbeing, recognition and respect, civic participation, land use planning, and cultural heritage protection.

While Council serves all residents, targeted action is needed to support priority groups, particularly First Nations people, who experience unique historical, cultural and socio-economic disadvantage.

2.2 Legislative Requirements in Victoria

Local councils in Victoria, have a range of legislative responsibilities that guide their engagement with Aboriginal and Torres Strait Islander peoples. These responsibilities are embedded in both state and federal legislation and provide the foundation for councils to foster respectful relationships, protect cultural heritage, and promote equity and self-determination for First Nations communities.

Under the Local Government Act 2020 (Vic), councils are required to consider the needs and aspirations of Aboriginal and Torres Strait Islander people as part of their core duties. This legislation emphasises inclusive community engagement, equity, and accountability in service planning and delivery.

The Aboriginal Heritage Act 2006 governs the protection and management of Aboriginal cultural heritage in Victoria. It places a responsibility on all land managers, including local governments, to protect Aboriginal heritage, such as sacred sites, cultural landscapes, and archaeological sites. Local councils must ensure that land use planning and development activities do not impact Aboriginal heritage sites without proper consultation and consideration of Aboriginal cultural values. The Act also requires councils to engage with Traditional Owners and the relevant Aboriginal groups when making decisions that may affect Aboriginal heritage.

Cultural heritage protection is a key obligation through legislation such as the Aboriginal Heritage Act 2006 (Vic), which mandates consultation with Registered Aboriginal Parties (RAPs) before initiating projects that could affect Aboriginal heritage sites or artefacts. The Traditional Owner Settlement Act 2010 (Vic) enables agreements between the state and Traditional Owners for land access, co-management of public land, and recognition of cultural rights. Councils must also recognise and respond to Native Title Act 1993 (Cth) determinations in land use and planning decisions.

Anti-discrimination and human rights legislation, including the Racial Discrimination Act 1975 (Cth) and the Charter of Human Rights and Responsibilities Act 2006 (Vic), require councils to uphold the rights of Aboriginal and Torres Strait Islander peoples by ensuring non-discriminatory policies and recognising the cultural rights of Aboriginal people in service design and governance.

Additionally, the Children, Youth and Families Act 2005 (Vic) outlines the responsibility to support Aboriginal children, particularly those in out-of-home care, by maintaining their cultural identity and connection to community. Councils must work in culturally sensitive and inclusive ways when delivering child and family services.

Together, these legislative requirements form a framework for local government to respect cultural heritage, support reconciliation, and actively contribute to the wellbeing and self-determination of Aboriginal and Torres Strait Islander peoples.

2.3 Community Impact and Support for Reconciliation

Kingston demonstrates strong community engagement and support for reconciliation through initiatives across early childhood, sports, civic events, arts and local business.
Kingston’s Family and Children’s Centres (FCCs) have been leaders in embedding First Nations culture into early childhood education, providing cultural learning opportunities for staff

and engaging Traditional Owners for ceremonies and workshops. FCCs facilitate regular Yarning Circles in partnership with the Department of Education, sharing knowledge across centres. They have been nationally recognised, including a Narragunnawali Award nomination.

In partnership with St Kilda Football Club, Council supported a First Nations Family Day in February 2025, attracting over 300 participants to footy clinics, arts workshops, Blak market stalls, and a community BBQ.

Participation in National Reconciliation Week (NRW) and NAIDOC Flag Raisings has grown significantly since 2022, with attendance rising from around 50 to over 200 in 2025. Acknowledgement of Country decals (signage) have been installed at 155 Council buildings, with uptake also increasing across sporting clubs, schools and shopping centres. Several sporting clubs and faith communities have requested guidance to participate in Indigenous Rounds, cultural events, and connection with Traditional Owners, further reflecting community engagement.

Council-supported programs also include an award-winning culturally tailored water safety program, delivered with Waves and Derrimut Weelam Gathering Place for First Nations and culturally and linguistically diverse communities, and economic support for Blak businesses, with over 55 included on Kingston's supplier database.

Public sentiment shows support for reconciliation. In the 2023 Voice to Parliament Referendum, 51.5% of Kingston residents voted Yes, with Yes votes exceeding 50% in the Isaacs and Hotham electorates covering most of Kingston, indicating a moderate but clear local inclination towards equity and recognition for Aboriginal and Torres Strait Islander peoples.

2.4 Treaty in Victoria – Role of Local Government

Victoria is leading the nation as the first jurisdiction to negotiate a formal Treaty with First Nations peoples. The process began in 2016 with the Aboriginal Treaty Working Group and progressed with the Victorian Treaty Advancement Commission. The *Advancing the Treaty Process with Aboriginal Victorians Act 2018* provided the legislative foundation, and the First Peoples' Assembly of Victoria now represents Aboriginal communities in negotiations with the State. Statewide Treaty in Victoria became law on 13 November 2025, known as the Statewide Treaty Act 2025.

Traditional Owner Treaties are also expected to progress alongside the Statewide Treaty, with the first groups now entering formal negotiations on local agreements that will shape future arrangements for land, cultural heritage and decision-making.

The newly released Local Government Treaty Guide outlines how councils may be involved in this process. While the Primary Negotiating Parties for Treaties are either (1) the State and the Assembly (for a statewide Treaty) or (2) the State and a Traditional Owner Delegation (for Traditional Owner Treaties), local governments may be invited to participate as *Additional Negotiating Parties*. Such invitations are at the discretion of the Primary Parties and may relate to local matters such as land, waters, or community programs. If invited, councils can choose whether to participate and, if so, will be entered into the Treaty Negotiations Register. Even if not directly involved, councils will still receive updates and have opportunities to engage with the Treaty process through State-led communication and consultation mechanisms.

Council's Reconciliation Strategy is separate from the Victorian Treaty process. While both seek to address inequality and improve outcomes for First Nations people, they operate

independently. The Reconciliation Strategy does not commit Council to entering into a local Treaty process.

The Strategy includes an action to provide updates on Treaty developments to Council and the community, with any decisions requiring separate reports to Council. Any future budget implications arising from Treaty would also be subject to Council consideration, noting that no funding is currently allocated. The Strategy can be updated as needed in response to the Victorian Treaty process and any future local agreements.

The Role and Value of Reconciliation Plans & Strategies

A Reconciliation Plan or Strategy provides a structured framework for organisations and councils to strengthen relationships with Aboriginal and Torres Strait Islander peoples, support self-determination, and promote respect and recognition. While their primary purpose is to deliver positive outcomes for First Nations peoples, they also create significant benefits for the wider community. Importantly, they ensure Council meets its distinct responsibilities to Traditional Owners in a clear and consistent way.

Australia is home to the world's oldest continuing culture, with more than 65,000 years of knowledge, connection to Country, and community life. Colonisation disrupted mainstream understanding of this culture and history. Reconciliation Plans help address this gap by embedding cultural knowledge and awareness across organisations and communities, ensuring that decisions and services better reflect the diversity of the population.

For local government, a standalone Reconciliation Strategy is important due to the unique and legally defined relationship between councils and Traditional Owners. Traditional Owners hold legally recognised rights and responsibilities under Victorian and Commonwealth legislation, particularly in relation to land, cultural heritage, and required consultation, that do not apply to other community groups. A standalone Reconciliation Strategy enables Council to meet these obligations consistently and respectfully, and to work in structured partnership with the Traditional Owner groups for this area.

As the Victorian Treaty process progresses, Council's relationship with Traditional Owners will become increasingly important. A Reconciliation Strategy positions Council to continue to work with Traditional Owners in an organised and constructive way. Similar to Council's standalone All Abilities Action Plan, which responds to legislative obligations, a dedicated Reconciliation Strategy provides clarity, direction and accountability.

For councils, Reconciliation Plans/Strategies strengthen community cohesion, improve cultural competency within the organisation, and foster environments where Aboriginal and Torres Strait Islander peoples feel valued, respected, and safe. At the same time, they support the wider community to engage with and benefit from a deeper understanding of Australia's cultural heritage, history, and identity.

2.5 Kingston's First Reconciliation Action Plan 2022-2024

In April 2022, Council adopted its first Innovate Reconciliation Action Plan (RAP). Developed under the national framework provided by Reconciliation Australia, the Innovate RAP outlined Council's priorities and actions to support reconciliation locally. The two-year plan was extended for a further 12 months in September 2024.

Over the life of the RAP strong working ties were established with the Bunurong Land Council Aboriginal Corporation, Kinaway Chamber of Commerce, and Derrimut Weelam Gathering Place. Collaboration extended across council on conservation projects and through active membership in statewide networks. Partnerships with schools, businesses, and community groups ensured broad participation in reconciliation activities and events.

Annual National Reconciliation Week and NAIDOC Week programs grew into major events attracting hundreds of attendees, while cultural learning for staff was advanced through workshops, online modules, and cultural awareness training, completed by over 300 staff.

Cultural visibility was strengthened with new public artworks, Aboriginal naming in strategies, and Acknowledgement of Country decals (signage) installed across Council facilities and community spaces. Opportunities for Aboriginal and Torres Strait Islander peoples increased through acquisitions of local artworks, inclusion of more First Nations suppliers, and the creation of additional identified roles within Council. Ongoing engagement with the RAP Advisory Group and regular consultation with Traditional Owners has continued to guide and strengthen Council's work.

2.6 The Next Steps – Reconciliation Strategy

The Council and Wellbeing Plan 2025-29 outlines Council's commitment to reconciliation and cultural respect by seeking to acknowledge and address the inequalities faced by Aboriginal and Torres Strait Islander People. In the Year 1 Action Plan, under the Healthy and Connected Key Direction, Council has committed to finalising the redevelopment of the Reconciliation Action Plan and commencing its implementation. This work aims to build better relationships and opportunities for Aboriginal and Torres Strait Islander peoples and promote respect and equality.

Following careful consideration of community feedback and the specific needs of Council, the Reconciliation Australia national RAP Framework is no longer the best fit for Kingston's reconciliation journey. The fixed two-year cycle does not align to sustained, long-term reconciliation work, particularly as Reconciliation Australia no longer offers plan extensions. In addition, the prescriptive structure of the RAP template limits flexibility, with required actions that may not reflect Kingston's current commitment, level of maturity, local priorities, or available resources.

Kingston's next reconciliation framework will therefore transition to a locally tailored Reconciliation Strategy, developed in close partnership with the Reconciliation Advisory Group. The Strategy will retain the rigour, accountability and intent of the RAP model, while allowing greater autonomy to focus on Council endorsed priorities and actions that deliver the most meaningful, measurable outcomes for the Kingston community. This approach will ensure Kingston's reconciliation work remains authentic, impactful, and responsive over the medium to long term.

2.7 Advocacy Commitment

At its meeting in December 2025, Council considered the Draft Reconciliation Strategy 2026-2030 and resolved to release the draft Strategy for public exhibition. As part of that decision, Council also resolved to "Advocate that all levels of government must maintain financial accountability for their own respective responsibilities regarding Reconciliation and avoid potential cost shifting. Specifically, in relation to re-naming requests made by State and Federal Government and Treaty".

The inclusion of this advocacy position reflects Council's commitment to reconciliation, while recognising the importance of clearly articulated roles, responsibilities and resourcing across all levels of government. Council has an important role in supporting reconciliation locally; however, reforms led by State and Federal Government must be accompanied by appropriate funding and accountability frameworks.

Through the implementation of the Reconciliation Strategy 2026–2030, Council will give effect to this resolution by clearly articulating its advocacy position in relevant submissions, intergovernmental discussions and policy engagement, while continuing to work constructively with partners to advance reconciliation outcomes for the Kingston community.

3. Discussion

3.1 Development of the Reconciliation Strategy

The Reconciliation Strategy has been developed through a comprehensive process, including a review of the 2022–2024 RAP, consultation with more than 100 community members and 60 staff, a Gender Impact Assessment, and benchmarking against other councils. This process also incorporated analysis of relevant legislation, guidance, and frameworks.

The Strategy is a whole of Council document that connects with and reinforces a range of key strategic plans, including the Council and Wellbeing Plan, Open Space Strategy, Integrated Water Strategy and Economic Development Strategy.

This work has informed the development of a clear Vision and five key priority areas to guide Council's reconciliation efforts. The Strategy adopts a first-person perspective, incorporating community voices and stories. Each priority area includes an outcome statement that sets out what is to be achieved. The aim is to create a document that is clear, accessible, and meaningful for all. The Vision and Priority Areas are outlined in the following sections.

3.2 Reconciliation Strategy Key Components

3.2.2 Vision

The Vision of the Reconciliation Strategy is:

"We envision a thriving and empowered First Nations community where cultural safety, equity, and self-determination are central to community life, supported by strong, respectful relationships between First Nations peoples and non-First Nations people."

3.2.1 Priorities

Priority 1: Relationships and Partnerships
Recognising Council's responsibility to engage meaningfully with Traditional Owners and First Nations communities ensures their voices are heard and reflected in the decisions that shape the municipality. Through genuine partnerships, Council can build trust, support self-determination, and embed cultural understanding into service planning, delivery, and evaluation.

Outcome: Traditional Owners and First Nations communities are meaningfully engaged in decision-making, resulting in trusted partnerships, strengthened self-determination, and culturally informed planning, service delivery, and evaluation across the municipality.

Priority 2: Cultural Inclusion and Belonging
Cultural inclusion and belonging are central to reconciliation and to creating communities where Aboriginal and Torres Strait Islander peoples feel respected, valued, and safe. Through education, cultural learning, and inclusive practices, we strengthen community cohesion and build environments where everyone feels a genuine sense of connection, recognition, and belonging.

Outcome: Aboriginal and Torres Strait Islander peoples feel respected, valued, and safe, with strengthened community cohesion achieved through cultural inclusion, education, and inclusive practices that foster connection and belonging for all.

Priority 3: Empowering Community and Protecting Country
The health of Community and Country are interwoven. Providing social, health, and wellbeing support through Council services supports First Nations self-determination.

Incorporating Traditional Owner knowledge into land care, revegetation, and conservation delivers shared benefits for both Country and Council's Open Space management.

Outcome: Stronger self-determination and wellbeing for First Nations peoples is supported through culturally appropriate social, health, and wellbeing services, while land management practices that incorporate Traditional Owner knowledge enhance the health of both Country and community.

Priority 4: Employment and Economic Participation
By creating inclusive recruitment practices, supporting career development, and fostering partnerships with Aboriginal-owned businesses, we can contribute to economic empowerment and long-term wellbeing. Valuing cultural knowledge, skills, and enterprise is essential to building a stronger, more equitable community.

Outcome: Economic empowerment and long-term wellbeing are supported through inclusive recruitment, career development, and strong partnerships with Aboriginal-owned businesses, recognising and valuing cultural knowledge, skills, and enterprise as vital to a stronger, more equitable community.

Priority 5: Governance and Accountability
Strong governance and genuine accountability are essential to meaningful reconciliation. Council will ensure First Nations voices are included in decision-making processes that impact First Nations communities.

Outcome: First Nations voices influence decision-making processes, ensuring strong governance and accountability in advancing reconciliation.

3.2.2 Actions

The Strategy includes 42 actions to be delivered over the four-year life of the Strategy. The majority of the actions are a continuation or a strengthening of work already happening across the organisation. Some new actions have also been identified.

4. Consultation

A three-staged consultation process was designed to ensure the Reconciliation Strategy reflects the voices of First Nations peoples and the broader Kingston community.

4.1 Stage 1 – First Nations Consultation (August-September 2024)

In August-September 2024, Mirriyu Cultural Consulting facilitated workshops with:

- First Nations Youth (secondary school students)
- Elders
- Derrimut Weelam Gathering Place community members
- Broader First Nations community living or working in Kingston

The consultation methodology was inclusive and engaging, using interactive tools such as discussion questions, drawing, and conversation cards for brainstorming to support participants in expressing their thoughts. 100 community members contributed. Eight in-person workshops were held, complemented by an online survey via *Your Kingston Your Say* for those unable to attend in-person. Participants shared perspectives on Council's relationship with, and support for, local First Nations communities, reflecting on experiences across work, school, recreation and community life.

An illustrated summary of consultation findings with First Nations young people and Elders is included in the Reconciliation Strategy (Appendix 1, pg. 24-25).

Key themes included:

- Culture and connection are central to strong and healthy Aboriginal and Torres Strait Islander communities.
- Desire for increased support for cultural activities, opportunities for connection, and events.
- Importance of reciprocity in relationships and collaborations.
- Recognition of Council's positive changes and strong partnerships, leading to successful outcomes.
- Acknowledgement of behind-the-scenes efforts (e.g., land management, precinct planning, cultural celebrations).
- Continued need for partnership-based approaches to build trust and goodwill. Emphasis on mutually beneficial outcomes through collaboration

4.2 Stage 2 – Kingston Staff Consultation (August-September 2024)

Over 60 staff participated, including First Nations staff, the Reconciliation Working Group, the Executive Leadership Team, and the broader workforce. Staff reflected on the challenges and achievements of Council's previous RAP, their understanding of reconciliation, and their confidence in engaging in reconciliation spaces.

Key themes included:

- Strengthening cultural understanding and awareness, improving access to cultural learning and education.
- Building strong and respectful relationships with First Nations peoples.
- Creating opportunities for collaboration and economic participation.
- Revitalising and protecting natural environments.

4.3 Stage 3 – Public Exhibition Community Consultation (February-March 2026)

The draft Reconciliation Strategy was open for community consultation in February-March 2026. Public exhibition is the final stage of community consultation. It is an opportunity to check in with people that have provided feedback as well as people that haven't. The community was invited to provide feedback through online submissions, community pop-ups, and direct engagement with local organisations. This process ensured the Strategy is shaped by a broad range of perspectives and informed by meaningful community input.

Channels:

- eNews: Shared across Hubs, Libraries, Kingston News etc
- Email signature
- Poster
- Postcards
- Digital Screens: Across Kingston (Hubs, Waves, Libraries, FYC, Cheltenham)
- Social media story
- Pop-ups at:
    - Kingston Heath Farmers Market
    - Parkdale Library
    - Westall Community Hub

YKYS Page:

- Page visits: 242
- 225 visits directly from link (postcard/poster/digital screen)

- 26 downloads of the strategy
- 3 downloads of the fact sheet
- 20 participants

Overview:
The consultation delivered targeted engagement with 242 page visits to YKYS, the majority (225) coming directly from our links, reflecting high awareness and engagement with our printed/digital collateral. This translated into meaningful interaction, with 26 strategy downloads, three fact sheet downloads, and 20 active participants.

4.3.1 **Community Consultation Results/Findings:**

A total of 20 surveys responses were received. Councillors have been provided with the full consultation outcomes.

The online survey asked the following two questions, with an opportunity to provide additional comments.

(Q1) How satisfied are you with the Strategy?

- Very satisfied/Satisfied: 65% (13)
- Dissatisfied/Very Dissatisfied:35% (7)
- Neither satisfied/dissatisfied: 0

(Q2) Do you feel the Strategy reflects a genuine commitment to reconciliation and supporting First Nations communities?

- Yes: 65% (13)
- No: 25% (5)
- Unsure: 10% (2)

Table 2 summarises the feedback received in relation to question 2. The feedback has been categorised into key themes, with Officer comments provided for each.

Table 2: Draft Reconciliation Strategy Community Feedback Summary

Theme	No. of Comments*	Community Feedback	Officer Comments
Overall support for the Strategy	8	Support for reconciliation, recognition of First Nations people, and Council leadership. Strategy seen as well-considered, strengths-based and meaningful.	Feedback aligns with the intent and direction of the Strategy and has been noted by officers.
Quality of consultation and design	5	Positive feedback on the level of consultation with First Nations communities and inclusion of cultural knowledge and local context.	Feedback aligns with the intent and direction of the Strategy and has been noted by Officers.
Support for stronger action	3	Some respondents felt Council should do more, particularly in education, inclusion and support for First Nations communities.	Overall the feedback aligns with the intent and direction of the Strategy. Officers acknowledge that views on reconciliation vary within the community.
Recognition of First Nations leadership and rights	4	Support for self-determination and the principle that First Nations	Feedback aligns with the intent and direction of the Strategy and has been noted by Officers.

		people should guide decisions that affect them.	
Suggestions for improvement	4	Requests for more local focus, clearer timeframes, increased visibility of Aboriginal history, and greater support for local Aboriginal artists.	Overall feedback aligns with the intent and direction of the Strategy and has been noted by Officers. The Strategy includes local level actions with a timeframe included.
Concerns about Council role and priorities	5	Some respondents questioned whether reconciliation is a core responsibility of local government and suggested other priorities.	Feedback noted. Council committed to the development of a Reconciliation Strategy in the Council and Wellbeing Plan 2025-29.
Concerns about use of ratepayer funds	4	Perception that funding could be better spent elsewhere or that reconciliation work overlaps with other levels of government.	Feedback noted. Council's reconciliation work is designed to complement, rather than duplicate the work of other levels of government.
Perceptions of division / differing views	4	Some respondents expressed concern that reconciliation efforts may be divisive or unnecessary.	Feedback noted. Officers acknowledge that views on reconciliation vary within the community.

*Some respondents provided multiple comments.

Feedback shows overall support for the Strategy, particularly around its intent and consultation approach, alongside some community concerns that Council should do more as well some concerns about Council's role and resourcing. The findings highlight the importance of clear communication, visible outcomes, and continued engagement with First Nations communities and the broader community.

Based on the consultation findings and consideration of the feedback, officers are not proposing any substantial changes to the draft Reconciliation Strategy, however minor administrative refinements have been made to the draft Strategy.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Healthy and Connected - We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.
Strategy: Support our diverse and growing community to participate in community life and strengthen connections to foster a sense of belonging and address loneliness and isolation

The Reconciliation Strategy is a key strategic document for both Council and the community. It applies across the organisation and is relevant to all community members. Its development and implementation strengthen Council's role as a responsive and inclusive organisation, while contributing to a healthy, safe, and connected community for all.

5.2 Governance Principles Alignment

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

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

Principle (c) - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

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

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

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

Reconciliation is about strengthening relationships between First Nations peoples and non-First Nations peoples for the benefit of all Australians. The Reconciliation Strategy aims to achieve the best outcomes for the Kingston community, prioritising an intersectional and equity-focused approach. Its implementation will align with relevant legislation and advance economic, social and environmental sustainability. Delivery of the Strategy will be achieved through partnerships with a range of stakeholders.

5.3 Financial Considerations

Delivery of the Reconciliation Strategy 2026-2030 actions will occur within the existing operational budget. However, if additional resourcing is required, it will be considered through the annual budget process or supported by external funding opportunities.

5.4 Risk considerations

Risk is considered within the detailed planning of each action documented within the Reconciliation Strategy.

Under the Aboriginal Heritage Act 2006, Council is required to engage with all Registered Aboriginal Parties, which holds responsibilities for managing and protecting Aboriginal Cultural Heritage on Country. Therefore, all actions within the Strategy that involve Traditional Owner engagement will engage with Registered Aboriginal Parties to fulfill this obligation.

Appendices

Appendix 1 - Reconciliation Strategy 2026-2030 (Ref 26/95055)

Author/s:	Emma Bruce, Team Leader Diversity and Inclusion
	Yasmin Silveira, Reconciliation Lead
Reviewed and Approved By:	Susan Quach, Manager Inclusive Communities
	Kate Waters, General Manager Community Strengthening

9.5

RECONCILIATION STRATEGY 2026-2030

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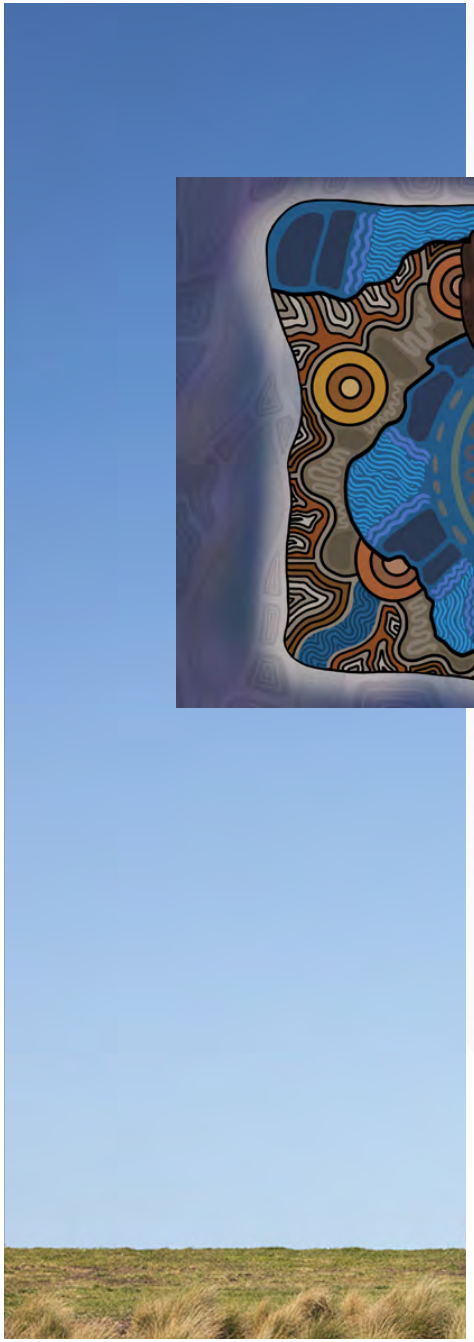
City of
KINGSTON
Reconciliation
Strategy
2026 – 2030

Acknowledgement of Country

The City of Kingston proudly acknowledges the Bunurong Boon wurrung Peoples of the Kulin Nation as the Traditional Owners and Custodians of this land.

We pay our deep respects to their Elders, past and present, and honour their unbroken connections to this Country.



About the Artwork

Bunjil Continues to Guide Us 2025

Digital artwork by Gunditjmara, Yorta Yorta, Dja Dja Wurrung, Bunitj, Boon Wurrung artist, Nakia Cadd.

"The creation story of Port Phillip Bay is essential to the landscape's historical narrative.

The map of Country, as seen today, showcases how the flood impacted the lands of the Boon wurrung/Bunurong. Whilst the water takes up ample space within the artwork, various shades of blue are used to accentuate its vital role as a life source for the Boon wurrung peoples.

Mordialloc Creek is highlighted to depict the substantial cultural importance it plays for the Boon wurrung, as it has historically provided vital necessities like materials, food, plants, and animals; enabling sustainable living for many years.

The creator spirit(s), Bunjil and Waa roam the skies, embodying protection on the sacred lands. The many gathering circles throughout Country serve as a symbol of community, coming together and culturally safe spaces. The gum leaves in the background are a symbol of healing and cleansing.

This artwork serves as a reflection of the cultural significance of Boon wurrung/Bunurong Country and the City of Kingston's commitment to truth telling and fostering a culturally safe community."

Other Acknowledgements

Thanks are extended to the following groups for their contribution to the development of this Strategy.

- Biik Bundjil
- Boon wurrung Land and Sea Council
- Bunurong Land Council Aboriginal Corporation
- City of Kingston First Nations Staff
- City of Kingston Reconciliation Strategy Reference Group
- City of Kingston Reconciliation Strategy Working Group
- Derrimut Weelam Gathering Place
- Little Rocket
- Local First Nations Community
- Mirriyu Cultural Consulting
- Think In Colour

A Note on Language

The City of Kingston recognises that Aboriginal and Torres Strait Islander people have their own unique languages, beliefs, cultural practices, and traditions that vary between groups. This Reconciliation Strategy uses the terms First Nations people and Aboriginal and Torres Strait Islander people interchangeably, to reference and reflect the unique identity of all Aboriginal and Torres Strait Islander peoples.

The City of Kingston prioritises the use of "Aboriginal and Torres Strait Islander" when referring to Australia's First Peoples. The terms "First Nations" or "First Peoples" are also considered appropriate. The term "Indigenous" is less preferred, as it has historically been used to generalise Aboriginal and Torres Strait Islander peoples alongside plants and animals, and does not reflect the distinct identities, cultures, and histories of these communities.

It is important to always capitalise these terms as proper nouns such as **F**irst **P**eoples, **A**boriginal, **T**orres **S**trait **I**slander, **I**ndigenous, in the same manner that would be used to refer to **A**ustralia, or **A**ustralians.

Aboriginal and Torres Strait Islander people are advised that this document includes references to culture. Every effort has been made to ensure that respectful and appropriate terminology/ language is used throughout.

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A message from the Mayor

It is my great pleasure to present the City of Kingston's Reconciliation Strategy 2026–2030.

At Kingston, our community is at the heart of everything we do. This Reconciliation Strategy reflects our shared commitment to building a more inclusive, respectful and connected community.

Thank you to everyone who contributed to its development. Through conversations with Traditional Owners, Aboriginal and Torres Strait Islander residents, community members and local organisations, we have listened carefully to what matters most.

You told us the importance of meaningful recognition, and creating genuine opportunities for connection, learning and respect.

We've listened, and this plan reflects those priorities.

As a Council, we recognise that we have an important role to play in leading reconciliation at a local level.

That means embedding respect for First Nations cultures and histories across our work, strengthening our relationships with Aboriginal and Torres Strait Islander communities, and using our voice to advocate for equity and inclusion.

This Strategy sets out an ongoing commitment that must be reflected in how we work, how we lead, and how we come together as a community.

Georgina L. Oxley

Cr Georgina Oxley
Mayor, City of Kingston

A message from our CEO

The City of Kingston has an important role to play in advancing reconciliation – not just as an organisation, but as a leader within our community.

Reconciliation means recognising the truth of our shared history, valuing the oldest continuing culture on earth, and committing to a future built on respect, equity and genuine partnership with Aboriginal and Torres Strait Islander peoples.

Our Reconciliation Strategy 2026-2030 sets out clear, measurable actions for the next four years. It has been shaped through listening, learning, and working alongside Traditional Owners, Aboriginal organisations and community members.

This process has further strengthened our resolve to ensure Aboriginal and Torres Strait Islander voices are heard in our decision-making, plans and policies.

We are committed to providing an inclusive and respectful workplace that offers equal opportunities and celebrates cultural knowledge and leadership. We will continue to create opportunities for learning across our organisation and the wider community, promoting awareness of Aboriginal heritage, culture and achievements.

True reconciliation is not a single event or week in the calendar – it is an ongoing commitment. It calls on all of us to have honest conversations, take real action, and walk together towards a shared future.

We are proud to walk alongside our First Nations community in this journey. Together, we are stronger – and together, we will build a Kingston that honours the past and empowers the next generation.

Peter Bean
Chief Executive Officer

Glossary

Aboriginal and Torres Strait Islander

Aboriginal refers to the first peoples or original inhabitants of a land. This Reconciliation Strategy specifically refers to Aboriginal people of Australia. However, Aboriginal can be used to reference any First Peoples around the world.

Australian Aboriginal people have maintained unbroken cultural and ancestral connections to Country for over 65,000 years, making them the world's oldest continuous living culture. Aboriginal people are not a single group but are diverse peoples with over 250 individual nations across Australia today practicing their own distinct cultures, languages and lore.

Torres Strait Islanders are the first peoples and original inhabitants of the Torres Strait Islands; a group of over 270 islands located between northern Australia and Papua New Guinea.

There are five main island regions of the Torres Strait, categorised into Northern Islands (Main Island: Boigu Island), Western Islands (Main Island: Badu Island), Central Islands (Main Island: Yam Island aka. lama), Eastern Islands (Main Island: Murray Island aka. Mer) and Southern Islands (Main Island: Thursday Island aka. Waiben). Each region has its own distinct language, cultural practices and lore.

Collectively, both terms are used, i.e. Aboriginal and Torres Strait Islander, to refer to all of Australia's First Peoples from the mainland and islands.

Acknowledgement of Country

An Acknowledgement of Country can be delivered by anyone, whether First Nations or non-First Nations, and typically occurs at the beginning of a formal meeting or event. Its purpose is to pause and recognise that the land on which people are gathered is the sacred homeland of an Aboriginal mob, clan, or group. It is a moment to give thanks to the Traditional Owners, Custodians and Elders who have cared for the land for thousands of years and remain deeply connected to it.

Country

For First Nations people, Country does not refer to Australia as a whole. Instead, it refers to the hundreds of distinct geographical areas that are home to over 250 individual Aboriginal language groups. For example: "I am on Bunurong Boon wurrung Country today", or "my home Country is Tebrakunna Country, in lutruwita (Tasmania)".

Readers are encouraged to learn about the Country on which they live and work and to use these traditional placenames in everyday language as a sign of respect to the Traditional Owners and Custodians.

Elders

Elders of Aboriginal and Torres Strait Islander communities are recognised within their communities as custodians of traditional knowledge, lore and beliefs. They are senior leaders who play a vital role in preserving and passing on knowledge to younger generations.

An Elder is defined not by age or gender, but by their contribution and connection to Culture, Community and Country. Elders are often respectfully referred to as 'Aunty' or 'Uncle' and may prefer these titles to be used by non-First Nations people as well. If unsure how to address a community member, it is always best to ask their preference, as not everyone follows the same conventions.

First Nations/ First Peoples

Torres Strait Islanders and Aboriginal Australians are the two groups recognised as the First Peoples of Australia. The terms 'First Nations' or 'First Peoples' are used throughout this Reconciliation Strategy to collectively refer to Aboriginal and Torres Strait Islander people.

Indigenous

Indigenous is a blanket term that has traditionally referred to all people, plants, and animals that are native to a geographic location. Historically, it was used to describe Aboriginal and Torres Strait Islander peoples before their recognition as distinct peoples.

Mob

A collective and informal term used by Aboriginal and Torres Strait Islander peoples to refer to one another. Mob can also describe a family group, clan or community.

Reconciliation

Reconciliation is a coming together of two parties after conflict. It is about building stronger relationships between First Nations and non-First Nations people. It involves recognising the impacts of colonisation and acknowledging that the voices and experiences of First Nations people have often been excluded from Australia's history.

Self determination

The right of Aboriginal and Torres Strait Islander peoples to freely make decisions about their own political, economic, social and cultural development (UNDRIP).

Traditional Owner/Custodian

Traditional Owners are the original inhabitants and custodians belonging to one or more of the 250+ distinct Aboriginal nations, each occupying different territories across the land. The term 'Traditional Owner' and 'Traditional Custodian' are often used interchangeably: 'Traditional Owner' emphasises direct connection to the land through ancestry and ownership, while 'Traditional Custodian' highlights responsibility to care for and protect the land and its resources.

Welcome to Country

Welcome to Country is an ancient ceremony, delivered by Traditional Owners, or by Aboriginal and Torres Strait Islander peoples who have been given permission by Traditional Owners to welcome visitors to their Country. It is a generous invitation from the Traditional Owner, extended on their home Country, for all visitors to come with purpose, travel safely across the land, and respect Country by doing no harm.

A Welcome to Country typically occurs at the beginning of a formal event and can take many forms including singing, dancing, smoking ceremonies, and/or a speech. When participating, please be respectful and mindful, offering the same respect as you would to the singing of the National Anthem.

Section 1

Section 1 of the Reconciliation Strategy provides the foundation for our work.

It sets out Council's vision and commitment to reconciliation, outlines the legislative and organisational context, and explains how the Strategy was developed through consultation with First Nations community members, reconciliation advocates, partner organisations, and the broader community.

Together, these elements articulate the values, principles, and context that guide Kingston's reconciliation journey.

Our Vision for Reconciliation

We envision a thriving and empowered First Nations community where cultural safety, equity and self-determination are central to community life, supported by strong, respectful relationships between First Nations and non-First Nations people.

Our Commitment

The City of Kingston respectfully acknowledges the Bunurong Boon Wurrung Peoples of the Kulin Nation as the Traditional Owners and Custodians of the land. Recognition is given to the rich diversity of First Nations cultures within the community and the enduring impacts of colonisation.

Kingston remains committed to addressing harm, dismantling barriers and enabling the community to engage with and benefit from a deeper understanding of Australia's cultural heritage, history, and identity.

The City of Kingston is committed to advancing reconciliation through five key priority areas, developed in consultation with Aboriginal and Torres Strait Islander community members and staff across the municipality:

1. Relationships + Partnerships
2. Cultural Inclusion + Belonging
3. Empowering Community + Protecting Country
4. Employment + Economic Participation
5. Governance + Accountability

Self Determination

Reconciliation cannot be achieved without committing to the principle of self-determination. Recognised as a human right in the United Nations Declaration on the Rights of Indigenous Peoples, self-determination refers to the right of First Nations peoples to have control over decisions that affect their lives, communities, and Country. It underpins freedom, autonomy, and equality, empowering those who have historically been denied these rights.

By embedding self-determination into policies and practices, Kingston can foster an environment where First Nations peoples lead the development and delivery of initiatives that reflect their priorities, values, and aspirations.

Reconciliation at Kingston

PROGRESS TO DATE

2013-2019

Inter Council Aboriginal Consultative Committee membership

2014-2019

Aboriginal Policy and Action Plan

Acknowledgement of Country at all Council meetings

Kingston Indigenous Walking Trail

Implemented Flags at significant sites

Indigenous Garden at Attenborough Park

2017

Derrimut Weelam Gathering Place establishment

Acknowledgement of Country document endorsement

2019

Commitment to developing a Reconciliation Action Plan

2020

Commemorating WWII Service Men and Women documentary

Inclusion of Aboriginal Ward names

Indigenous Portfolio Officer (first identified position)

Derrimut Weelam Gathering Place Officer (second identified position)

2021

Kingston Libraries designated week to Indigenous authors

2022

Implementation of Kingston's Innovate Reconciliation Action Plan

Additional Derrimut Weelam Gathering Place Officer (third identified position)

RAP Working Group establishment

RAP Advisory Group establishment

2023

Council's public commitment to the Uluru Statement of the Heart

Cross-Council community programs acknowledging National Reconciliation Week and NAIDOC Week

Cultural Learning Strategy developed for organisational education

2024

Additional Derrimut Weelam Gathering Place Officer (fourth identified position)

Extensive community consultation to guide the development of Kingston's next RAP

2025

Development and implementation of Council's 4-year Reconciliation Strategy begins

Strategic Context

The Reconciliation Strategy is guided by key Victorian legislation and strategic frameworks, including:

- Aboriginal Heritage Act 2006
- Aboriginal Heritage Regulations 2018
- Advancing the Treaty Process with Aboriginal Victorians Act 2018
- Charter of Human Rights and Responsibilities Act 2006
- Korin Korin Balit-Djak Aboriginal Health, Wellbeing and Safety Strategic Plan 2017-2027
- Local Government Act 2020
- Victorian Aboriginal Local Government Strategy 2021
- Statewide Treaty Act 2025
- The Victorian Closing the Gap Implementation Plan 2021-2026

Treaty in Victoria

Victoria is leading the nation as the first jurisdiction to negotiate a formal Treaty between the State of Victoria and Victorian First Nations peoples, represented by the First Peoples' Assembly Victoria.

The formal Treaty process began in 2016 with the establishment of the Aboriginal Treaty Working Group, which later evolved into the Victorian Treaty Advancement Commission. The Advancing the Treaty Process with Aboriginal Victorians Act came into effect in 2018, followed by the Treaty Authority and Other Treaty Elements Act 2022.

Statewide Treaty in Victoria, known as the Statewide Treaty Act 2025, was signed into law on 13 November 2025. Local treaties with Traditional Owner groups will follow.

Other Guiding Documents:

National Agreement on Closing the Gap

The National Agreement on Closing the Gap, established in 2020, is a formal partnership between Australian governments, and the Coalition of Aboriginal and Torres Strait Islander Peak Organisations. It sets out a shared commitment to achieving equality for Aboriginal and Torres Strait Islander people by addressing deep-rooted inequalities across key areas such as health, education, employment, justice, and housing.

Central to the Agreement are four Priority Reforms focused on strengthening partnerships with First Nations communities, building the community-controlled sector, transforming government institutions, and improving data and transparency. The Agreement shifts the focus from government-led targets to community-led solutions, placing Aboriginal and Torres Strait Islander people at the centre of decision-making to drive real, lasting change.

United Nations Declaration of the Rights of Indigenous People (UNDRIP)

The City of Kingston affirms the rights of Indigenous peoples as outlined in UNDRIP, and commits to being guided by the First Nations communities that it serves.

Uluru Statement from the Heart

In 2023, Council publicly declared support for the Uluru Statement from the Heart, including its three key elements: Voice, Treaty, and Truth — with Treaty and Truth collectively referred to as Makarrata. Progress is underway in Victoria toward establishing the state's first Treaty and a permanent Truth-telling body. At a local level, Council remains committed to ensuring First Nations voices are heard and continue to seek guidance from First Nations communities on matters that affect them.

Alignment to the Victorian Aboriginal and Local Government Strategy (VALGS)

The Victorian Aboriginal and Local Government Strategy serves as a practical guide for councils across Victoria and helps to embed the voices and priorities of Aboriginal communities at a local government level.

It is centred on seven strategic pillars:

1.	**Culture, respect and trust**
2.	**Awareness and engagement**
3.	**Accountability and direction**
4.	**Governance and participation**
5.	**Economic participation**
6.	**Health and wellbeing**
7.	**Resourcing and funding**

The Strategy recommends actions for Local Governments, the Victorian Government and Aboriginal communities that progress Aboriginal self-determination and reconciliation.

Organisational Context

The City of Kingston's Reconciliation Strategy is aligned with the Council and Wellbeing Plan 2025-2029, providing a cohesive and coordinated approach to strengthening community resilience and building social capital across the municipality.

The Reconciliation Strategy also supports and works collaboratively with Council's:

- All Abilities Action Plan 2024-2028
- Biodiversity Strategy 2024-2029
- Climate and Ecological Emergency Response Plan 2021-2030
- Creative and Learning Strategy 2026 - 2030 (in development)
- Economic Development Strategy 2024-2029
- Gender Equality Action Plan 2021-2025 (in redevelopment)
- Integrated Water Strategy 2021-2030
- Library Strategy 2019-2030
- Open Space Strategy 2023-2033
- Urban Forest Strategy 2023-2030
- Wayfinding Strategy 2023

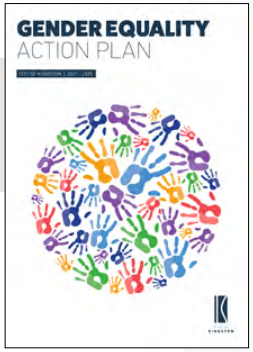
Council and Wellbeing Plan 2025-2029

All Abilities Action Plan
2024-2028

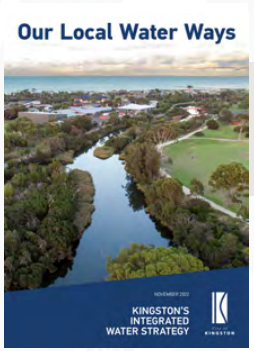
Biodiversity Strategy
2024-2029

Climate and Ecological Emergency Response Plan
2021-2030

Economic Development Strategy 2024-2029



Gender Equality Action Plan
2021-2025



Integrated Water Strategy
2021-2030

Open Space Strategy
2023-2033

Urban Forest Strategy
2023-2030

Wayfinding Strategy 2023

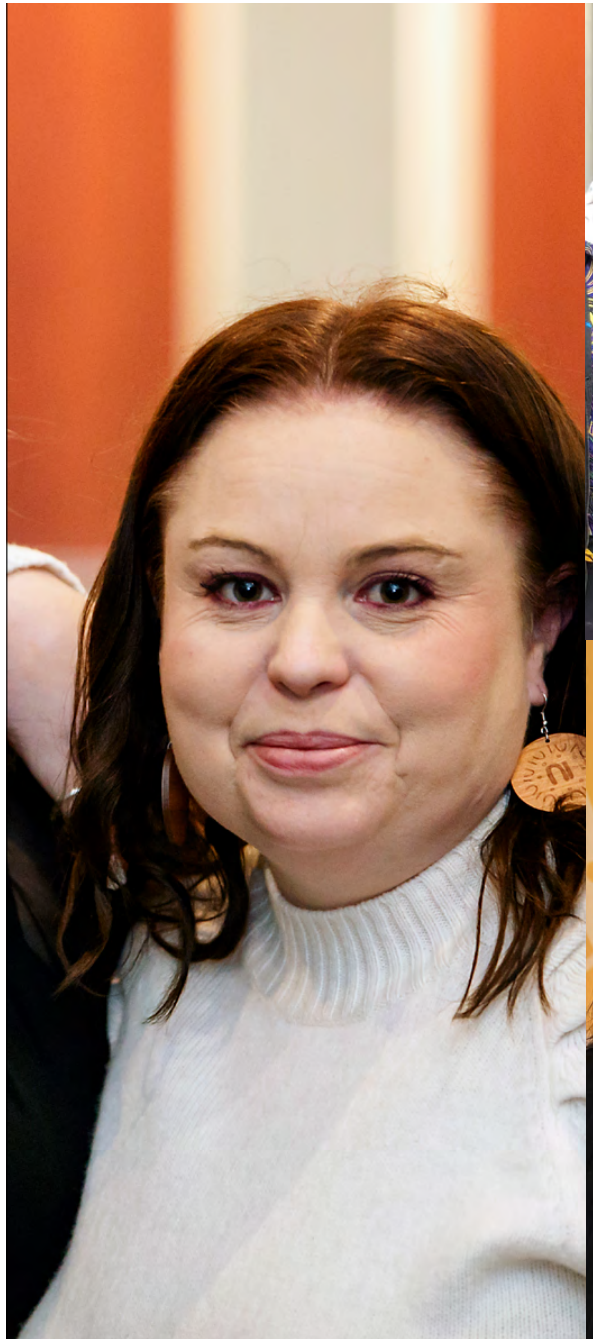
Derrimut Weelam Gathering Place

The City of Kingston is proud to support Derrimut Weelam Gathering Place (DWGP). Governed by a Steering Committee and supported by a dedicated team, DWGP coordinates and delivers programs that strengthen cultural connection, wellbeing, and self-determination for the local First Nations community.

DERRIMUT WEELAM
GATHERING PLACE

DWGP provides a welcoming space for Aboriginal and Torres Strait Islander community members to connect, learn from Elders and Traditional Owners, share cultural heritage and engage with local cultural history. It also fosters dialogue and education around health and wellbeing, supporting efforts to close the gaps in health, education, and economic outcomes between Aboriginal and non-Aboriginal people.

Since opening in 2017, DWGP has expanded from hosting occasional events to delivering 13 annual events, including NAIDOC and National Reconciliation Week Flag Raising Ceremonies, and five ongoing programs such as a monthly community gathering, Elders, Men's and Women's Groups, and school holiday workshops



How was the Strategy developed?

CONSULTATION

The Reconciliation Strategy was developed through a three-stage consultation process to reflect the aspirations of First Nations peoples and capture a diverse range of perspectives while remaining grounded in genuine community input.

This process highlighted the importance of shared responsibility and collaboration in progressing reconciliation at the local level.

STAGE 1 – First Nations Consultation

In September 2024, Mirriyu Cultural Consulting facilitated workshops with:

- First Nations Youth (secondary school students)
- Elders
- Derrimut Weelam Gathering Place community members
- Broader First Nations community living or working in Kingston

The consultation methodology was designed to be inclusive, engaging, and adaptable, ensuring meaningful participation from all attendees. By using a range of interactive tools and methods, such as discussion questions, drawing, and conversation cards for brainstorming, participants were able to articulate their thoughts clearly and visually. 100 community members contributed to this stage.

STAGE 2 – Kingston Staff Consultation

Over 60 staff were engaged through in-person workshops, including First Nations staff, the Reconciliation Working Group, the Executive Leadership Team, and the wider workforce.

Feedback demonstrated strong alignment with community aspirations.

STAGE 3 – Public Consultation

In November 2025, the wider Kingston community provided feedback on the draft Strategy through online submissions, community pop-ups, and direct engagement with local organisations.

This input provided valuable insights into community priorities, highlighted opportunities to strengthen partnerships, and ensured the Strategy reflected the aspirations of both First Nations peoples and the wider Kingston community.

SES RESCUE
FLOOD STORM EMERGENCY
132 500
CHELSEA SES
SES

CERTIFICATE
Monash Health

What we heard

The feedback gathered through consultation directly informed the development of five key priority areas. These priorities reflect the aspirations and needs of the community and demonstrate Council's commitment to driving positive change.

PRIORITY 1: **Relationships and Partnerships**

Across all workshops, strong emphasis was placed on the value of meaningful relationships with Council and the wider Kingston community.

Young people highlighted the importance of being listened to and supported through visible displays of Aboriginal identity, such as flags and events. Elders and the broader community recognised Council's efforts to host inclusive celebrations like NAIDOC and National Reconciliation Week and valued the support for the Derrimut Weelam Gathering Place.

Participants across sessions advocated for increased partnerships with Traditional Owner Corporations and Aboriginal businesses, particularly in tourism, food, and the arts. The First Nations staff group also recommended establishing internal networks and stronger cross-sector collaboration to ensure Reconciliation Strategy actions are strategic and community-driven.

PRIORITY 2: **Cultural Inclusion and Belonging**

There was a consistent message from participants that cultural pride, connection to community, and recognition of identity are central to wellbeing. Young people expressed the importance of role models, cultural events, and learning opportunities to maintain strong cultural ties. Activities like underground cooking, traditional craft, language, and dance were named as priorities.

The broader community and Elders spoke positively about increased visibility of culture in Kingston through flags, signage, and events, and encouraged further cultural inclusion through initiatives like language signage, cultural playgrounds, and all-year cultural activations such as Blak Markets.

PRIORITY 3: **Empowering Community and Protecting Country**

Young people spoke about their aspirations for careers and meaningful connection to Country. They expressed a desire to contribute to their Traditional Owner organisations and take on roles that support both land management and community care. The suggestion of cultural camps and inter-Gathering Place events reflects a wish to stay connected to culture and broader Aboriginal networks.

Participants across all sessions expressed support for a purpose-built First Nations hub to house services, cultural programs, arts spaces, and early learning (e.g. Koorie Kinder). This would create a space for connection and empowerment, while also supporting intergenerational cultural knowledge transfer and improved health and wellbeing outcomes.

PRIORITY 4: **Employment and Economic Participation**

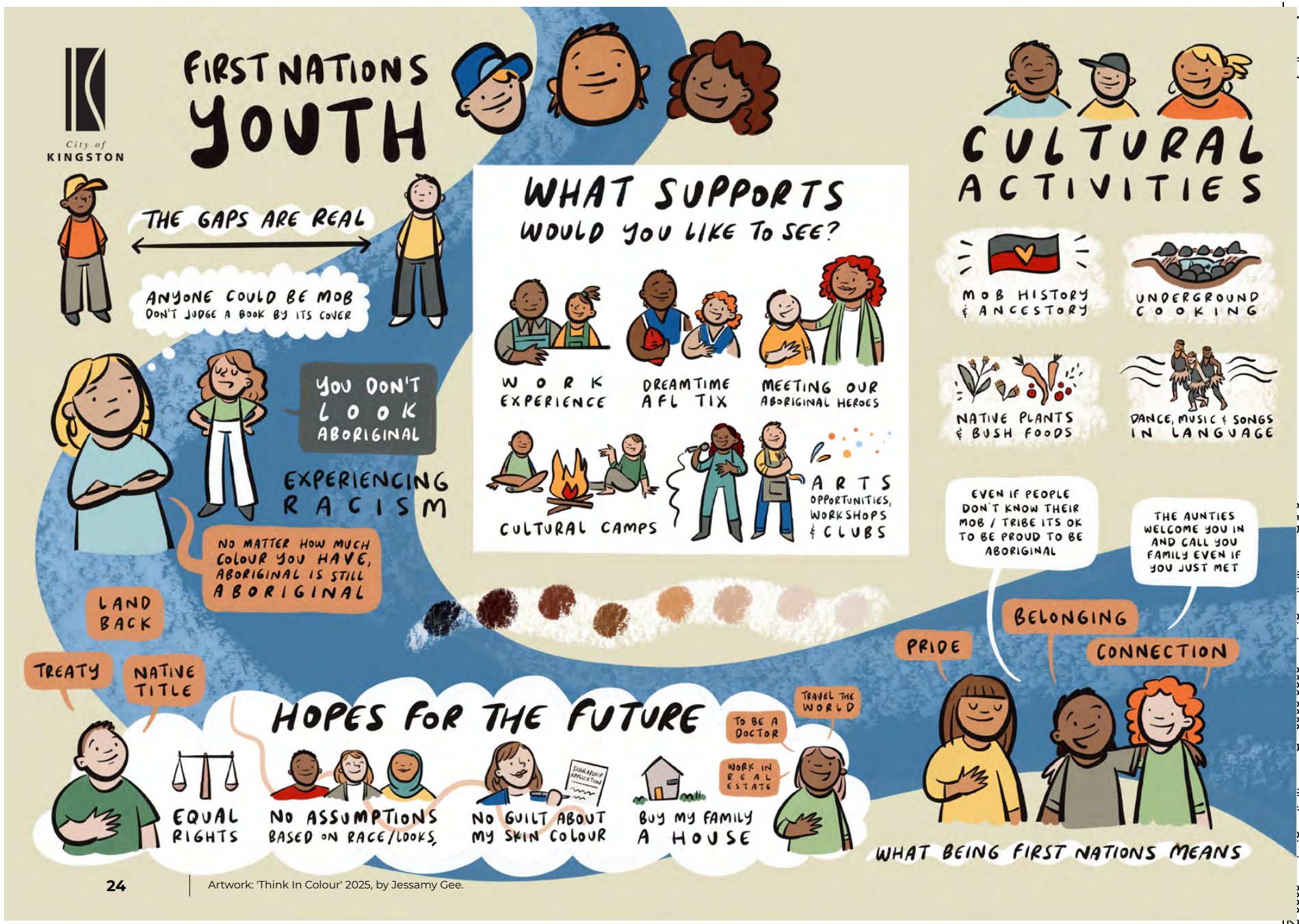
Economic development was seen as a key driver of community wellbeing and opportunity. Staff and community members called for support for Aboriginal-owned businesses through procurement, enterprise development, and tourism initiatives. Participants also recommended increased opportunities for local artists, creatives, and entrepreneurs, alongside mentorship and skill-building.

Young people expressed interest in work experience and long-term career goals in law, aviation, sports, and land management. Calls were made for Council to support employment pathways through school engagement, workplace learning, and partnerships with Traditional Owner organisations.

PRIORITY 5: **Governance and Accountability**

First Nations staff suggested strengthening internal governance mechanisms such as staff networks and cross-team accountability for Reconciliation Strategy actions. This would allow First Nations staff to provide strategic input and ensure that implementation is community informed.

The Elders and broader community emphasised the importance of Council continuing to consult and include Aboriginal voices in planning and evaluation. A shared appreciation for being heard during these sessions reflects a broader expectation that future planning continues to be co-designed and grounded in lived experience.



Artwork: 'Think In Colour' 2025, by Jessamy Gee.

FIRST NATIONS ELDERS
WHAT SUPPORTS WORKED IN THE PAST?
HEALTH SERVICES
ALLIED HEALTH AND INTEGRATED TEAM CARE PROGRAM
MOB-RUN HOSTELS
FOR MOB WHO ARE SLEEPING ROUGH OR WITHOUT A PLACE TO BE
WHAT'S NEEDED NOW?
I WANT TO LEARN ABOUT MY FAMILY HISTORY
I WANT HELP WITH CENTRELINK and the ACCESSCARE AGE CARE PACKAGE
I WANT TO LEARN HOW TO USE A MOBILE PHONE / COMPUTER
CULTURAL SUPPORT
COMMUNITY SERVICES
TECHNOLOGY LITERACY
BRING BACK MOB RUN HOSTELS
MORE SERVICES TO HELP WITH HOUSE MAINTENANCE
KEEP ME IN THE LOOP
HOUSING SERVICES
COMMUNITY INFORMATION
I WANT THEM TO HAVE AN EASIER TIME THAN WE HAD
SUPPORTIVE
WELCOMING
I ♥ DERRIMUT WEELAM GATHERING PLACE
LOVELY ATMOSPHERE
WE LOVE SEEING OUR FLAG ON DISPLAY, AND ALL THE NAIDOC EVENTS
OUR EXPERIENCE OF KINGSTON
CULTURAL ACTIVITIES
I WANT TO LEARN MY LANGUAGE
LEARN ABOUT LOCAL HISTORY
CULTURAL LEARNING
A PLACE FOR CULTURAL LEARNING
TRADITIONAL ARTS & CRAFTS
DREAMS FOR OUR LATER YEARS
GO HOME TO COUNTRY
TO SEE MY GRANDSON FINISH HIGH SCHOOL
SOCIAL CONNECTION
TO WRITE A BOOK, TO TELL MY STORY
HOPES FOR THE NEXT GENERATION
HELP AND ACCESS TO HOME LOANS
MORE PUBLIC HOUSING
SUPPORT OUR GRANDKIDS TO BE STRONG IN CULTURE
A PERMANENT SPACE FOR ALL THE YOUNG ONES AND ELDERS AND FAMILIES (ALL MOB) TO SHARE CULTURE
MENTAL HEALTH SUPPORTS
HOUSING SUPPORTS
INTERGENERATIONAL ACTIVITIES
A FIT-FOR-PURPOSE GATHERING PLACE
HEALTH & WELLBEING

Section 2

Section 2 sets out the priorities that will guide Council's work over the life of the Strategy.

These priorities were shaped by First Nations community members, reconciliation advocates, partner organisations, and the wider Kingston community.

They reflect both local aspirations and national commitments, providing a clear framework to turn our vision into practical actions that build stronger relationships, respect, and opportunities for Aboriginal and Torres Strait Islander peoples in Kingston.

PRIORITY 1: **Relationships and Partnerships**

> "Kingston is welcoming for us, and we love to see our flags on display around the area."

Recognising Council's responsibility to engage meaningfully with Traditional Owners and First Nations communities ensures their voices are heard and reflected in the decisions that shape the municipality. Through genuine partnerships, Council can build trust, support self-determination, and embed cultural understanding into service planning, delivery, and evaluation.

Outcome

Traditional Owners and First Nations communities are meaningfully engaged in decision-making, resulting in trusted partnerships, strengthened self-determination, and culturally informed planning, service delivery, and evaluation across the municipality.

Impact

Community feedback on attending a cultural awareness workshop by Jillian West at Cheltenham Library, August 2025.

"The wisdom and kindness that emanated from Jillian was beautiful - it really affected me and urged me to learn more."

"So so so informative and filled with truth, knowledge and wisdom. Addresses a long standing needing to be heard, told and shared. Thank you!"

"I learned so much. So grateful and humbling, and I hope we all continue with truth telling so we all live in harmony with equal rights. Thank you, Kingston Libraries!"

Community members,
Derrimut Weelam
Gathering Place
Annual NAIDOC Dinner 2025

Objective 1

Foster strong, respectful, and mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, stakeholders, and organisations to support collaboration and shared outcomes.

ACTION	LEAD DEPARTMENT	TIMELINE
Continue to engage with neighbouring Councils and other organisations with Reconciliation plans to collaborate and share resources and expertise.	Inclusive Communities	Ongoing
Continue to support Derrimut Weelam Gathering Place by providing and maintaining facilities, allocating dedicated staff, offering strategic guidance, facilitating access to funding and resources, and promoting the Gathering Place to strengthen its role in community.	Inclusive Communities	Ongoing

Objective 2

Enhance community participation and engagement in the planning, design, and delivery of services to ensure they reflect diverse needs and voices.

ACTION	LEAD DEPARTMENT	TIMELINE
Maintain and build on established connections with Kingston's First Nations community, regularly obtain feedback to ensure the Reconciliation Strategy is effective throughout its implementation.	Inclusive Communities	Ongoing
Continue to engage Traditional Owners on Council policies, plans and strategies that require cultural input.	Inclusive Communities	Ongoing

PRIORITY 2: **Cultural Inclusion and Belonging**

> "Imagine what it would be like if we told people from the start that everyone was equal."

Cultural inclusion and belonging are central to reconciliation and to creating communities where Aboriginal and Torres Strait Islander peoples feel respected, valued, and safe.

Through education, cultural learning, and inclusive practices, we strengthen community cohesion and build environments where everyone feels a genuine sense of connection, recognition, and belonging.

Outcome

Aboriginal and Torres Strait Islander peoples feel respected, valued, and safe, with strengthened community cohesion achieved through cultural inclusion, education, and inclusive practices that foster connection and belonging for all.

Impact

Embedding Culture in Early Learning

Rajith, an educator from an early learning centre in Kingston, attended a Yarning Circle held at Parkdale Family & Children's Centre, to meet with other educators and learn about First Nations Cultures.

"I learn so much when hearing from Aboriginal community members and leaders. It's so important that we have these times to connect, as we all have the same goal of creating a safe environment for all cultures, for staff and children."

Lucy, the parent of a child who attends Parkdale Family & Children's Centre, recently attended a Welcome and Smoking ceremony at the centre in recognition of NAIDOC Week.

"The centre does so well to include many opportunities for our children to learn Aboriginal culture, I only wish this could've been implemented years ago. My kids all know what a Welcome is, what to do at a smoking ceremony, and have that inherent respect for the first culture of Australia."

Left: Ceremonial dance performed by Cassie Fisher Patterson and young community member, Kingston Arts Center 2025.
Right: Young Djirri Djirri dancer, Derrimut Weelam Gathering Place Annual NAIDOC Dinner 2025.

Objective 3

Respect and uphold Aboriginal and Torres Strait Islander cultural protocols by recognising significant dates, sites, and traditions across Council activities and events.

ACTION	LEAD DEPARTMENT	TIMELINE
Continue to recognise significant dates including NAIDOC and National Reconciliation Week with community events.	Inclusive Communities	Ongoing
Continue to host an internal workshop or event for staff in recognition of National Reconciliation Week or NAIDOC week.	People and Culture	Every July
Develop a Cultural Protocol Guide to provide guidance on the use of Welcome to Country, Acknowledgement of Country, and other cultural protocols.	Inclusive Communities	Yr 1+2
Continue to invite local Traditional Owners to provide a Welcome to Country or other appropriate cultural activity at significant events throughout the year, including citizenship ceremonies.	Inclusive Communities	Ongoing
Continue to provide an Acknowledgement of Country at significant council events and meetings.	All	Ongoing
Implement the Naming of Places Policy - prioritising the use of Aboriginal language in naming of streets, parks, gardens, and other significant sites.	Governance, Risk and Integrity	Ongoing
Promote a calendar of significant Aboriginal and Torres Strait Islander dates on Council's website.	Inclusive Communities	Ongoing
Install Aboriginal and Torres Strait Islander artworks, Acknowledgement of Country displays, flags and/or maps of Aboriginal Australia across Council buildings and community spaces.	Inclusive Communities	Yr 1+2

Objective 4

Promote truth-telling by increasing awareness, respect, and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge systems, and rights through cultural learning and engagement initiatives.

ACTION	LEAD DEPARTMENT	TIMELINE
Review and update Council's webpages on Aboriginal heritage and cultures.	Inclusive Communities	Yr 2+3
Support Early Learning Centers to implement Reconciliation Action Plans through the Narragunnawali platform and promote cultural educational resources to early years educators across Family & Children's Services.	Family Youth and Children's Services	Ongoing
Continue to provide regular cultural training and education opportunities for all employees, informed by the cultural learning strategy	People and Culture	Ongoing
Include opportunities to learn about Aboriginal and Torres Strait Islander histories and experiences in Arts, Events, and Libraries programming, to support truth-telling and cultural understanding.	Arts, Events and Libraries	Ongoing
Provide cultural awareness training to Councillors throughout their term on Council.	Inclusive Communities; Governance, Risk and Integrity	Ongoing

PRIORITY 3: Empowering Community and Protecting Country

> "I hope to see our grandkids growing up strong in Culture."

The health of Community and Country are interwoven. Providing social, health, and wellbeing support through Council services supports First Nations self-determination. Incorporating Traditional Owner knowledge into land care, revegetation, and conservation delivers shared benefits for both Country and Council's Open Space management.

Outcome

Stronger self-determination and wellbeing for First Nations peoples is supported through culturally appropriate social, health, and wellbeing services, while land management practices that incorporate Traditional Owner knowledge enhance the health of both Country and community.

Impact

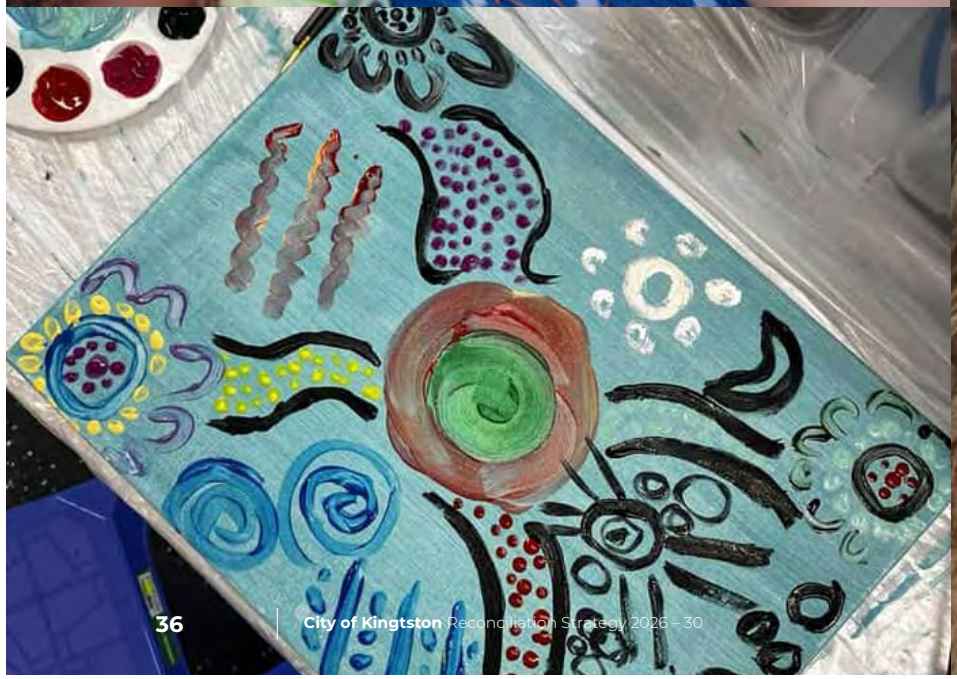
DWGP Annual Arts Exhibition

Each year, Derrimut Weelam Gathering Place hosts an arts exhibition and competition showcasing the talents of young community members. This year, Temeka received the special Mayor's Award for her hand-carved and decorated emu egg. She reflected on the honour by saying:

"Aunty Kalie, do you know how special this is? Winning the Mayor's Award feels even more special than winning first place."

Nathan was awarded second prize for his hand-carved bundi – a traditional wooden tool used by men for hunting. The raw materials were sourced through a collaboration between Kingston's Open Space rangers and DWGP, who work together to harvest natural materials for community use. Nathan shaped and finished the bundi in Men's Group before proudly entering it in the exhibition.

Woolepe Bushland Opening 2025



Objective 5

Support the health, wellbeing, and social connection of Aboriginal and Torres Strait Islander peoples living in the City of Kingston through culturally appropriate programs and initiatives.

ACTION	LEAD DEPARTMENT	TIMELINE
Work with Derrimut Weelam Gathering Place and First Nations young people to strengthen cultural programs in schools, support youth connection to culture, and promote access to Council's free youth counselling service.	Inclusive Communities; Family, Youth and Children's Services	Ongoing
Source and distribute a localised directory of First Nations health and wellbeing services, ensuring services are LGBTQIA+ inclusive and accessible.	Inclusive Communities; AccessCare; Family, Youth and Children's Services; Compliance and Amenity	Yr 1+2
Ensure Aboriginal residents engaging with AccessCare receive culturally safe and appropriate support by strengthening staff cultural competency through training and practice.	AccessCare	Ongoing
Strengthen referral pathways for First Nations people experiencing homelessness, with connections to Derrimut Weelam Gathering Place where appropriate.	Inclusive Communities; AccessCare; Compliance and Amenity	Ongoing
Work in partnership with DWGP to provide access to (Council-owned) natural environments and resources for mob to practice Culture on Country.	Inclusive Communities; Open Space	Ongoing
Continue to assess opportunities for a suitable, fit-for-purpose venue to support Derrimut Weelam Gathering Place.	Inclusive Communities	Yr 2+3

Objective 6

Promote the care, protection, and sustainability of Country by embedding First Nations and Traditional Owner knowledge and perspectives into environmental and land management practices.

Kingston Open Space Rangers and Bunurong Land Council Cultural Heritage Rangers, Shoreham 2025.

ACTION	LEAD DEPARTMENT	TIMELINE
Continue to collaborate with Traditional Owners on land management and cultural heritage and provide regular Caring for Country education for staff. With permission, incorporate traditional skills and techniques into the care of Kingston's foreshores, bushlands and open spaces.	Open Space	Ongoing
Continue to work collaboratively with Traditional Owners to develop a management plan to naturalise sections of Mordialloc Creek.	City Strategy; Open Space	Ongoing
Work with Traditional Owners to influence waterway management across the catchment to ensure traditional knowledge and practices are used to improve waterway health.	Open Space	Ongoing
Ensure areas of high cultural significance or sensitivity are identified early by working with a Cultural Heritage Advisor, to develop and implement a CHMP decision-making tool and system (aligned with the Aboriginal Cultural Heritage Regulations 2018) to guide staff on when a CHMP is required.	Inclusive Communities	Yr 1+2
Improve access to CHMP information by embedding existing plans into Council's spatial data system or providing access to ACHRIS and explore the development and maintenance of a central CHMP database.	Inclusive Communities; PMO; Information & Digital Technology	Yr 3+4
Strengthen cultural heritage expertise by engaging a qualified Cultural Heritage Advisor for guidance and delivery of staff training on CHMP processes, tools, and systems.	Inclusive Communities	Ongoing

Tawny Frogmouth.

PRIORITY 4: **Employment and Economic Participation**

> "My hope for the future is to see a level playing field for generational wealth, for our kids and their kids, and their kids. Support blak businesses, provide our young ones with employment opportunities, and give them role models to look up to."

By creating inclusive recruitment practices, supporting career development, and fostering partnerships with Aboriginal-owned businesses, we can contribute to economic empowerment and long-term wellbeing. Valuing cultural knowledge, skills, and enterprise is essential to building a stronger, more equitable community.

Outcome

Economic empowerment and long-term wellbeing are supported through inclusive recruitment, career development, and strong partnerships with Aboriginal-owned businesses, recognising and valuing cultural knowledge, skills, and enterprise as vital to a stronger, more equitable community.

Impact

Art as Storytelling

Baanj Dayang (Rakali) Wilam (pictured right) by Aunty Kim Wandin and Chris Joy was officially opened in late 2024 at Mentone Lifesaving Club. At the launch event, Aunty Kim shared the creation story of the platypus, the offspring of the water rat (rakali), and the duck.

A community member in attendance shared their thoughts on attending the event:

"As a non-Indigenous person I was honoured to hear Aunty Kim's creation story of the platypus! And the significance of the rakali to the area, has certainly made me look at the creatures a little differently! I'm really glad I came down this morning and got to hear about it from the artist. Thank you!"

Artwork: 'Baanj Dayang (Rakali) Wilam' 2024
by Aunty Kim Wandin and Chris Joy

Objective 7

Enhance employment outcomes by strengthening the recruitment, retention, and professional development of First Nations people at the City of Kingston.

ACTION	LEAD DEPARTMENT	TIMELINE
Establish an internal First Nations Network to provide opportunities for mob working at Kingston to connect. Support First Nations staff to attend professional and cultural development workshops and further education opportunities.	Inclusive Communities	Ongoing
Engage with First Nations staff to consult on recruitment, retention and professional development processes.	People and Culture	Yr 3+4
Advertise job vacancies to effectively reach First Nations stakeholders.	People and Culture	Ongoing

Objective 8

Support economic empowerment by increasing the diversity of First Nations suppliers engaged through Council procurement and partnerships.

ACTION	LEAD DEPARTMENT	TIMELINE
Promote Aboriginal and Torres Strait Islander businesses by sharing Kingston's social procurement information and celebrating Indigenous Business Month each October.	City Economy and Innovation; Procurement and Contracts	Ongoing
Provide staff with guidance on engaging First Nations businesses by updating purchasing training and promoting Council's membership with First Nations Business Chambers	Procurement and Contracts	Yr 1+2
Develop quarterly reports to track Council's spend with First Nations businesses and increase investment annually to meet industry standards.	Procurement and Contracts	Yr 2+3+4

Objective 9

Promote cultural expression and economic participation by increasing opportunities for First Nations artists, creatives, and arts businesses across Kingston.

ACTION	LEAD DEPARTMENT	TIMELINE
Continue to ensure First Nations arts and artists are featured across yearly programming	Arts, Events and Libraries	Ongoing
Commission and install public artworks by First Nations artists that reflect local culture, stories, and connection to Country, in collaboration with Traditional Owners and community members.	Arts, Events and Libraries	Ongoing

Artwork by Maree Clarke and family, featured in 'Generations: connections to Country' 2025 at Kingston Arts Centre.

PRIORITY 5: **Governance and Accountability**

"Nothing about us, without us."

Strong governance and genuine accountability are essential to meaningful reconciliation. Council will ensure First Nations voices are included in decision-making processes that impact First Nations communities.

Outcome

First Nations voices influence decision-making processes, ensuring strong governance and accountability in advancing reconciliation.

Impact

Whole of Council Action

"From my perspective on the Reconciliation Working Group, it's been inspiring to see how engagement across Council has grown.

More staff are actively learning about First Nations culture and contributing to our Reconciliation Strategy. I have an understanding of what sharing the load and being a part of reconciliation looks like."

Objective 10

Maintain strong governance structures by supporting effective Working and Reference Groups, with appropriate First Nations representation, to guide the implementation of the Reconciliation Strategy.

ACTION	LEAD DEPARTMENT	TIMELINE
Continue to ensure strong First Nations representation on the Reconciliation Strategy Working Group (RSWG). RSWG to meet 4 times per year to monitor and report on implementation of the strategy.	Inclusive Communities	Ongoing
Continue to ensure a majority of First Nations representation on the Reconciliation Strategy Reference Group (RSRG). RSRG to meet 4 times per year to provide guidance to Council on the implementation of the strategy.	Inclusive Communities	Ongoing

Objective 11

Promote transparency and accountability through regular reporting on achievements, challenges, and key learnings to both internal and external stakeholders.

ACTION	LEAD DEPARTMENT	TIMELINE
Report annually on Reconciliation Strategy progress to the Reconciliation Strategy Reference Group and to staff via the Reconciliation Strategy Working Group.	Inclusive Communities	Ongoing
Report annually to Council and the community on Reconciliation Strategy achievements, challenges, and key learnings.	Inclusive Communities	Ongoing
Provide updates to Council and the community on the implementation of the Statewide Treaty Act, with separate reports to Council if a decision is required.	Inclusive Communities	Ongoing

Governance

Reconciliation Strategy Working Group

The Reconciliation Strategy Working Group drives the implementation and monitoring of Kingston's Reconciliation Strategy. It includes senior staff responsible for making sure key actions are delivered, with guidance from the Executive Leadership Team.

Reconciliation Strategy Reference Group

The Reconciliation Strategy Reference Group brings together local First Nations community members, reconciliation advocates, and organisations with shared reconciliation goals.

The group's role is to guide the delivery of Council's Reconciliation Strategy and provide advice to the Reconciliation Strategy Working Group throughout the life of the Strategy.

Council is committed to ensuring the group maintains a majority of First Nations members.

Implementation and Reporting

> This is a whole-of-Council strategy that will be progressively implemented over 4 years.

Delivery will involve strengthening existing partnerships and establishing new collaborations to support the achievement of planned outcomes. Responsibility for each action has been assigned to a relevant Council department, with progress reported annually to Council.

The broader community will be informed of key milestones and project updates through Council's official communication channels, including Council Annual Reports, digital platforms and social media.

Most actions will be delivered within Council's existing budget, while others will be considered through the annual budget process or supported by external funding opportunities.

City of
KINGSTON

1230 Nepean Highway, Cheltenham VIC 3192
PO Box 1000, Mentone 3194
1300 653 356
TIS 131 450
info@kingston.vic.gov.au
kingston.vic.gov.au

2030

Ordinary Council Meeting

27 April 2026

Agenda Item No: 10.1

RESPONSE TO RESOLUTION - NOTICE OF MOTION 30/2025 - GLEN STREET RESERVE PAVILION

Contact Officer: Sara Townsend, Team Leader Strategic Projects

Purpose of Report

This report responds to Council resolution on Notice of Motion 30/2025 – Glen Street Reserve Pavilion, seeking consideration of the redevelopment of Glen Street Pavilion due to inadequate facilities.

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 report;
2. Note that Glen Street Pavilion is listed within the high priority category in the Pavilion Improvement Plan;
3. Note that all pavilions within this high priority category do not meet current sporting standards including the Disability Discrimination Act;
4. Note the allocation of $100,000 in the draft 2026/27 capital works budget to commence concept design and community engagement; and
5. Note that the proposed concept design will be used to advocate to both State and Commonwealth Governments for funding to deliver a sports pavilion at this site in the future.

1. Executive Summary

This report responds to Notice of Motion 30/2025 relating to the Glen Street Reserve Pavilion in Aspendale, outlining the priority, options, costs, and next steps for redeveloping the pavilion to meet contemporary sporting, accessibility, and compliance standards.

The current pavilion, built in the early 1990s and undersized at 238 m², no longer meets user needs or the Sporting Reserve Pavilion Design Guidelines (SRPDG 2023). Key deficiencies include non-compliant DDA access, inadequate changerooms, insufficient storage, poor overall condition, and structural constraints that limit cost-effective refurbishment. Although the building remains structurally serviceable for the short term, its functional shortcomings and lack of accessibility present a case for renewal.

Early site investigations—including surveys, services mapping, arboriculture assessment, and preliminary structural advice—indicate that achieving SRPDG compliance within the existing footprint would require major structural modifications, likely exceeding the cost-efficiency of constructing a new facility.

Two redevelopment options have been explored:

- Option 1 – Retrofit and Extension of Existing Pavilion: Technically feasible but constrained by site size, tree impacts, loss of parking, latent condition risks, and ongoing operational challenges. Even with extensions, the pavilion would remain under-sized relative to the Sporting Reserve Pavilion Design Guidelines (SRPDG).
- Option 2 – New Pavilion. Allows full redevelopment but results in a footprint too large for the available space. An alternate location on the site should be explored.

Interim improvements, deep cleaning, flooring replacement, minor maintenance, and painting, will be completed this financial year to support user experience while planning progresses. Feasibility assessment for retrofitting an accessible public toilet is also underway.

A $100,000 allocation has been included in the draft 2026/27 capital works budget to develop concept designs for the preferred new-build option, with detailed design and construction subject to external funding opportunities in future capital budget cycles.

Overall, the assessment confirms the strategic advantage of delivering a new pavilion to meet community needs, ensure accessibility, and align with the Pavilion Assessment and Prioritisation Policy, with Glen Street Reserve currently ranked ninth on Council's high-priority upgrade list.

2. Background

At its Ordinary Council Meeting held on 22 September 2025, Council resolved in response to resolution Notice of Motion 30/2025 – Glen Street Reserve Pavilion, Aspendale:

That Council:

1. *Receive the report; and*
2. *Receive a further report at the May 2026 Ordinary Meeting of Council providing scope, cost estimates, and timeline for any proposed works for referral to future budget cycles.*

At its Ordinary Council Meeting held on 28 July 2025, Council resolved in response to Notice of Motion 30/2025 - Glen Street Reserve Pavilion, Aspendale:

That Council receive a report within the next two reporting cycles on the Glen Street Reserve Pavilion, Aspendale, that:

1. *Considers the urgency of redevelopment due to inadequate access to toilets and change room facilities which currently fail to meet the needs of users,*
2. *Includes a detailed scope, cost, estimates, and timeline for any proposed redevelopment as a critical infrastructure project,*
3. *Refers any required funding to be considered as part of the 2026 – 2027 budget process, and*
4. *Identifies alternative funding opportunities including grants, State Government and community partnership to support the redevelopment.*

In 2023, Council endorsed the Pavilion Assessment and Prioritisation Policy, which provides a framework to assess and prioritise existing sports pavilions for future development and investment.

Many of Council's 54 sports pavilions, built predominantly in the 1960s and 1970s, no longer meet modern sporting requirements. A substantial number still include communal showers and urinals and lack accessibility for people with mobility challenges or disabilities.

To address these service gaps equitably, the policy applies three criteria to determine which aging infrastructure should be prioritised for upgrade or replacement.

Assessment Criteria:

- Fit for Use – Condition of physical assets
- Fit for Purpose – Utilisation and building context
- Fit for Future – Strategic relevance and design

Each pavilion has been assessed and rated as high, medium, or low priority. Glen Street Reserve Pavilion is classified as high priority, currently ranked ninth. With the commencement of the reconstruction of both the Namatjira Park sports pavilion and Le Page Park tennis pavilion in 2026/27, Glen Street is the seventh priority.

While none of Council's nine highest priority pavilions currently comply with the Sporting Reserve Pavilion Design Guidelines 2023 (SRPDG), Glen Street performs better than most.

It includes:

- A full-sized social space;
- Kitchen/kiosk;
- All gender changerooms with cubicle toilets and showers;
- Umpire facilities; and
- Public toilets.

Tenant clubs also have access to a portable building that serves as a third changeroom to support team rotations on game day, due to limited space in the existing facilities.

Constructed in the early 1990s the pavilion is blockwork masonry structure with steel beams and light-gauge steel rafters supporting a metal Colorbond roof. However, at approximately 238m², it is half the size of the endorsed standard.

Identified issues of existing pavilion

The pavilion's most significant deficiencies relate to:

- Undersized changeroom facilities;
- Lack of designated storage; and
- Non-compliance with the Disability Discrimination Act (DDA) — changerooms are accessed via a narrow passageway with non-compliant door widths that prevent wheelchair access, and no accessible toilet or shower is available. This issue is consistent across the other highest-ranked pavilions.

Storage shortages have resulted in shower cubicles being used to house equipment, rendering them unusable for their intended purpose.

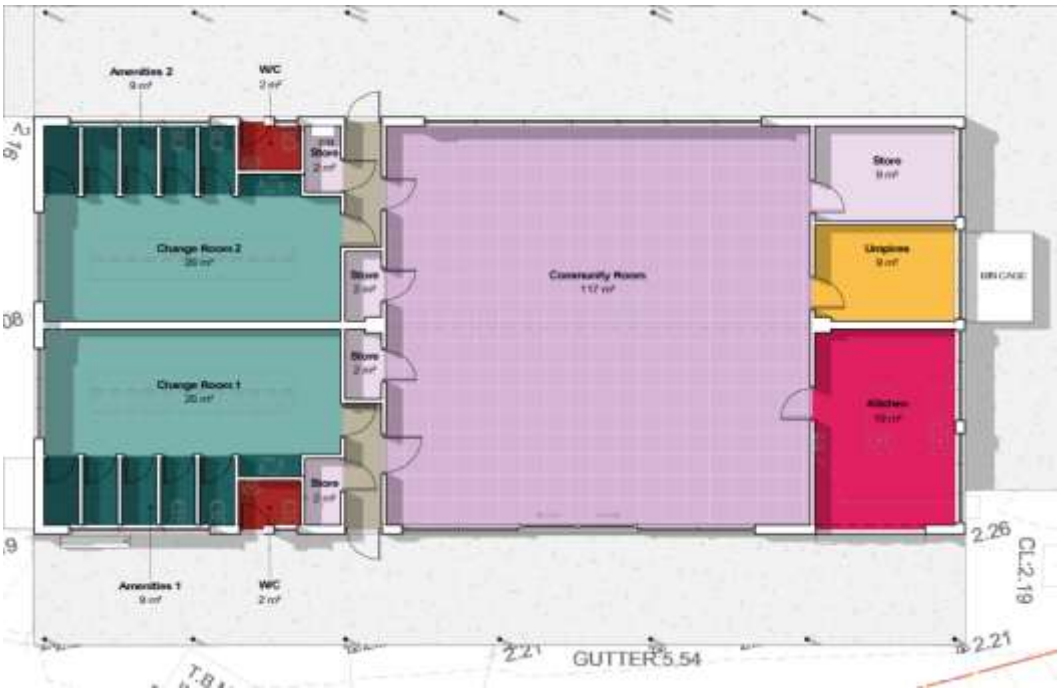
Overall cleanliness is poor. The removal of vinyl flooring has left exposed adhesive that traps dirt and debris, the timing and reason for the removal are unknown.

The pavilion also exhibits cracking in the external paving slab, and the surrounding path network does not provide a continuous accessible route around the building.

The pavilion received upgrades in 2018, including installation of a full kitchen and new glass windows and doors to improve viewing of the sportsground. The brick masonry exterior, although in fair condition, could benefit aesthetically from painting.

Existing floorplan

The existing pavilion relies on the changeroom toilets to service the social/community space, resulting in no accessible toilet available for use across the pavilion.



3. Discussion

3.1 Early planning

Glen Street Reserve is Council-owned land, zoned Public Parks and Recreation Zone (PPRZ). There are no planning overlays affecting the site, and Glen Street Reserve is not subject to an environmental management plan. However, geotechnical and soil contamination assessments will form part of the due diligence investigations.

A project budget of $100k was allocated in the draft 2025/26 capital program to undertake early planning works.

A structural assessment has been completed on the existing building as well as several preliminary site investigations undertaken to inform planning for future upgrades to the Glen Street Reserve Pavilion. These include a detailed site survey, underground services tracing, and an arboriculture assessment.

Sewer and stormwater drains were inspected via CCTV, revealing construction using earthware clay and PVC pipes. The inspection identified misaligned joins and root intrusion in the earthware pipes. The report recommends clearing the stormwater drains to enable further investigation.

To upgrade the pavilion to meet the Sporting Reserve Pavilion Design Guidelines, including adequate changeroom dimensions, DDA compliant access, and an accessible public toilet, major structural work would likely be required. While the structure is sound in its current form, the extent of modifications needed to meet current building codes would likely be cost prohibitive, according to the structural engineer.

3.2 Option 1 - Retrofit and expansion of existing pavilion

Site investigations undertaken in August 2025 identified that the pavilion is in fair condition for its age. If left unchanged, it is expected to remain structurally fit for purpose for approximately 10–15 years.

While it is technically feasible to extend the existing pavilion, the increased building footprint would create a substantial visual barrier from Parkview Drive into the reserve and further restrict parking opportunities. The existing informal carpark accommodates approximately 12 vehicles, however, the revised layout would reduce this capacity to a drop-off zone and one accessible parking space, adding pressure to an already constrained parking environment.

The existing pavilion is 269 m² with a potential extension adding 235 m², resulting in a total building area of 504 m². This remains slightly below the SRPDG requirement of 558 m² (excluding public amenities). The reduced size is achieved by consolidating the office and timekeeper's room, selecting the smaller dimensions where ranges are provided, and including one less public toilet. Despite these efficiencies, the expanded footprint would occupy most of the smaller parcel of land currently serving as the pavilion's main entry.

The design will include an accessible path network providing equitable access to all functional areas, and an undercover area extending from the scorer's room to the kiosk to improve weather protection for spectators.

It is expected that an extension of the existing pavilion would likely have an estimated total project cost of $3,000,000 (excl GST) including allowance for contaminated soil and project contingencies. This is an estimate only and would be refined through the concept design phase and could be impacted by market forces. This option poses risk of latent conditions and results in a pavilion that includes existing infrastructure with an expected useful life of 15 years, which may require additional works in the future.

3.3 Option 2 - New pavilion

To mitigate the risk of latent conditions associated with extending the existing pavilion, the feasibility of constructing a new building was also explored.

The recommended SRPDG footprint of 558 m² (excluding public amenities) was found to be too large for the available site. This was reduced to 543 m² by combining the office and timekeeper's functions and adopting the lower end of the room size ranges.

The resulting pavilion footprint occupies the entire available area and extends further towards the adjacent residential property. While a two-storey design could reduce the ground floor footprint, it would introduce additional ongoing costs related to lift maintenance, the required telecommunications line for lift operation, and the duplication of services (such as a kitchen or kiosk) if community spaces are located upstairs. For these reasons, this location is not recommended for a pavilion of this scale and consideration to an alternate location on the reserve should be explored.

It is expected that a pavilion of this scale is likely to have a total project cost of $5,500,000 (excl GST) including allowance for contaminated soil. This is an estimate only and would be refined through a concept design phase and could be impacted by market forces.

3.4 Interim works

In the short term, to improve user experience, the following works have been scheduled for completion, this financial year:

- A deep clean of the pavilion, with the expectation that the club will maintain the facility to the required standard thereafter.
- Replacement of the changeroom floor surface. The previous flooring has been removed, leaving exposed concrete.
- Minor maintenance to bench seating within the changerooms.
- Painting of the changerooms.

All proposed works are necessary and will significantly improve the overall look, feel and use of the sports pavilion in the short term.

Investigations are currently underway into the feasibility of retrofitting one of the existing public toilets to create an accessible public toilet. If feasible, this work would form part of a future capital project bid to improve site accessibility in the interim while planning and delivery of the new pavilion progresses.

3.5 Proposed scope and next steps

Glen Street Reserve is the home ground of the Edithvale Aspendale Junior Football Club. The Club has full allocation of this reserve and utilise Beazley Reserve and Regents Park as overflow venues. As Glen Street Reserve is a primary home venue, the full scope of the SRPDG is required to appropriately meet the current and future needs of the Club.

Preliminary investigations have identified that both a retrofit of the existing pavilion and the construction of a new pavilion with a reduced footprint could be delivered within the current location. However, both options would compromise the functionality of the reserve, including a reduction in car parking on an already constrained site, impacts to residential amenity, and the removal of existing trees.

Early cost estimates indicate that a retrofit and expansion of the existing pavilion is the most financially viable option. Notwithstanding this, there are significant operational and site-related risks associated with this option. Further investigation is required before an informed officer recommendation can be made.

A third option, locating the pavilion in an alternative position within the reserve, may resolve several of the issues identified during early planning. This option will be tested with tenant sports clubs and the broader community during the concept design phase.

<u>Proposed scope</u>

In both options, the pavilion will be designed to meet the SRPDG standards for AFL and Cricket. The project scope will also include landscaping works, a DDA-compliant connecting path network around the pavilion, accessible car parking, and parking upgrades. Trees removed to facilitate construction will be replaced, with additional planting provided where feasible.

The pavilion scope will include components necessary to meet sporting requirements, anticipated use levels, and the specific location and constraints of the reserve.

Room	Area	Room	Area
Accessible 1 – social room	7 m²	First Aid	8 m²
Accessible 2- changeroom	10 m²	Foyer/Entry	23 m²
Amenities 1 – changeroom	25 m²	HWS Plant	25 m²
Amenities 2 – changeroom	25 m²	Kiosk	25 m²
Bar	12 m²	Kitchenette	2 m²
Bin Store	10 m²	Men's – social room	12 m²
Changeroom 1	45 m²	Public Ambulant Toilet	6 m²
Changeroom 2	45 m²	Public Toilet	6 m²
Circulation	12 m²	Social Room	100 m²
Cleaner	5 m²	Social Store	12 m²
Comms	4 m²	Timekeeper	10 m²
DDA Toilet (Public)	7 m²	Umpires	12 m²
External Store 1	20 m²	Veranda	Maximise
External Store 2	20 m²	Women's – social room	12 m²

A pavilion that meets this scope cannot be achieved in the current location and will result in the removal of all onsite parking. A pavilion of this scope, including car parking would likely have a total project cost of approx. $5.5m (excl. GST).

Funding of $100,000 has been included in the draft 2026/27 capital budget to develop a concept design for a new pavilion at Glen Street Reserve. The design will assist with advocacy to both State and Commonwealth Governments for funding to deliver a sports pavilion at this site in the future.

Funding for detailed design and tender documentation is currently foreshadowed in future years to align with the priorities of the pavilion improvement plan, and project delivery subject to external funding and future capital funding applications.

4. Consultation

4.1 Internal Consultation:

Following completion of due diligence works engagement with City Works, Infrastructure and PMO/Major Projects will be undertaken to determine the preferred approach to pavilion renewal.

4.2 Community Consultation:

Community engagement including tenant sports clubs and residents will be undertaken in 2026/27 to inform the pavilion concept design.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Liveable and Sustainable - We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused
Strategy: Provide infrastructure and public spaces that enhance liveability, accessibility and are well-maintained now and into the future

5.2 Governance Principles Alignment

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

Principle (c) - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

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

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

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

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

5.3 Financial Considerations

Projected costings

Yr1 25/26	Yr2 26/27	Yr3 27/28	Yr4 28/29	Y5 29/30	Y6 30/31	Y7 31/32	Y8 32/33	Y9 33/34	Y10 34/35	Total 10 Yr
$100K	$100K				$150K					$350K

Budget

Early cost estimates indicate that construction of a new pavilion that meets the SRPDG standards will be in the order of $5.5 million (excl GST) total project cost. The long-term Financial Plan identifies funding for concept design in 2026/27 and detailed design in future years. This aligns with the current pavilion improvement plan, with project delivery subject to external funding and future capital funding applications.

Staff Resources

Concept design can be delivered within existing staffing resources/funding.

5.4 Risk considerations

Early investigations have identified the following risks, which will be refined during concept design.

Identification				Residual Risk Analysis			
Risk ID	Date of Identification	Risk Description	Risk Category	Likelihood rating	Consequence rating	Risk Classification	Risk Owner
1	18/11/25	Council not to proceed with project after community consultation	Design Risk	Possible	Moderate	Low	AK
2	18/11/25	Clubs not happy with proposed works or new design of facility	Design Risk	Possible	Moderate	Moderate	AK
3	18/11/25	Cost escalations due to gap between concept design and delivery	Financial/Budget Risk	Likely	Moderate	Moderate	MP
4	18/11/25	Council not endorsing the final design due to high costs	Financial/Budget Risk	Possible	Minor	Moderate	MP
5	18/11/25	Increased costs due to latent conditions	Financial/Budget Risk	Possible	Moderate	Moderate	MP
6	18/11/25	Insufficient contingencies	Financial/Budget Risk	Possible	Moderate	Moderate	MP
7	18/11/25	Lack of competitive submissions or unsuitable contractors	PM Risk	Possible	Moderate	Moderate	MP
8	18/11/25	Inability of contractor to deliver the project on time	Construction Risk	Unlikely	Moderate	Moderate	MP

Author/s: Sara Townsend, Team Leader Strategic Projects
Reviewed and Approved By: Bridget Draper, Manager Active Kingston
Samantha Krull, General Manager Infrastructure and Open Space

Ordinary Council Meeting

27 April 2026

Agenda Item No: 10.2

RESPONSE TO RESOLUTION - NOTICE OF MOTION 31/2025 - PLAYGROUND UPGRADES

Contact Officer: Sara Townsend, Team Leader Strategic Projects

Purpose of Report

This report responds to the Council resolution on Notice of Motion 31/2025 to provide a report prior to the 2026/27 budget, reviewing four playgrounds in the Yammerbook Ward and expansion of the annual small local and local playground renewal program.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Receive the report;
2. Note the concept design and early cost estimates for Iluka Reserve, Albany Crescent Reserve, Serpentine Court and Lake King Circle playgrounds;
3. Refer Illuka and Albany Crescent Playgrounds to the budget process for consideration; and
4. Note the impact of expanding the small local and local playground implementation program budget in the 5-year capital works program.

1. Executive Summary

This report responds to Council resolution on Notice of Motion 31/2025, providing a review of four playgrounds within the Yammerbook Ward and options to expand the small local and local playground renewal program in Kingston's Play Your Way Strategy (PYW).

The report presents draft concept designs, initial cost estimates and renewal recommendations for Iluka Reserve, Albany Crescent Reserve, Serpentine Court, and Lake King Circle playgrounds, alongside considerations for future budgeting and program delivery.

Kingston manages a network of 117 playgrounds and 105 active recreation spaces. PYW, was adopted in 2023 and guides the renewal and development of these assets using a five-tier classification system. Small local and local playgrounds intended to serve neighbourhood catchments are the focus of this review and play a key role in ensuring equitable access to play within a ten-minute walk for all residents.

Assessments show that Iluka Reserve requires renewal due to poor accessibility, limited play value, and outdated infrastructure. Albany Crescent Reserve is in generally good condition and proposed works focus on refurbishment rather than full renewal. Both

Waterways playgrounds, Serpentine Court and Lake King Circle are in good condition, and their future upgrades will be informed by an upcoming Master Plan.

The report also outlines community and internal engagement processes and highlights the importance of renewing small local and local playgrounds to address ageing assets, accessibility gaps, and community expectations.

2. Background

At the Ordinary Council Meeting on 28 July 2025, Council considered Notice of Motion (NoM) 31/2025 – Playground Upgrades, and resolved:

That Council receive a report prior to final adoption of the 2026-2027 budget that includes:

1. *Preliminary design and cost estimation for proposed works at the following public playground sites:*
    a) *Iluka Reserve, Aspendale*
    b) *Albany Crescent Train Reserve, Aspendale*
    c) *Waterways Drive, Waterways*
2. *Referral of required capital delivery funding to the 2026 – 2027 budget process for the playground upgrades.*

That through the annual budget process, officers investigate options to expand the overall local playground renewal program starting in the 2026/27 financial year, with consideration given to increasing the number of small/local playgrounds renewed annually.

In December 2023, Council adopted the Play Your Way Strategy (PYW), which provides the strategic framework, principles and direction to guide the ongoing development, management and investment into Council playgrounds and active recreation facilities throughout the municipality.

Kingston has 117 playgrounds and 105 active recreation spaces that range in size and offer a mixture of activities. PYW defines active recreation as unstructured non-competitive physical activity for the purpose of wellbeing and enjoyment and prioritises uplifting of these assets to cater for our diverse community and expand upon the existing offerings which include, skate parks, rebound walls, disc golf, table tennis, outdoor gym equipment, ball sport opportunities and fitness equipment.

While not all playgrounds have a single focus, PYW outlines a five-level hierarchy of playgrounds including regional, district, suburb, local and small local.

The hierarchy considers the catchment from which the playground draws users and is reflected in the size, type, breadth of play experience provided, as well as provision of supporting amenities. The classification also relates to the length of time it is anticipated that users will stay and play, and the identification of supporting amenities/infrastructure such as toilets, car parking, shade is important within the classification description.

Whilst smallest in size and value, small local and local play spaces are often considered the most valuable of the play classifications as these are the spaces which are provided ideally within a ten-minute walking catchment of every residential property, and which are frequented by residents from within a small neighbourhood catchment.

3. Discussion

3.1 Existing condition of the playground at Iluka Reserve, Aspendale

Iluka Reserve Aspendale was last upgraded in 2006 and is classified as a small local playground in PYW. The playground contains a small multi-play unit with a slide and climbing elements, a double swing, and a seesaw with pommel seats. A car rocker

originally fabricated in the 1990s was re-used from another Kingston site and installed at Iluka Reserve in 2025.

The playground is not connected to the reserve's footpath network, making it inaccessible, particularly for people with mobility limitations or those using prams. While there are established trees to the east, there is no natural shade from the north or west.

Overall, the playground provides poor accessibility, limited play value, and low-quality infrastructure, presenting a clear opportunity for an upgrade consistent with the recommendations for a small local playground in PYW, to be developed in consultation with the community.

Concept design and initial cost estimates - Iluka Reserve.

A draft concept design and preliminary cost estimate has been prepared as detailed below. Early cost estimates indicate a renewal cost of $350,000 which is appropriate for this playground of this classification. The recurrent playground implementation program includes allocation of funding for due diligence and design in 2026/27 subject to the budget process. To date due diligence works have included a site survey and arborist report. To ensure a full understanding of the site is gained, additional work such as soil classification and contamination testing, authority approvals and tree impact assessments are required and may impact the early cost estimate.

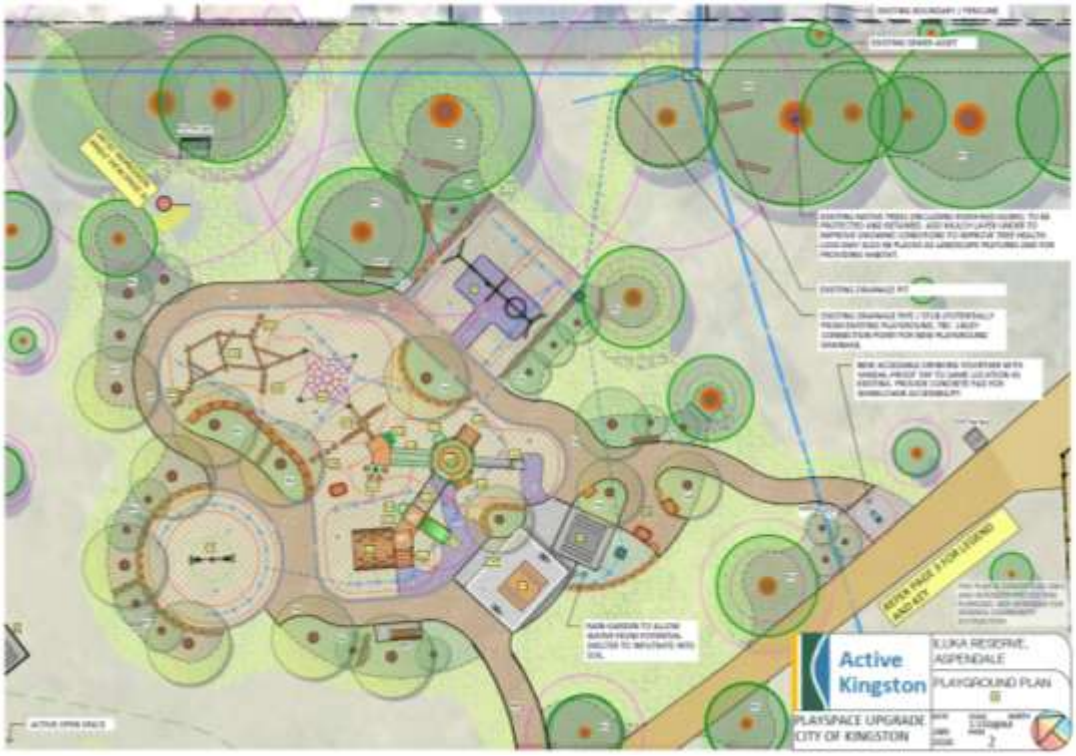


Figure 1. Draft concept design for the playspace upgrade at Iluka Reserve, Aspendale.

Highlights of the draft concept design include:

- Installation of a new multi-unit including slides and climbing elements, suitable for both younger and older primary school aged children.
- Installation of a tri-swing set including an accessible nest swing, toddler swing and junior sling swing.
- Installation of a new picnic table. The existing picnic table will be retained and re-used as part of the new design.

- Installation of a new spinning carousel and nature play elements for younger children.
- Installation of new granitic gravel footpaths around the new playspace, connecting back into the existing gravel pathway within Iluka reserve.
- Installation of new tree planning and garden beds.
- The installation of a new picnic shelter over one of the picnic tables has been accommodated within the draft design, however would need to be a tender option due to cost.
- All existing play equipment, soft fall mulch and timber edging is proposed to be removed to allow for the new playground area.

Officer recommendation

Iluka Reserve playground is included in the draft capital works program recommended for detailed design and community engagement in 2026/27 financial year, with delivery proposed for 2027/28 financial year.

3.2 Existing condition of the playground at Albany Crescent

Albany Crescent Reserve, Aspendale was last upgraded in 2010 featuring multiple, custom-designed play elements with a strong train/rail theme. It is classified as a small local playground in PYW.

The existing multi-units offer good play value, featuring slides, crawl tunnels, monkey bars, climbing elements, a track-ride and cubby areas within. A raised carousel (first installed at the site in 1991) was re-used as part of the 2010 upgrade and is approaching end of useful life. The existing seesaw and double rocker (installed in 2010) offer limited play value and are underutilised elements occupying large areas of the playground footprint.

The existing rubber soft fall surfacing is deteriorating, with patched areas evident. The existing double slide of the senior multi-unit is also deteriorating, along with the small climbing wall adjacent. The two existing swing sets are in good condition, however the access to these elements could be improved. Overall, the playground is in good condition.

Albany Crescent Reserve, Aspendale – Playground improvements only

A draft concept design and preliminary cost estimate to uplift existing play opportunities has been prepared for Albany Crescent Reserve, as detailed below. Early estimates indicate the project is likely to cost around $180,000, which is in line with the expected budget of $350,000 for a playground of this classification.

Due diligence completed to date includes a site survey and an arborist report. To ensure a full understanding of the site, further investigations, such as soil classification and contamination testing, authority approvals, and a tree impact assessment are still required. These additional works may influence the early cost estimate.

Figure 2. Image board for the playground improvements at Albany Crescent Reserve, Aspendale.

Highlights of the draft concept design include:

- Retention and refurbishment of the existing train themed play elements including the train rocker, the junior multi-unit next to the train, the monkey bars and track-ride unit and the train station 'Albany'.
- The main, senior multi-unit is also proposed to be refurbished, with the replacement of the double plastic slide with a new slide, and replacement of the existing small climbing wall with a train themed climbing frame.
- The existing, raised carousel is proposed to be replaced with an at-grade accessible carousel in the same location.
- The existing seesaw and double-rocking elements are proposed to be removed and replaced with additional train themed climbing elements of varying heights.
- The two existing swing sets are proposed to be retained, along with the existing shelter and picnic table.
- All soft fall rubber is proposed to be removed and replaced with new rubber, with patterns inlaid to support the train theme of the playspace (such as train tracks and sleepers).
- Large areas of existing soft fall mulch are proposed to be broken up through the installation of additional tree and garden bed planting.
- Installation of a small number of additional seats and rock and log edging are also proposed to complement the playspace improvements.

Officer recommendation

This playground has been included in the draft 2026/27 capital works budget for design and delivery. Upgrades at this playground will improve accessibility and playground aesthetic and play value.

3.3 Existing condition of the playground at Serpentine Court, Waterways

Serpentine Court playground was installed in 2004 and is classified as a small local playground in PYW. The playground includes a double swing set and a small multi-unit with two junior slides, a wobbly bridge, and a small climbing frame, as well as a picnic table and deck chair. Adjacent to the playground is a set of uneven bars, which are well utilised by the community.

The existing multi-unit provides good play value for young children however, it does not offer stimulating opportunities for children over six years of age. The playground is also not connected to the reserve's footpath network, making it inaccessible for people with mobility issues or those using prams.

Serpentine Court playground is one of two playgrounds in Waterways that will be assessed as part of the upcoming Master Plan led by the Open Space team, which will consider whether both playgrounds are appropriately located. PYW recommends retaining this playground, as the lake creates a significant barrier to accessing the second playground at Lake King Circle. Should the Master Plan confirm this position, it is recommended that the existing playground be demolished and the footprint expanded to provide play opportunities for all ages and abilities.

Concept design and initial cost estimates – Serpentine Court

A draft concept design and preliminary cost estimate have been prepared, as outlined below. Early estimates indicate the project is likely to cost around $350,000, which is in line with the expected budget for a playground of this classification.

No due diligence has yet been undertaken to inform the concept design, and full site investigations will be required before progressing with the design process. These investigations may identify latent conditions that could increase the early cost estimate.

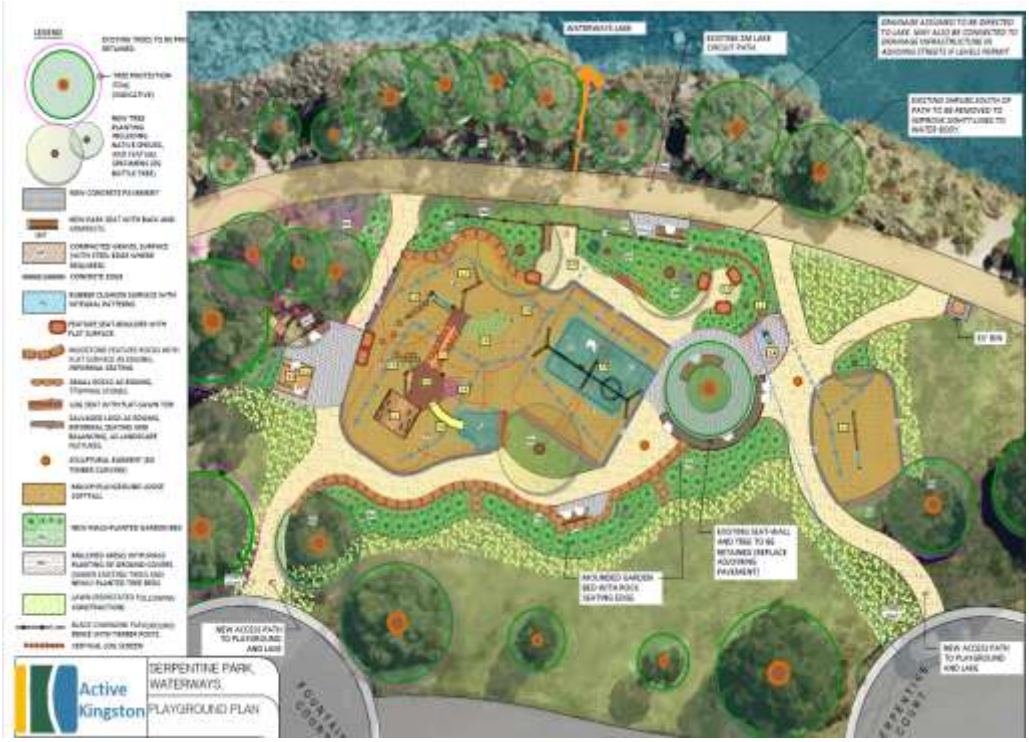


Figure 3. Draft concept design for the playground improvements at Serpentine Court, Waterway

Highlights of the draft concept design include:

- Retention of existing uneven bars adjacent to the playground and inclusion of dips/push up bar.

- The existing multi-unit replaced with combination unit with cubby, curved slide, inclined rope bridge, scrambling ropes and timber step climber.
- The existing double swing set replaced with a triple swing including junior seat and nest swing.
- New curved monkey bars.
- New log balance beams and inclined log balance beams.
- New bird-hide cubby with seat looking out into the water.
- Gathering nook with small log or rock seats.
- New timber screening to create a barrier between the playground and the water.
- New accessible drinking fountain with bottle filler.
- New accessible picnic table on new slab to maximise north and west natural shade.
- New accessible path network connecting fountain court to the lake path.

Officer recommendation

The playground is in good condition and with consideration to the pending Master Plan, this playground is not recommended for upgrade in the medium term.

3.4 Existing condition of the playground at Lake King Circle, Waterways

Lake King Circle was installed in 2004 and is classified as a small local playground within PYW. The playground includes two double swing sets, a bucket swing, a small slide, a single rocker, a spinner, a large shelter with picnic tables, and a wooden deck chair. Adjacent to the playground is a kick-about area with a set of AFL goal posts.

PYW recommends uplifting the provision of play at this site to a local level playground.

The existing playground provides reasonable opportunities for younger children; however, it offers limited play value for children aged six and above. Expanding the play offering to a local level would provide better play opportunities. This site lends itself to inclusion of active recreation opportunities to provide for all age play.

Along with the renewal of Serpentine Court playground as a small local, Waterways will have play offerings that support all age groups and are well distributed within the estate. As with many playgrounds of this era, it is not connected to the reserve's footpath network, which reduces accessibility.

The play equipment remains in good condition and is considered a low priority for renewal. However, the shelter adjacent to the playground is in poor condition and will require replacement in the short term.

Concept design and initial cost estimates – Lake King Circle

Due to the current uncertainty regarding the future location and scale of this playground, which will be informed buy the upcoming Master Plan, only a high-level draft concept design has been prepared in response to the Notice of Motion. Active recreation zone, options could include pickleball, parkour or half court with multiple play opportunities (not currently shown on design).

It is proposed that the existing space be demolished and replaced with a facility that provides play opportunities for all ages. The proposed design meets the criteria for a local playground and early cost estimates indicate a cost of $550,000, which is in line with the expected budget for a playground of this classification. This includes potential addition of active recreation elements.

Figure 4. Draft concept design for the playground improvements at Lake King Circle, Waterway

Highlights of the draft concept design include:

- New multi-unit including two sections for junior and senior play. Junior double slide and tunnel, with connecting wobbly bridge between towers. Senior enclosed slide, rope nets, climbing panel, rock climbing panel, accessible social and imaginative play spaces, multi-platform with crawling and balancing opportunities.
- Hags mobilus playground spinner that combines the movement of a seesaw with the rotation of a roundabout.
- Single flying fox
- DDA accessible saucer spinner.
- Triple swing set, with accessible swing.
- Accessible connective pathways.
- New accessible drinking fountain with bottle filler.
- Installation of additional tree and garden bed planting.
- Installation of a small number of additional seats, and rock and log edging are also proposed to compliment the playspace improvements.

Active recreation zone, options could include pickleball, parkour or half court with multiple play opportunities (not currently shown on design).

Officer recommendation

The playground is in good condition and is not recommended for upgrade in the medium term until completion of the pending Master Plan.

3.5 Small Local and Local Playground implementation plan

Since the adoption of the PYW Strategy, a rolling annual capital budget of $1.5M was allocated to implement the small local and local level playground program. Any larger playgrounds of suburb level and above required a separate capital bid.

The current budget allocation in 2025/26 of $250,000 for design and $1.5 million (total $1.75M) delivers five small local and local playgrounds.

The draft five-year capital program reflects a fiscally constrained environment reducing the allocation of funding for playgrounds from 2027/28 to $600,00 for both design and delivery. However, outside of the rolling program, larger playgrounds (suburb, district and regional classifications) are designed and delivered on a cyclical basis. This results in reduced funding allocations for the rolling program in the years when these larger projects are delivered.

Delivery of the Carrum Reserve Playground is scheduled across 2026/27 and 2027/28, with the Namatjira Reserve Playground scheduled for delivery in 2026/27. The Le Page Active Recreation zone is scheduled for delivery in 2026/27, and the Sir William Fry Reserve Playground is also being considered for design in line with the Suburban Rail Loop Authority works at the site.

The existing practice of design, feasibility and community engagement in one year and delivery in the subsequent year, along with low to medium risk in delivery of playgrounds ensures the program is deliverable and successful.

Should Council resolve to increase investment in the PYW implementation program, re-prioritisation of the proposed five-year capital works program will be required. This would have flow on impacts to asset class renewal gaps as other programs are deferred.

Given the financial pressures and reliance on Open Space Reserves to fund the delivery of playgrounds, it is recommended that focus be placed on playground design and that officers seek external funding opportunities to support the delivery of playgrounds in the short term. Five playgrounds have recently been submitted to the State Governments' Pick My Park funding program.

4. Consultation

4.1 Internal Consultation:

Officers from the Active Kingston department have consulted with the Open Space playground maintenance team who have highlighted the elements of the existing playgrounds that are reaching end of useful life.

Additionally, Project Management Office (PMO) has been consulted regarding the capital forward plan for the annual Playspace Strategy Implementation Program, particularly the 2026/27 Capital Works Program.

4.2 Community Consultation:

In 2023, over 2,500 of our residents had their say about the future of play in Kingston, which connected with a diverse range of our residents - from toddlers to seniors.

Community feedback helped shape PYW which guides the way playgrounds are sited and how designs are developed for playground upgrades. Once draft playground renewal/upgrade concept designs are developed, the community is invited to provide feedback.

In the lead up to the 2026/27 Playspace Strategy Implementation Program, officers propose to consult on the draft concept designs for Illuka and Albany Crescent

playgrounds as well as relaunch the Playground Inspector Program to maximise feedback from people that currently use the playgrounds to ensure early design aligns with community expectations.

While the number of sites to be delivered are subject to the outcome of the annual capital program process, the ways in which the early feedback will be garnered from the community will be using signage on site, footpath decals, treasure hunts, surveys and project updates provided on the Your Kingston Your Say platform.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Liveable and Sustainable - We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused
Strategy: Provide infrastructure and public spaces that enhance liveability, accessibility and are well-maintained now and into the future

5.2 Governance Principles Alignment

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

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

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

5.3 Financial Considerations

The below table represents the draft 5-year capital works program for Playground Strategy Implementation Program.

Long term financial plan (subject to annual budget process)

	Yr1 2025/26		Yr2 2026/27	Yr3 2027/28	Yr4 2028/29	Y5 2029/30
Budget	$1.5m		$600,000	$600,000	$600,000	$600,000

If Council resolves to accelerate the program, additional funding will be required, and other projects would need to be re-prioritised in the capital works program.

Staff Resources

The recommendations as contained within this report can be delivered within existing staff resources.

If the Playground Strategy Implementation program was to be increased beyond current year funding, additional EFT position/s may be required.

5.4 Risk considerations

The following risks are actively being managed through the implementation of the Playground Strategy Implementation Program:

Identification				Residual Risk Analysis				
Risk ID	Date of identification	Risk Description	Risk Category	Likelihood	Consequence Rating	Risk rating	Risk Classification	Risk Owner
1	10/10/2025	Council not to proceed with project after community consultation	Design risks	Possible	Minor	6	Low	AK
2	10/10/2025	Community not happy with the proposed works or the new playground designs	Project Management risks	Possible	Moderate	12	Medium	AK
3	31/10/2025	Increased building costs as a result of changes to the scope of work (internal stakeholder requests)	Financial/budget risks	Possible	Moderate	12	Medium	AK
4	15/11/2025	Cost and delay risks due to latent conditions	Financial/budget risks	Possible	Moderate	12	Medium	AK
5	15/11/2025	Cost escalation due to market conditions	Financial/budget risks	Possible	Minor	6	Low	AK
6	15/11/2025	Reputational risks as a result of unhappy residents due to inconvenience from construction noise, parking of trades vehicles	Reputational risks	Unlikely	Minor	6	Low	AK
7	30/11/2025	Insufficient contingency	Financial/budget risks	Possible	Moderate	12	Medium	AK
8	30/11/2025	Cost escalation due to geotechnical/soil management issues	Financial/budget risks	Possible	Minor	6	Low	AK
9	30/11/2025	Lack of competitive submissions or unsuitable contractors	Project Management risks	Possible	Moderate	12	Medium	AK

Author/s: Sara Townsend, Team Leader Strategic Projects
Reviewed and Approved By: Bridget Draper, Manager Active Kingston
Samantha Krull, General Manager Infrastructure and Open Space

Ordinary Council Meeting

27 April 2026

Agenda Item No: 10.3

RESPONSE TO RESOLUTION - NOTICE OF MOTION 40/2025 - ESTABLISHING A BOTANICAL GARDEN IN KINGSTON

Contact Officer: Leigh Bailey, Team Leader Horticulture

Purpose of Report

The purpose of this report is to provide an update in response to Notice of Motion 40/2025 – Establishing a Botanical Garden in Kingston and present the outcomes of an assessment of potential land options across the municipality.

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 outcomes of site assessments undertaken in response to Notice of Motion 40/2025;
2. Note that Learmonth Reserve presents a potential opportunity for a future botanical garden, subject to further detailed investigations, to be considered as part of the masterplan development; and
3. Support continued incremental enhancement of the existing botanical garden at Kingston Heath Reserve through operational delivery and external funding opportunities.

1. Executive Summary

This report provides an update in response to Notice of Motion 40/2025 – Establishing a Botanical Garden in Kingston and presents the outcomes of a detailed assessment of potential land options across the municipality.

The assessment considered land size, environmental suitability, accessibility, infrastructure, long-term viability, and alignment with Council's strategic framework.

This process has confirmed that while several sites offer partial attributes, no site currently presents as a fully resolved or immediately deliverable location for a new standalone botanical garden of scale.

Learmonth Reserve, Patterson Lakes has been identified as a site with potential to accommodate a future botanical garden, due to its scale, accessibility, and proximity to recycled water infrastructure. The site also presents opportunities to support broader environmental and educational outcomes. However, significant constraints remain, including flood impacts, existing land uses, location at the edge of the municipality, and the need to balance competing community functions.

Further detailed investigation would be required to determine the feasibility of this opportunity, including flood modelling outcomes, concept planning, capital and operational

cost analysis, and consideration of delivery and governance models. As per previous Council resolution, a masterplan will be developed for Learmonth Reserve considering all appropriate potential uses.

Other sites assessed, including Heatherton Park, Edithvale Common, and Kingston Heath Reserve, present limitations that restrict their ability to accommodate a new botanical garden of scale. These sites may support smaller, locally focused horticultural outcomes or enhancements aligned with existing masterplans and operational delivery.

Land acquisition would involve significant capital and ongoing operational costs.

Consistent with previous officer advice, the most immediate and deliverable action remains the continued enhancement of the existing botanical garden at Kingston Heath Reserve. This approach enables incremental improvement through existing operational budgets while external funding opportunities are explored.

2. Background

In September 2025, Council resolved to investigate the establishment of a botanical garden in Kingston, including consideration of opportunities on existing Council-owned land and land that may be considered for future acquisition.

An initial officer report was presented to Council on 15 December 2025, which assessed a range of potential sites and identified the existing botanical garden at Kingston Heath Reserve, Cheltenham as the most viable and cost-effective location for immediate enhancement. The report also noted that alternative sites presented varying constraints, including competing land uses, environmental limitations, and infrastructure requirements, and that land acquisition would involve significant capital and ongoing operational costs.

3. Discussion

At the 15 December 2025 Council Meeting, Council resolved to:

1. *Endorse enhancing the existing Botanical Garden at Kingston Heath Reserve, Cheltenham through existing operational budgets;*
2. *Note that officers will continue to explore availability of land suitable for a future Botanical Garden;*
3. *Seek grant opportunities to fund Botanical Gardens within Kingston; and*
4. *Receive a further report back by May 2026 assessing available land opportunities for a new botanical garden in Kingston.*

This report responds to item 4 of that resolution by assessing available land opportunities and identifying a potential pathway for further investigation.

3.1 Factors for site selection

The following criteria were used to assess the suitability of sites for a potential botanical garden. These considerations focus on long-term viability, accessibility, environmental value, and alignment with Council's strategic planning framework.

a. Water Availability & Management

A suitable site must have a reliable water source, whether from surface supply, groundwater, or non-potable networks. The ability to capture and store rainwater is important, as is effective drainage during extreme weather. The site should also support long-term climate resilience to ensure a sustainable water strategy.

b. Site Size & Capacity

The site must provide enough land for core garden functions, including collections, research, education, and visitor use and operational areas. Room for future

expansion and buffer zones from incompatible neighbours is essential, and long-term planning should allow for added facilities or community spaces.

c. Landscape & Physical Feature

An ideal site offers varied landscapes, scenic views, and room for distinctive garden zones. Flat or gently sloping areas support accessibility and infrastructure, while existing vegetation adds immediate value. Microclimates and soil conditions should be assessed early to ensure the site can support plant diversity without major modification.

d. Ecological Context & Integration

The site should connect with existing native habitats and contribute to local conservation goals. Links to ecological corridors strengthen biodiversity and create opportunities to support nearby remnant vegetation, enhancing the garden's regional ecological value.

e. Accessibility & Safety

Strong public transport access, adequate parking, and good visibility are essential for visitor experience. Night-time conditions must be considered, as secluded sites may pose safety risks. Decisions about closing the garden after hours will shape lighting, fencing, and security needs.

f. Essential Facilities & Infrastructure

The site must allow practical installation of key utilities, including power, water, and sewage. Emergency access should be built into the design from the start, and overall infrastructure availability will influence project cost and feasibility.

g. Strategic Alignment

The site should strongly align with the Kingston Open Space Strategy 2023–2033 and Biodiversity Strategy 2024-2029, which guides the planning and management of open space across the municipality and prioritises climate resilience, biodiversity protection, community wellbeing, and improved connectivity. The strategy also emphasises coordinated open-space development, recycled-water use, and integration with broader initiatives such as the Chain of Parks, making alignment essential for securing support and ensuring the garden contributes to long-term municipal goals.

h. Masterplan Integration

The site should be capable of supporting a comprehensive masterplan that aligns with Council's long-term open-space vision and strategic priorities. The Kingston Open Space Strategy 2023–2033 emphasises coordinated planning, robust project assessment, and cohesive design across the municipality, meaning the masterplan must integrate landscape, ecological, cultural, access, and infrastructure elements into one unified framework.

3.2 Operating & Maintenance Costs

Below is a practical, Australia-specific guide to the typical operating and maintenance costs of a botanical garden. Figures are indicative annual operating costs, based on Australian botanic-garden annual reports, sector benchmarking by Botanic Gardens Australia & New Zealand (BGANZ), and Australian horticultural labour and maintenance cost data.

Across Australia, a well-managed public botanic garden costs on average $200,000 per hectare per year.

Typical annual cost ranges (by scale)

Garden type	Typical size & role	Annual operating & maintenance cost (AUD)
Small / regional botanic garden	5–20 ha, municipal or community-run	**$1 – $4million / year**
Mid-sized capital city or regional flagship	20–60 ha, state-funded, conservation + events	**$5 – $12 million / year**
Major national / capital city gardens	60+ ha, heritage assets, science & tourism focus	**$12 – $25+ million / year**

These ranges are consistent with the scale and financial scope reported in recent state and national botanic garden annual reports across Australia.

3.3 Potential Opportunities on Council Land

Learmonth Reserve, Patterson Lakes

Learmonth Reserve, a 27.3-hectare site located at the corner of Thompson Road and Learmonth Road, Patterson Lakes, presents a potential short to medium term opportunity for consideration as the location of a botanical garden.

Key strengths
The site provides significant scale and capacity to accommodate a range of botanical garden functions, supported by good public accessibility and proximity to a recycled water treatment plant. This creates a strong foundation for sustainable irrigation and supports broader environmental and educational outcomes.

Key constraints
The reserve currently accommodates established community uses, including the Patterson Lakes Tennis Club and the Mentone Pony Club, which would require careful integration and may limit available land. A masterplan is planned to be undertaken for the site to determine the best uses and opportunities. Flooding is a critical consideration, with modelling currently underway to determine site constraints and inform suitability for more intensive development.

Overall position
Learmonth Reserve is on the edge of Kingston municipality. It does present as an opportunity identified through this assessment; however, the site suitability is not yet established. Further investigation, including flood modelling, concept planning, and alignment with future site planning, will be required to determine feasibility and inform any future direction, in line with the upcoming masterplan process.

Mornington Peninsula Fwy
Thompson Rd
Peninsula Link Trl
Old Wells Rd
Mornington Peninsula Fwy
Wells Rd
Wadsley Rd

Heatherton Park, Clayton South

Heatherton Park, Clayton South presents a potential opportunity for a locally focused botanical garden, with the ability to integrate horticultural outcomes into an established open space setting.

Key strengths
The site offers strong local accessibility and opportunities to deliver community-focused outcomes, including environmental education, increased urban canopy, and improved wellbeing. Access to recycled water infrastructure supports sustainable irrigation and aligns with water-sensitive design principles. The recently endorsed Heatherton Park Masterplan provides a planning framework within which botanical elements could be incorporated.

Key constraints
The site's size and configuration limit its capacity to support extensive plant collections or destination-level facilities. Existing park uses and environmental considerations require careful integration, which may constrain the scale and type of development achievable.

Overall position
Heatherton Park is suited to the delivery of a modest, locally focused botanical outcome integrated within the existing masterplan. It is not considered suitable for a standalone botanical garden of significance.

Edithvale Common, Edithvale

Edithvale Common Reserve presents limited opportunity for a botanical garden due to its primary function as a flood management and environmentally sensitive site.

Key strengths
The reserve provides strong environmental and educational value, with established wetland ecosystems and opportunities for passive interpretation and community awareness of natural systems.

Key constraints
The site is owned and managed by Melbourne Water and performs a critical flood storage and drainage function. Land use is tightly constrained by flood modelling requirements, limiting planting, infrastructure, and visitor facilities. Ecological sensitivities further restrict the introduction of curated plant collections or increased visitation. Any changes would require external approvals, limiting Council's control over future use.

Overall position
Edithvale Common is not suitable for a botanical garden in the conventional sense. The site is best retained for flood management and environmental conservation, with only limited interpretive or educational enhancements considered where appropriate.

Kingston Heath Reserve, Cheltenham

Kingston Heath Reserve has an established connection to botanical garden use and presents an opportunity to continue enhancing an existing horticultural asset.

Key strengths
The site contains an existing botanical garden precinct with established infrastructure, mature canopy, and historical significance. This provides a strong foundation for ongoing enhancement, with the ability to incrementally improve the garden through operational delivery and external funding opportunities.

Key constraints
The reserve functions as both a sporting and recreation precinct, creating ongoing pressures on space, access, and maintenance. Expansion of the botanical garden footprint would require careful management of competing land uses and may not be achievable without impacting functions.

Overall position
Kingston Heath Reserve is best positioned for continued enhancement and renewal of the existing botanical garden precinct. It is not considered suitable for expansion into a larger standalone botanical garden.

Site Summary

A detailed assessment of potential sites across the municipality has been undertaken in response to Council's resolution, considering environmental suitability, accessibility, infrastructure, long-term viability, and alignment with Council's strategic framework.

The assessment indicates that while several sites can support localised or integrated horticultural outcomes, only Learmonth Reserve demonstrates the scale and characteristics required to potentially accommodate a botanical garden of broader significance.

Learmonth Reserve presents a potential opportunity due to its size, accessibility, and proximity to recycled water infrastructure. However, the site is subject to several unresolved constraints, including flood impacts, existing land uses, and the need to balance competing community functions. Further detailed investigation is required to determine feasibility and inform any future direction. In addition, a masterplan is to be developed (as per Council resolution) to determine the future use and activities on this site.

The other Council sites assessed, including Heatherton Park, Edithvale Common, and Kingston Heath Reserve, present limitations that restrict their ability to accommodate a new standalone botanical garden. These sites are more appropriately suited to smaller-scale, locally focused outcomes or enhancement of existing horticultural assets.

3.4 Private Land Acquisition

Private land acquisition within the City of Kingston for the establishment of a new botanical garden is considered not financially feasible due to the high cost and limited availability of suitably sized land parcels in a fully developed metropolitan municipality.

Land capable of accommodating a botanical garden is generally zoned for residential or industrial use and subject to strong market demand, resulting in high values per hectare for industrial land and significantly higher costs for residential land.

A viable botanical garden would typically require a site of approximately 5 -10 hectares, creating a significant upfront acquisition cost disproportionate to the limited revenue such a facility would generate. By contrast, utilising existing public or Crown land avoids substantial purchase costs, reduces financial risk, and allows available investment to be directed toward site development, planting, and long-term management rather than land acquisition.

When combined with the additional statutory, remediation, and ongoing operational costs associated with private land purchase, private land acquisition represents a significantly higher financial burden than development on existing public land and does not represent a financially sustainable option for Council.

Indicative Land Values by Zoning Type (City of Kingston)

Zoning type (Kingston)	Typical value range	Approx. cost per hectare
Industrial	$300–$800 per m²	$3–8 million per hectare
Residential	$1,700–$3,000+ per m²	$17–30+ million per hectare
Commercial / mixed-use	$1,000–$2,500+ per m²	$10–25+ million per hectare

4. Consultation

4.1 Internal Consultation:

In developing this report, consultation was undertaken with relevant strategic Council departments to ensure alignment with future planning objectives and to obtain a comprehensive understanding of the planning framework, site history, and any known constraints associated with the locations identified.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Liveable and Sustainable - We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused
Strategy: Protect, preserve and enhance our natural environment for current and future generations

The investment towards a new or renewal of a botanical garden aligns with Council's commitment to a liveable and sustainable city by protecting, preserving and enhancing the natural environment for current and future generations.

Designed with sustainable principles, the garden will improve biodiversity, safeguard existing natural features, and support climate resilience through water-efficient systems and climate-appropriate plantings. It will also provide accessible green space for community recreation, education and cultural connection, enhancing wellbeing while strengthening ecological health.

This future-focused asset will deliver lasting environmental and social benefits, reflecting Council's vision for a well-planned, environmentally responsible city.

5.2 Governance Principles Alignment

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

Established or enhancing a botanic garden within City of Kingston by creating a horticultural precinct that reflects both local character and regional significance would create a great outcome for our local community and future generations.

Principle (c) - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Botanical gardens can support local biodiversity and can act as living laboratories for horticultural innovation and climate resilience.

5.3 Budget

Estimated costs are identified in the body of the report.

Establishing a new botanical garden in Australia typically requires a multi-source funding model, as such facilities deliver strong public, environmental, educational, and cultural benefits but do not generate sufficient commercial revenue to fund capital development independently. Funding opportunities are generally drawn from a combination of government investment, partnerships, and external contributions, rather than relying on a single source.

5.4 Risk considerations

At a high level, the major risks associated with establishing a new botanic garden relate to financial sustainability, land availability, long-term operational obligations, statutory complexity, and climate resilience. These risks are substantially reduced when projects are located on existing public land, aligned with government policy objectives, supported by multi-level funding partnerships, and underpinned by clear governance and long-term operational planning.

Author/s:	Leigh Bailey, Team Leader Horticulture
Reviewed and Approved By:	Luke Dexter, Acting Manager Open Space
	Samantha Krull, General Manager Infrastructure and Open Space

Ordinary Council Meeting

27 April 2026

Agenda Item No: 10.4

GLASS RECYCLING SERVICE

Contact Officer: Tim Scott, Team Leader Waste Management

Purpose of Report

The purpose of this report is for Council to note the requirement to implement a Glass Recycling Service as part of State Government kerbside reforms, and to seek Council endorsement to participate in advocacy with other Councils for solutions other than an additional glass household kerbside bin service.

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 information regarding obligations of Councils to implement a Glass Recycling Service as part of State Government kerbside reforms;
2. Note the low levels of glass in Kingston households and the existing measures already in place through Council's recycling services, and the success of the Container Deposit Scheme to manage glass waste;
3. Note the financial burden on ratepayers of the implementation of a glass only household kerbside bin service; and
4. Endorse to collaborate in multi-Council activities for other solutions and advocacy to the State Government to abandon or revise the glass recycling requirements that require a new household glass only kerbside bin.

1. Executive Summary

The Victorian Government enacted legislation in 2021 requiring councils to introduce a standardised waste management system, including the provision of glass recycling through a new purple lidded kerbside glass bin for all households. The amount of glass in Kingston household recycling bins has reduced since the introduction of the Container Deposit Scheme in 2023 and is currently processed using existing Recycling Processing contracts.

There is significant cost to residents in procuring a new purple lidded bins along with the additional cost of collections, which would result in an increase in the Waste Charge applied to households.

Where this service has been implemented in other Councils, there is very low presentation of bins due to the low amounts of glass involved. There are also many parts of Kingston where an additional bin would be difficult to service due to nature strip space, while another truck would add to traffic congestion, increased fuel use and environmental impacts. There

are alternative options including communal glass drop points that achieve the same outcome.

There are currently 36 Councils working collaboratively to delay the introduction of a glass bin and promoting the expansion of the Container Deposit Scheme to include wine and spirit bottles. This would provide a solution to avoid introduction of a new glass kerbside recycling bin.

2. Background

The Circular Economy (Waste Reduction and Recycling) Act 2021 was passed by the Victorian Parliament in response to structural issues in the Victorian recycling processing industry following the collapse of the largest recycling provider in Victoria. The Act now has requirements for councils to provide a consistent 4-stream waste service that includes:

- a red lidded bin (garbage),
- yellow lidded bin (recycling),
- green lidded bin (organics)
- purple lidded bin (glass) to be introduced by 1 July 2027.

Other initiatives included the establishment of a new department, Recycling Victoria, to regulate the Victorian waste sector, introduction of standardised bin contents and the implementation of the Container Deposit Scheme (CDS).

The business case and assumptions used to justify the introduction of a 4-stream waste service have not been released by the Department of Environment, Energy and Climate Action (DEECA).

3. Discussion

3.1 Kingston bins and glass volumes

The contents of Kingston kerbside recycling bins are audited annually and demonstrate a steady decline in the amount of glass placed in the yellow lidded recycling bins since the introduction of the Container Deposit Scheme (CDS). The most recent audit result from March 2026 shows that the bin is composed of 23.66% glass, with 20.35% suitable for glass recycling. This equates to 39kg of recyclable glass annually for each household.

The Councils who have introduced a glass bin have used an 80L wheelie bin collected monthly for the glass items that cannot be recycled through the CDS, including jam and pasta jars, wine and spirit bottles and other small glass items. It does not allow for broken glass or window glass. In Kingston, a monthly glass collection would be 3.25kg of glass per household. This level is slightly lower than other metropolitan Councils, however Kingston has a high density of CDS disposal locations to encourage recycling.

The majority of Victorian Councils delayed introducing purple lidded glass bins to assess if the amount of glass in the household recycling bins would be affected by the introduction of the CDS in late 2023. This is what has occurred in Kingston with the glass content in recycling streams decreasing by over 10% compared to March 2022, raising the question of the need for a new separate glass kerbside bin.

3.2 Bin tonnages

The existing waste streams are well utilised by the community with tonnages and presentation rates showing high community participation. This information is presented in the table below and includes a Glass option and subsequent Glass Out Recycling.

Bin	Bin Weight	Collection	Presentation
Garbage	8.0kg	Weekly	95%
Recycling	7.4kg	Fortnightly	95%
Organics	14.6kg	Fortnightly	80%
*Glass	3.25kg	Monthly	20-25%
*Glass Out Recycling	5.8kg	Fortnightly	95%

The low levels of glass at the household level are also demonstrated in Councils who have implemented a new glass bin, with presentation rates of bins at 20-25%. This means there is one bin placed out for collection for every 4-5 houses resulting in a waste collection truck driving past more than three quarters of households to collect a bin. This results in a subsequent increase in traffic, congestion and fuel usage, with environmental impacts.

Another significant issue at many households is the lack of nature strip space and/or internal space to store another bin. There are already many locations in the medium density areas of Kingston with many bins on the nature strip already, requiring waste vehicle drivers to exit their vehicle. Additional bins in these locations would be impractical.

3.3 Service Standards

The Circular Economy Act changes were intended to be accompanied by information from Recycling Victoria in the form of *Household Waste and Recycling Service Standards* to provide details about when a new kerbside bin is required or when a public glass drop-off location can be used. Importantly it also covers what type of bin to use for each type of material being recycled.

The Draft *Service Standards* were released for consultation in 2024 with high levels of critical feedback provided by Councils, industry and the community. As of March 2026, Recycling Victoria has not released the *Service Standards* and as such Councils do not have clarity on the legislated requirements of introducing a glass recycling service. There will also be further confusion as Recycling Victoria is now being incorporated into the Environment Protection Authority by 30 June 2026.

3.4 Container Deposit Scheme (CDS) network

The CDS implementation in Victoria has been extremely successful with strong participation by the community. The introduction of the CDS in 2023 was seen as an opportunity by Kingston with strong collaboration between Council and the State Government appointed scheme operators. There is now a significant amount of CDS Infrastructure across Kingston consisting of:

- 3 Depot drop off sites
- 4 Council sites with Reverse Vending Machines
- 5 private sites with Reverse Vending Machines (including the only Coca Cola facility worldwide with the ability to return beverage containers)
- 50 CDS drop off cages in high activity areas
- A range of Over-The-Counter facilities

The amount of CDS infrastructure used by residents is largely responsible for the significant drop in glass levels in Kingston household recycling bins.

Several states including South Australia, New South Wales and Queensland have recently announced wine and spirit bottles will also soon be eligible for inclusion in their CDS schemes. This will lower the amount of residual glass in recycling bins even further and place pressure on the Victorian scheme operator, VicReturn, to make similar changes.

3.5 Financial Implications

The existing Council contract CON-24/008 Recycling Processing has provisions and pricing options to process a variety of recycling streams including Commingled (existing), Glass separately and Glass Out Recycling. The cost to implement a Glass Recycling Service have been prepared for the 2 main options available to Council.

Option 1: Introduction of purple lidded glass bin

	Capital Cost (one off)	**Operational Cost p.a.**
65,000 Household Bins	$3.575M	
Bin Collections – monthly		$0.800M
Glass Processing (Savings)		($200K)
Communication Program	$0.1M	$50K
TOTAL	**$3.675M**	**$0.65M**
Estimated additional cost per household	$56.50	$10 per annum

All costs involved for kerbside bin collections and material processing is funded through the Waste Charge and delivered using operational budget allocations.

The implementation of a kerbside glass bin would require significant capital funds to procure new purple lidded bins for every household with an existing Council waste service. These costs would be included in future Waste Charges and funded directly from Kingston households ongoing.

A purple lidded bin would require at least monthly kerbside collections for all households delivered like existing bins and costing approximately $800K per year. There would be savings for the processing of glass separately although this estimate is only 25% ($200K) of the bin collection costs. These are significant costs for households and will have an ongoing future cost.

DEECA has offered to subsidise some of the costs involved through their Kerbside Reform funding, however, will not provide any indication of the level of funding until a commitment is made to implement a new glass bin. This position does not support Councils to make informed decisions.

Option 2: Communal glass drop off locations

This option recognises the low levels of glass in household bins and allows residents to take their recyclable glass and drop it to dedicated skips made of glass or plastic. Many European cities favour this method with skips in shopping centres and large carparks that are changed over when full. This is similar to the existing soft plastic service offered by Kingston. Estimated cost of providing skips in strategic locations:

	Operational Cost p.a.
1100L skips x 30	$50K
Skip Transport	$200K
Glass Processing (Savings)	($200K)
Communication Program	$50K
TOTAL	**$100K**
Estimated additional cost per household	$2 per annum

The lower cost is due to the reduced transport costs involved in collecting from defined sites with aggregated glass volumes resulting in much lower bin infrastructure costs. To be effective for Kingston, these could be co-located with existing CDS infrastructure.

The two options above indicate the scale of cost differential to residents in delivering a glass recycling service and reinforce the impact of the uncertainty created by a lack of defined service standards. This information also reinforces the case that a glass bin would be an expensive exercise for very little benefit.

3.6 Advocacy

There are now 36 Councils who are advocating collectively for DEECA and State Government to delay the introduction of Purple Lidded Glass Bins and to expand the CDS to include wine and spirit bottles. The advocacy work is being led by Maroondah City Council with a contribution (less than $5K annually) from participating Councils to fund advocacy activities. The general grounds are consistent with the factors affecting Kingston including:

- Very low levels of glass in existing recycling bins
- No DEECA business case provided for the proposed bin changes
- Delay in the release of Recycling Victoria *Household Waste and Recycling Service Standards*
- The high cost in procuring new bins and services that will be passed directly onto households during a cost-of-living crisis.
- The ability of existing processing contracts that can separate glass in the existing commingled stream
- Bin presentation and storage space issues
- Lack of appropriate bin presentations where it has been previously implemented
- Increased heavy vehicle truck in residential areas when the service is poorly utilised.
- Simpler more effective options exist using drop off locations.

There are further Councils exploring their options to participate in the collective advocacy. It is recommended that Council also participate in the advocacy work and contribute appropriate funding.

4. Consultation

4.1 Community Consultation:

The Waste Strategy initial consultation was undertaken in late 2025 and included a dedicated question around the introduction of a purple glass bin. The consultation received 497 responses from a mixture of print, digital and in person surveys covering a range of waste topics.

4.2 Results/Findings:

In response to the following question,

The State Government has legislated the introduction of a separate glass recycling service by 2027. Do you support this service change?

There were 405 responses to this question with 38.5% of residents that would like a new purple lidded glass bin at their house collected monthly. The majority of 61.5% would prefer to use communal drop off points, existing bins and the expansion of the CDS for wine and spirits.

4.3 Inter Council consultation

There has been extensive discussion amongst metropolitan Councils with the Glass Recycling service presenting similar challenges for many municipalities. These discussions have occurred at CEO forums and Senior Waste meetings across Melbourne.

DEECA is aware of the collective Councils concerns with significant commentary at Recycling Victoria Local Government Forums over several years with no changes evident.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Responsibly Governed - We are a transparent and efficient organisation that is accountable, responsive and cost-effective
Strategy: Provide value for rates through efficiency and innovation

A new Glass Recycling Service should be delivered to ensure it is fit for purpose and appropriate for all households. The service is a new initiative and as it will affect all households requires a service-oriented approach to ensure it is simple, effective and easy to use for the whole community.

The service has also been assessed against waste management principles that balance a customer focus, is cost effective, is environmentally sustainable and leverages the use of technology and innovation.

5.2 Governance Principles Alignment

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

Principle (f) - collaboration with other Councils and Governments and statutory bodies is to be sought.

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

The implementation of a Glass Recycling Service for Kingston residents should be delivered in a manner providing the most appropriate outcomes while including financial considerations. The statewide requirements of the service allow Councils to collaborate on this topic and advocate collectively with DEECA and relevant State Government departments.

5.3 Financial Considerations

Due to the estimated cost implications for ratepayers of $3.67M it is recommended that Council does not proceed with the implementation of a Glass Recycling Service at this time.

Staff Resources

The implementation of a new waste service will require additional staff will be required to implement this service. Further staff participation will be required from the Finance department, Advocacy, Communications and Engagement department and the Customer Service and Experience to ensure an appropriate communications plan is implemented along with ongoing advocacy functions.

For detailed financial considerations refer Section 3.

5.4 Risk considerations

The Circular Economy Act 2021 requires Councils to implement a Glass Recycling Service by 1 July 2027. The risk to all Councils who have yet to implement a glass recycling service is the lack of guidance that would be provided with the Household Waste and Recycling Service Standards. As the industry regulator, Recycling Victoria can apply penalties to non-conforming Councils. However, the Service Standards are also required to provide the basis for measuring compliance.

If Council was to implement a new household bin for glass only, there is a high risk that it would be poorly utilised and an inefficient use of ratepayer funding.

The implementation date of the new service is quickly approaching and if a new bin to all households is required in the next 18 months, the demand for new wheelie bins is likely to exceed the industry capacity to supply them. There will also be required a new monthly collection contract or a variation to the existing CON-17/86 Waste Collection contract.

Author/s:	Tim Scott, Team Leader Waste Management
Reviewed and Approved By:	Samantha Krull, General Manager Infrastructure and Open Space

Ordinary Council Meeting

27 April 2026

Agenda Item No: 11.1

ADVOCACY QUARTERLY REPORT, DECEMBER 2025 TO MARCH 2026

Contact Officer: Andrew Hockley, Advocacy Lead

Purpose of Report

This report provides an update to Council on Advocacy activities for the period 13 November 2025 to 28 February 2026.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council notes the report.

1. Executive Summary

This report provides an overview of advocacy activities and outcomes over the three months to the end of February 2026.

There was less interaction with MPs than normal, owing to the Christmas holiday period, although our 'concierge' service for MPs generated a steady stream of matters over the period. In all eleven MPs both state and federal continued to use the service for a wide range of matters, with the most frequent user once again being Tim Richardson MP

A significant amount of time was spent over the period to research and pursue State and Commonwealth grants across a wide range of funding sources.

Towards the end of the period, work commenced to establish a formal relationship with the City of Frankston - The Nepean Partnership but further detail on this will be covered in the next quarterly report.

2. Discussion

2.1 Highlights

The period saw several milestones, among them the opening of the Kennedy Centre in Dingley - a major collaboration between Council and the Hawthorn Football Club.

Council officers and the Mayor also continued to dedicate time to briefing MPs on golf course issues, both Kingswood and Rossdale.

The period represented a brief lull before the State Budget and State Election season gets underway.

2.2 Ongoing advocacy challenges

The Mordialloc SUP bridge remains our most complex unfulfilled advocacy challenge. There remains potential to attract additional sources of funds to complete it, although the same cannot be said for the Mordialloc underpass.

Road repair funding is an ongoing advocacy project, with many sections of major roads in Kingston in serious need of repair. Advocacy to relevant State MPs continues in respect of each area of identified damage.

During the period, several State MPs urged Kingston to use its depot team to conduct mowing and other outdoor maintenance in areas where Melbourne Water and VicRoads have failed to deliver. We have consistently encouraged MPs to understand the importance of respecting the respective roles of Council and State Government agencies.

Appendices

Appendix 1 - Advocacy Quarterly Report December 2025 to March 2026 (Ref 26/103505)

Author/s:	Andrew Hockley, Advocacy Lead
Reviewed and Approved By:	Tracey Cheeseman, Manager Advocacy, Communications and Engagement
	Dan Hogan, General Manager Customer and Corporate Support

11.1

ADVOCACY QUARTERLY REPORT, DECEMBER 2025 TO MARCH 2026

1 Advocacy Quarterly Report December 2025 to March 2026 ... 275

City of KINGSTON

WORKING TOGETHER

Quarterly Advocacy Report

13 November 2025 – 28 February 2026

Our objectives for advocacy

- To strengthen our reputation as a professional and effective partner to all levels of government.
- To develop the organisation's internal knowledge, capability, and capacity to work closely and effectively with government and stakeholders.
- To help us target our efforts for maximum impact and the best outcome.

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Overview

This report covers the period 13 November 2025 to 28 February 2026.

The Christmas and summer period is typically one of the quieter times for advocacy, however parliamentary representatives in Kingston continued to actively seek advice and pass on constituent matters for investigation and resolution through the period.

The first quarter of calendar year 2026 has seen the commencement of preparation for the coming Victorian State Election, which will be on Saturday 28 November 2026.

We are also actively pursuing grants from both the State and Commonwealth Governments.

Highlights

27 February 2026
Official opening of the newly resurfaced greens at Mordialloc Bowls Club, assisted by $350,000 in funding from the Victorian Government.
Mordialloc MP Tim Richardson officiated with the Mayor to officially launch the upgrade.

27 November 2025
Refurbished cricket nets at Beazley Reserve, home of the Chelsea Heights Aspendale Gardens Cricket Club. Council's advocacy secured $30,000 from the Australian Cricket Infrastructure Fund to bring the 20-year-old facilities up to Cricket Victoria standards.

17 November 2025
The City of Kingston and Hawthorn Football Club celebrate the opening of the new club headquarters in Dingley. A central feature is a massive new playing field that will be available to the community, thanks to Kingston's partnership with the club.

Formal meetings

Over the period of this report, the Mayor, CEO and executive pursued a range of opportunities to promote the interests of Council through meetings with MPs and neighbouring councils.

Date	Attendees	Purpose/topic
17 November	Premier of Victoria, Meng Heang Tak, Hawthorn Football Club President and Committee Mayor, CEO,	Official Opening of the Kennedy Community Centre, Dingley Village
8 December	Anne-Marie Hermans MP and Bev McArthur MP Mayor, Deputy Mayor	Discuss Kingston issues
11 December	Meng Heang Tak MP CEO, General Manager, Planning & Place	Kingswood Golf Course
23 December	Tim Richardson MP Mayor, CEO, General Manager Planning & Place	Rossdale Golf Course
4 February	Tim Richardson MP Mayor, CEO	Rossdale Golf Course
27 February	Tim Richardson MP Mayor, Deputy Mayor	Official opening of new greens at Mordialloc Bowls Club

Current advocacy priorities

This section summarises work underway on major advocacy priorities.

Issue	Current situation	Next steps
Mordialloc SUP Bridge	Bridge over Nepean Highway identified as a critical missing piece of SUP linking Frankston and Cheltenham: designs being refined and costed. LXRA has now committed $7.5m funding to support the construction of a new bridge, matching Kingston's commitment. Further funding is being sought from the Commonwealth Department of Infrastructure to meet what is expected to be a shortfall against the likely cost.	Continued meetings with Commonwealth Department of Infrastructure to identify eligible grant funding source. Attempting to overcome a technicality that makes Kingston ineligible for funding due to bridge being erroneously defined as railway infrastructure.
Suburban Rail Loop	Multiple resolutions establish Council's position in relation to SRL: • 23/262211 – SRL Precincts Discussion paper • 24/158397 – Submission to SRL Key Directions Plans • 24/32878 – Submission on SRL Draft Vision City of Kingston and SRLA still in discussions over an MOU to identify SRLA investments in community infrastructure at Sir William Fry Reserve. Report expected to come to Council in April or May 2026.	Independent Advisory Committee Hearings concluded, publication date of report unknown. Negotiations continue in relation to SRLA contribution to community infrastructure that will be confirmed in upcoming MOU.

Issue	Current situation	Next steps
Chain of Parks	Resolutions are currently on the record to establish a position on: • Purchase of adjoining sites • Undertaking site assessment and rehabilitation. Proposed works on some of the Council-owned sites are complex, and cost of land rehabilitation is greater than anticipated. A further area of land needs to be acquired to complete the contiguous chain of parks in Clayton South.	Work continues to seek funding for remediation and purchase of suitable linking land parcel. Our interaction with the responsible government agencies is yielding no progress.
Golf courses	**Rossdale Golf Course:** Council's position continues to be that Rossdale is not required to meet housing targets and has significant environmental issues. Rossdale Club has made no effort to sell course an ongoing golf facility, preferring to sell it to developers, if development approval is forthcoming. **Kingswood:** Victorian Government has released a Plan for consultation. Community concerns still significant about density, connectivity, environmental and drainage issues	**Rossdale.** MPs whose electorates cover Rossdale Golf Course were briefed in detail on the issues during this period. Council has appealed to VCAT about the process. **Kingswood.** Discussions taking place with owner to achieve community-advocated outcomes.

Issue	Current situation	Next steps
Road funding	Major roads in Kingston continue to receive little or no maintenance funding from the Department of Transport and Planning. Potholes, rutting and cracking continue to worsen along many major routes, together with roadside mowing.	Significant work has taken place on Mornington Peninsula Freeway. Advocacy via local MPs is ongoing. Continuing to work with Melbourne Water and DTP on allocating appropriate responsibility for mowing and roadside maintenance.
Mordialloc Underpass	Issue has reached an impasse with the closure of the underpass and no commitment from LXRA for any funding to replace it. LXRA has indicated that it believes 'the matter is closed'.	An LXRA plan for re-direction of cycle and foot traffic via Albert St and Park St is still in development.
Kingston City Hall	City Hall master plan is now complete and ready to promote to key parliamentary influencers and stakeholders. Program of refurbishment is divided into digestible projects to improve chances of success with attracting grants.	Ongoing program of 'backstage tours' and briefings on the master plan for selected MPs who may be influential in attracting future funding . Identification of and lodgement of applications for relevant grants of sufficient magnitude to support substantive progress towards the master plan.

Issue	Current situation	Next steps
Better Buses for Kingston	Lodgement of submission to DTP on improvements to bus routes 828, 903 and 708 which traverse Kingston and represent important transport infrastructure to support future population and housing growth. Copies of our submission have been provided to all key MPs, the Minister and stakeholders. Bus submission will form part of our advocacy to MPs and candidates at the State Election to secure cross-party support for bus route improvements.	Continued advocacy to local MPs and election candidates as they declare their candidacy, to secure cross-party support for bus route improvement. Continuing relationship management with key DTP stakeholders.

Strong relationships with our MPs

The Advocacy function has become a regular point of contact for virtually all State and Federal MPs in Kingston. MPs and their staff often receive representations from constituents, many of which are a council matter, not a state or federal responsibility.

The issues are diverse but mostly straight-forward to deal with. MPs have indicated that they value the simplicity of a single point of contact for routine inquiries. It saves the effort of generating correspondence for matters that are not complex. It has become known internally as the 'concierge' service. Most, if not all issues are resolved quickly, and to the satisfaction of the MP or staff members.

Between 13 November and 28 February, 33 matters were dealt with, which was fewer than the previous quarter, but still a substantial number given the Christmas holiday break.

Member of Parliament	Requests last quarter	Requests this quarter
Ryan Batchelor MP	1	1
Jodie Belyea MP	1	1
Georgie Crozier MP	-	1
Mark Dreyfus MP	1	1
Meng Heang Tak MP	14	5
Sonya Kilkenny MP	11	6
Clare O'Neil MP	1	-
Rachel Payne MP	2	2
Tim Richardson MP	11	15
Nick Staikos MP	1	1
Tim Wilson MP	2	-
	45	33

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The issues on which MPs approach Council vary widely. Among this quarter's queries:

- Ongoing concerns about the failure of street trees planted by LXRA in Carrum
- Disappearance/theft of a plaque commemorating the centenary of Chelsea Railway Station.
- Congestion in Mordialloc Shopping causing by street dining, impacting people with disability
- MPs have increasingly sought Council's assistance in taking on mowing and other maintenance tasks on Melbourne Water and DTP lands.

Grant funding applications for the period

The Advocacy function has become a regular point of contact for virtually all State and Federal MPs in Kingston. MPs and their staff often receive representations from constituents, many of which are a council matter, not a state or federal responsibility.

Funder	Value	Purpose	Status
Commonwealth Department of Infrastructure, Safer Local Roads and Infrastructure Program	$5.0m	Commonwealth contribution to construction of SUP bridge over Nepean Hwy, Mordialloc	Unsuccessful
Victorian Department of Education	$1,000	Children's Week Operating Grant	Successful
DEECA	$194,000	Peri-urban weed management partnership	Successful
Victorian Government Office of the Arts	$150,000	Support for Live Music program at City Hall	Pending
Commonwealth Dept of Infrastructure	$800,000	Precinct development and planning for City Hall	Pending
Suburban Rail Loop Authority	$15,000	Community Project	Pending
Victorian School Building Authority	$748,000	Edithvale Family and Children's Centre upgrades	Pending
Victorian School Building Authority	$749,000	Parkdale Family and Children's Centre	Pending
Commonwealth Dept of Infrastructure	$900,000	Namatjira Park lighting and other fixtures	Successful
Commonwealth Dept of Infrastructure	$270,000	Southern Road Reserve works	Successful

Commonwealth Dept of Veterans Affairs	$9,750	War Memorial refurbishment – reapplication on departmental advice	Pending
DEECA	$9,250	Port Phillip Bay Stewardship Education and Engagement	Pending
DEECA	$136,500	Rehabilitation of water sensitive urban design assets	Pending
DEECA	$194,000	Repair Patterson Riverbank assets and repair damaged seawall	Successful
Libraries Victoria	$1,000	Science Week Seed Grant	Successful
Commonwealth Dept of Infrastructure	$1.5m	Bentleigh Greens New Soccer Pitch	Successful
Victorian Department of Transport and Planning	$250,000	Refurbishment to Doug Denyer Reserve and Kevin Hayes Reserve	Pending

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Ordinary Council Meeting

27 April 2026

Agenda Item No: 11.2

REPORT ON ACTIVITIES FROM THE AUDIT AND RISK COMMITTEE - MARCH 2026

Contact Officer: Kelly Shacklock, Manager Governance, Risk and Integrity

Purpose of Report

This report has two purposes as follows:

1) It meets the reporting requirements to Council as mandated by section 54(5) of the Local Government Act 2020 (LGA), whereby the Committee is required to biannually report to Council on its activities, findings and recommendations.
2) It meets Council's governance requirements whereby Council requires its various Committees to report on their activities at least annually.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council note the bi-annual report from the Audit and Risk Committee.

1. Executive Summary

The Audit and Risk Committee (the Committee) is established under sections 53 and 54 of the *Local Government Act 2020* (LGA) to provide independent oversight, advice, and assurance to Council on governance, risk, and compliance matters.

In line with the Committee's Charter, the Chair is required to report to Council twice annually. This report fulfils the statutory reporting requirements under section 54(5) of the LGA and provides an overview of the key matters considered by the Committee during the reporting period.

The Committee's Charter, established by Council, was considered at the March 2026 Audit and Risk Committee meeting following suggested changes made by the Municipal Monitors. Officers and the Chair of the Committee used the review opportunity to propose improvements to the Charter. The Committee were supportive of the changes, and further feedback provided will be further considered by the Committee at the June 2026 meeting, to be endorsed for Council consideration. The Charter was last reviewed by the Committee in March 2025, at which time no amendments were proposed.

2. Role of the Audit and Risk Committee

The Audit and Risk Committee is an independent advisory committee of Council. Its purpose is to support and advise Council in fulfilling its responsibilities related to external financial and performance reporting, maintenance of strong and effective governance and control frameworks, management of key risks and Council's compliance with legislation and

regulation. The Committee also has a prime responsibility in overseeing and monitoring Council's various audit processes

3. Reporting Period of this Report

This report aligns with the Committee's Annual Work Plan and covers the Committee's meetings held on 18 December 2025 and 19 March 2026.

4. Independence and Membership

Committee membership consists of five members selected by Council. In accordance with the Local Government Act, the Committee must have a majority of independent members, and an independent member must serve as Chair. All members hold full voting rights. Geoff Harry's current term as Chair runs until 30 June 2026. An extension to December 2026 is being sought, pending Council consideration at its April 2026 meeting. Philip Lee's term runs until 30 June 2027, and Kyle Maher's term extends to 25 August 2028.

Councillors not appointed to the Committee are welcome to attend meetings and engage in the Committee's business, but do not have any voting rights.

5. Meeting Attendance

Details of membership and meeting attendance for the reporting period are summarised in the table below.

Name	Role	18 December 2025	19 March 2026
Geoff Harry	Chair	Attended on-line	Attended in person
Philip Lee	Independent Member	Attended in person	Attended in person
Kylie Maher	Independent Member	Attended in person	Attended in person
Cr Georgina Oxley	Mayor	Attended on-line	Attended in person
Cr Jane Agirtan	Councillor	Attended in person	Attended in person

6. Senior Management Team

The Committee has been strongly supported by Council's senior management team both in supporting the operation of the Committee to discharge its responsibilities and in reporting to it on matters relevant to its business. The Committee enjoys strong support from the Chief Executive Officer and he attends all meetings.

A highlight of the Committee meetings continues to be the rotational attendance of Council's General Managers who brief the Committee on strategic risks and high-profile activities of their respective areas of responsibility.

7. Committee Business and Annual Work Plan

The Committee's activities are closely aligned with its Annual Work Plan (AWP) which reflects its key responsibilities as set out in the Charter. The AWP is reviewed at every meeting to ensure that it remains reflective of Council's business activities and changing environment.

8. Internal Audit

A key responsibility of the Committee is to set and monitor Council's internal audit program. The internal audit program provides independent assurance to Council and the community that public resources are managed responsibly and that governance frameworks are

operating effectively. The internal audit function is outsourced, and the current service provider is RSM.

Since the last activity report to Council the Committee has endorsed the following review scopes:

- Child Safety
- Fleet Management
- Food Safety
- Parking Enforcement
- Cyber Security and Penetration Testing

In that period the Committee has also considered the following reports on the outcomes of internal audit reviews:

- Depot Management Operations
- IT Third Party Risk Management
- Food Safety

The Committee continues to monitor Internal audit actions from previous reviews. Over the past six months, 12 actions have been completed, comprising nine medium-risk and three low-risk items. There are currently 15 open actions, all of which are expected to be finalised by the end of July 2026.

9. External Audit

The internal audit team (RSM) and the external audit team (VAGO appointed agent HLB Mann Judd) have attended meetings as required during the reporting period.

The Committee considered and noted the External Audit Strategy for the year ending 30 June 2026. The external auditor raised no new audit risks in comparison to the prior year. The Committee noted progress by management in closing out recommendations that had arisen from the 2024/25 external audit and concluded that Council is well placed to complete these items within acceptable timeframes.

One of the recommendations arising from the 2024/25 external audit was the need to complete full revaluations of some asset classes for inclusion in the annual financial report for the year ending 30 June 2026. These valuations relate to drainage, parks open space and reserves, and recreational leisure and community facilities. The Committee noted that this work is progressing. The outcomes of these revaluations are expected to be considered by the Committee at its next meeting in June 2026.

10. Governance, Compliance and Risk Management

A key benefit of the Committee's work is its independence. To this end, all Committee members are required to disclose any matters that could result in a real or perceived conflict of interest in regard to any matter on the agendas of meetings at the start of every meeting.

Over the reporting period the Committee has reviewed the updated Enterprise Risk Management Framework, inclusive of Council's Risk Appetite Statement and risk registers. Management of compliance matters was also considered by the Committee and in so doing concluded that the processes and controls related to compliance management are effective.

11. Assessment of the Committee's Performance

The Committee undertakes an annual performance assessment, with the next assessment scheduled for May 2026. The outcomes of that assessment will be considered at the June 2026 Committee meeting.

12. Reporting to Council

Following every Committee meeting, the minutes are presented to the next ordinary meeting of Council, including any reports that may help to explain outcomes or actions of the Committee's work. In addition, half yearly activity reports on the Committee's activities, findings and recommendations are provided to Council.

13. Officer Support

The success of the Committee's work requires significant commitment from many senior officers in developing meeting agendas, assembling reports and other information, preparing minutes of meetings and disseminating information to Committee members between meetings. The Committee acknowledges these efforts and the strong support it receives from the officers involved.

14. Conclusion

The Committee would like to thank the Council for its continued commitment and support of the work of the Committee and acknowledges the ongoing work of Council's senior officers in supporting the work of the Committee and their engagement in ensuring that the Committee remains effective.

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

Ordinary Council Meeting

27 April 2026

Agenda Item No: 11.3

DRAFT COUNCILLOR LEAVE POLICY

Contact Officer: Sharon Lozsan, Team Leader Council Governance

Purpose of Report

The purpose of this report is to present the Councillor Leave Policy for Council consideration for adoption.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council adopt the Councillor Leave Policy.

1. Executive Summary

At present, Council does not have a formal policy governing Councillor leave. While legislative provisions outline certain circumstances in which leave may occur, the absence of a clear local framework may lead to uncertainty regarding expectations, communication and relevant required administrative processes.

The Councillor Leave Policy is designed to provide clarity, consistency and transparency in relation to Councillor leave. The policy outlines the types of leave that may be taken by Councillors, the process for requesting and communicating leave, the administrative arrangements required to support the leave period, and the responsibilities that continue to apply during periods of absence.

The establishment of a consistent and transparent approach to the management of Councillor leave will support good governance practices, ensure appropriate administrative oversight, and assist Councillors to manage periods of absence in a manner that maintains accountability and continuity in the performance of their role.

The Councillor Leave Policy is presented to Council for consideration for adoption at Appendix 1.

2. Discussion

Policy rationale

While the Act includes provisions for formal leave via a resolution of Council, it does not reference other situations where a Councillor may need to take leave from time to time. The Councillor Leave Policy addresses the need for consistency regarding the management of various other types of leave and outlines the expectations, obligations and administrative processes relevant to each, for both Councillors and Council officers.

The policy covers the following types of leave:

- Apologies for Council Meetings and Councillor Briefings
- Short breaks from duties
- Formal leave of absence granted by resolution of Council in accordance with the Act
- Health and wellbeing breaks, where leave is required for wellbeing or health and safety reasons

Guiding Principles

The policy has been developed in consideration of guiding principles intended to support good governance, clarity of expectations, and consistent, transparent and responsible decision-making. The principles aim to ensure that the policy is interpreted and applied in a manner that is fair, lawful and aligned with Council's commitment to integrity, accountability and the wellbeing of all involved.

The guiding principles of the policy are as follows:

- Legality: Comply with legislation and Governance Rules
- Health & Safety: Prioritise wellbeing and avoid harm
- Fairness: Apply rules consistently
- Transparency: Ensure clear documentation and public awareness
- Clarity: Maintain a simple, consistent process
- Accountability: Councillors remain responsible for their obligations
- Privacy: Protect personal information while meeting transparency requirements

3. Consultation

3.1 Internal Consultation

The draft Councillor Leave Policy was presented to the Governance and Policy Committee in October 2025 and February 2026, and at a Councillor Briefing in March 2026, for discussion and feedback. Minor changes to the draft were made following each stage of consultation.

3.2 Community Consultation

Community consultation was not required.

4. Compliance Checklist

4.1 Council and Wellbeing Plan Alignment

Strategic Direction: Responsibly Governed - We are a transparent and efficient organisation that is accountable, responsive and cost-effective
Strategy: Ensure good governance through integrity, accountability, and continuous improvement

4.2 Governance Principles Alignment

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

The Councillor Leave Policy assists Councillors in meeting their obligations of their Councillor role and under the Act while on various types leave.

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

The Councillor Leave Policy provides transparency regarding Councillor leave and associated obligations and administrative processes.

4.3 Financial Considerations

Not applicable

4.4 Risk considerations

Not applicable

Appendices

Appendix 1 - Draft Councillor Leave Policy (Ref 25/330712)

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

11.3

DRAFT COUNCILLOR LEAVE POLICY

1 Draft Councillor Leave Policy 299

Councillor Leave Policy

1. Document Control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	General Manager Corporate Services
DOCUMENT OWNER	Manager Governance, Risk and Integrity
APPROVED/ADOPTED BY	Council
APPROVAL DATE	
REVIEW DATE	
CM REF AND VERSION	25/330712
VERSION HISTORY	Version 1
RELEVANT POLICY	City of Kingston Governance Rules

2. Purpose

To provide a clear and consistent process for managing Councillor apologies, short breaks, leave of absence, and wellbeing-related leave, ensuring compliance with the *Local Government Act 2020* (the Act) and fostering a safe and supportive environment for Councillors.

3. Scope

This procedure applies to all Councillors and covers:

- Apologies for meetings
- Short Breaks
- Leave of Absence
- Health and Safety Break/Leave (wellbeing-related)
- Parental Leave
- Failure to Obtain Leave

This procedure does not apply to Councillors who become a Nominated Candidate for a State or Federal election as this is addressed in Council's Nomination-in-a-State-or-Federal-Election-Policy.

The Model Councillor Code of Conduct continues to apply while a Councillor is on leave of any kind.

4. Procedure / Guidelines

Guiding Principles

- Legality: Comply with legislation and Governance Rules
- Health & Safety: Prioritise wellbeing and avoid harm
- Clarity: Clear processes applied consistently
- Transparency: Ensure clear communication and public awareness
- Accountability: Councillors remain responsible for their obligations
- Privacy: Protect personal information while meeting transparency requirements

4.1. Apologies for Meetings and Briefings

If a Councillor is unable to attend, a written apology must be provided to the Mayor:

- Apologies should be submitted no later than 12:00pm on the day of the meeting or briefing
- All apologies will be recorded in the minutes or notes

4.2. Short Breaks (No Council Resolution Required)

Outside of the flexibility that Councillors may exercise in performing their role and functions, from time to time, Councillors may choose to take a short break (e.g., for a holiday, leisure, wellbeing) that may limit the functions and duties they can perform.

4.2.1. Notification

Councillors must notify the Mayor and CEO in writing, including:

- Start and end dates
- General reason
- Extent of availability and duties they can/cannot perform

4.2.2. Administrative Processing of the Short Break

- The CEO will note the absence administratively and ensure that executive support is provided, such as diary request management
- If meetings occur during the break that the Councillor cannot attend, apologies will be recorded accordingly

4.3. Leave of Absence (Council Resolution Required)

Councillors requiring formal leave must seek leave of Council by resolution under the Act.

Seeking resolution is a matter for the Councillor. The following factors may be considered regarding whether to seek a leave of absence:

- The ability to perform the role of Councillor
- Upholding public transparency for the community
- Attendance reporting requirements (Local Government Performance Reporting Framework); in that Councillors are not reported to have missed a Council Meeting should formal leave be approved by Council
- Avoidance of ceasing to hold office for being absent from Council meetings for four consecutive months without approved leave of absence

4.3.1. Council Decision

The CEO will ensure the leave request is included in the next suitable Council meeting agenda for Council resolution. The decision will be recorded in the minutes.

4.3.2. Administrative Processing of Approved Leave

In administering leave, the CEO will determine the appropriate actions to take including, but not limited to, the processes below:

- Officers and Councillors will be advised not to contact the Councillor regarding Council business, including the sending of meeting invitations, unless required for safety or statutory reasons
- The Councillor email out-of-office message is to include details of the leave period and alternate contact details for the Mayor and Council's 1300 number

- The Councillor will be supported to update their Voicemail with alternate contact details of the Mayor and Council's 1300 number, or the mobile number will be diverted to the Executive Support Team, who will triage matters accordingly
- The Executive Support Team will monitor the Councillor's emails and correspondence, and triage accordingly
- The Council website will be updated to reflect the Councillor's leave and provide alternate contact details for the Mayor
- The Mayor will be consulted on any external communications regarding the Councillor's ward.

4.4. Health and Safey Break

Health and Safety Breaks may be required to be taken by Councillors for wellbeing or safety reasons. A Councillor may seek a formal leave of absence in accordance with section 4.3 of this procedure, or the Councillor may advise the CEO and Mayor following the process below:

4.4.1. Request

If a Councillor is not seeking a leave of absence from Council, they must:

- Advise the CEO and Mayor in writing of the Health and Safety Break required
- Include start and end dates and general reason/nature
- Consider sharing relevant information and documents relating to the reason for the break, to ensure adequate support and adjustments can be provided to the Councillor

4.4.2. Administrative Processing of Health and Safety Break/Leave:

In administering leave, the CEO will determine the appropriate actions to take including but not limited to the processes below:

- Officers and Councillors will be advised not to contact the Councillor regarding Council business, including the sending of meeting invitations, unless required for safety or statutory reasons
- IT and building access to be restricted to ensure inadvertent negative impact to health and safety
- The Councillor's email out-of-office message is to include details of the leave period and alternate contact details for the Mayor and Council's 1300 number.
- The Councillor is supported to update their Voicemail with alternate contact details of the Mayor and Council's 1300 number, or the mobile number will be diverted to Executive Support who will triage matters accordingly
- The Executive Support Team will monitor Councillor emails and correspondence and triage accordingly
- The Council website is updated to reflect the Councillor's leave and provide alternate contact details for the Mayor
- Consult the Mayor on any external communications regarding the Councillor's ward
- Details of the Employee Assistance Program are to be provided to the Councillor, with additional reasonable support and adjustments made as relevant.

4.4.3. Return to Work

Upon the Councillor returning to Councillor duties, the CEO must ensure the Councillor follows a return-to-work procedure. This may include obtaining the advice of the treating medical practitioner, including completion of return-to-work documentation.

The CEO will then determine any reasonable adjustment required and will communicate such measures with the Mayor to ensure awareness and that needs of the Councillor are met.

4.5. Parental Leave

In accordance with section 35(6) of the Act, a Councillor is not taken to be absent from Council meetings during the period of six months after the Councillor or their spouse or domestic partner becomes the natural parent of a child or adopts a child under the age of 16 years, where the Councillor has responsibilities for the care of the child during that period.

This provision does not require the granting of a leave of absence by Council resolution.

4.6. Failure to Obtain Leave

If a Councillor is absent from Council meetings for four consecutive months without approved leave, the office becomes vacant under s35(1)(a) of the Act.

5. Responsibility

The areas or positions responsible for defined tasks in implementing, maintaining and approving these procedures / guidelines.

Position/Team	Responsibility
Council	Consider and approve leave of absence from Councillors.
Councillors	Submit apologies, notify absences and request leave in compliance with procedure.
Mayor	Receive apologies and leave requests, advise meetings and act as alternate contact during a Councillor's leave.
CEO	Process notifications and requests, implement health and safety measures, oversee return-to-work processes.
Executive Support Team	Provide support to Councillors on leave in accordance with this procedure or as directed by the CEO.

6. Legislation

- *Local Government Act 2020*
- Model Councillor Code of Conduct *(Local Government (Governance and Integrity) Regulations 2020, Sch 1)*

7. Internal Documents

- City of Kingston Governance Rules
- City of Kingston Nomination in a State or Federal Election Policy

DRAFT

Ordinary Council Meeting

27 April 2026

Agenda Item No: 11.4

DRAFT COUNCILLOR SOCIAL MEDIA POLICY

Contact Officer: Sharon Lozsan, Team Leader Council Governance

Purpose of Report

The purpose of this report is to present the draft Councillor Social Media Policy to Council for consideration for adoption.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council adopt the Councillor Social Media Policy.

1. Executive Summary

A stand-alone Social Media Policy is intended to enhance the policy framework and mitigate risk of inconsistent practices, uncertainty around acceptable conduct, and potential breaches of legislative, confidentiality, privacy, or conduct obligations.

Social media continues to be a primary communication channel for Councillors and community. While it can enhance transparency and engagement, it also presents heightened risks relating to misinformation, inappropriate commentary, conflicts of interest, misuse of position, and reputational harm.

The draft Councillor Social Media Policy is based on the Victorian Local Government Association (VLGA) Model Social Media Policy and is presented to Council for consideration for adoption.

2. Discussion

Policy rationale

Council's Media & Communications Policy establishes an overarching position on Councillor use of social media, including that:

- Councillors may communicate through their own channels;
- Councillors must clearly distinguish personal views from the official position of Council; and
- Councillors are responsible for ensuring communications are accurate and compliant with applicable legislation and Council policies.

Councillor conduct across all communication channels, including social media, is governed by the Model Councillor Code of Conduct, which sets the required standards of behaviour.

The Draft Council Social Media Policy (Appendix 1) supplements this framework by outlining the benefits and risks of social media use and providing specific guidance and requirements for Councillors.

Guiding Principles

The policy is based on the VLGA Model Councillor Social Media, with further refinements to include the relevant legislative framework that applies to Councillor social media use and reference to Council specific procedures and processes. Key sections of the draft Social Media Policy include:

Section	Details
Introduction	• Use of social media is optional • Useful tool to maintain connections and open communication with constituents
Legislative Framework	Applicable legislation referenced is comprehensive • Relevant provisions of the *Local Government Act 2020* • Model Councillor Code of Conduct • Other legislative provisions
Opportunities and Risks	• Used appropriately, supports effective engagement, representation • Several risk factors posed; governance, operational, wellbeing, legal
Councillor Responsibilities and Obligations	The Model Councillor Code of Conduct applies and must be observed when using social media. Alleged breaches to be managed via Council Internal Resolution Procedure. Matters may also be submitted to Local Government Victoria who manage the below Councillor conduct framework; • Complaints of misconduct by a Councillor are heard and determined under the internal arbitration process by an independent arbiter • Complaints of serious misconduct by a councillor are heard and determined by councillor conduct panels • Allegations of gross misconduct are dealt with by the Victorian Civil and Administrative Tribunal (VCAT). Moderation of community content - Councillors must remove community content that, if published by the Councillor, would be contrary to the Model Councillor Code of Conduct. Councillors are not required to maintain records for social media use, not deemed a public record Councillors are free to express an independent view on social media, provided it is made clear to the audience that it is their personal view and does not represent the Council.
Council Resources and Support	• Administrative support is minimal, as social media accounts are the responsibility of individual Councillors • Training on Model Councillor Code of Conduct including social media activity will be provided

Section	Details
Customer Requests	• Councillors may provide constituents with Council webpage, contact details when asked about service/operational matter • Councillors may pass personal information to administration only if consent is provided to share personal information

3. Consultation

3.1 Councillor Social Media Policy

The VLGA Model Councillor Social Media Policy was presented to the Governance and Policy Committee in February 2026.

The draft Councillor Social Media Policy at Appendix 1 of this report was presented to Councillors at a briefing on 7 April 2026 for discussion and feedback. Minor changes to the draft were made following consultation.

4. Compliance Checklist

4.1 Council and Wellbeing Plan Alignment

Strategic Direction: Responsibly Governed - We are a transparent and efficient organisation that is accountable, responsive and cost-effective
Strategy: Ensure good governance through integrity, accountability, and continuous improvement

4.2 Governance Principles Alignment

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

The Draft Council Social Media Policy supplements the existing framework by outlining the benefits and risks of social media use and providing specific guidance and requirements for Councillors.

4.3 Financial Considerations

Not applicable

4.4 Risk considerations

Not applicable

Appendices

Appendix 1 - Draft Councillor Social Media Policy (Ref 26/71349)

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

11.4

DRAFT COUNCILLOR SOCIAL MEDIA POLICY

1 Draft Councillor Social Media Policy 309

Councillor Social Media Policy

VERSION NO.	1
APPROVAL	Council Date: TBC
TRIM REFERENCE	26/71349
REVIEW	May 2030
RESPONSIBLE EXECUTIVE	General Manager Customer and Corporate Support
POLICY TYPE	Council
POLICY OWNER	Manager Governance, Risk and Integrity

1. Purpose

The purpose of this Policy is to provide clear guidance to Councillors regarding appropriate use of social media in their role as elected representatives. It outlines the opportunities social media offers for community engagement and transparency; while also identifying the governance, legal, operational and personal risks associated with its misuse.

This Policy seeks to assist Councillors in understanding their obligations under the *Local Government Act 2020* (the Act), the Model Councillor Code of Conduct (part of the *Local Government (Governance and Integrity) Regulations 2020*) and other relevant legislation and rules when participating in online communication. It supports Councillors to exercise their right to freedom of expression in a manner that upholds public trust, protects confidential and personal information, and maintains the integrity and reputation of Council.

2. Scope

This Policy applies to all elected Councillors in their capacity as public officials engaging in social media activity. It covers all forms of social media use where a Councillor may be identified, or reasonably perceived, as acting in their official role.

The Policy applies to:

- All social media platforms and emerging digital communication technologies as defined in this document
- All content created, shared, moderated, or engaged with by a Councillor, including material posted on their own accounts or accounts administered on their behalf
- Interactions involving community members, stakeholders, organisations, or other Councillors on social media
- Circumstances where a Councillor receives customer requests, comments, or correspondence via social media
- Any social media activity that may intersect with Council governance, legislation, confidentiality, conduct obligations, or public expectations of the role

This Policy must be complied with in conjunction with obligations under the Act, the Model Councillor Code of Conduct, other relevant legislation and Council policies.

This Policy does not apply to Council managed corporate social media platforms, which are governed by the Kingston City Council Communications and Media Policy.

3. Governance Principles and Council Plan alignment

3.1 Governance Principles

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

The Policy assists Councillors in complying with their obligations under the Act and the Model Councillor Code of Conduct.

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

The Policy supports communication through diverse channels to inform, educate, engage, and consult with the community, supporting community participation in decision-making processes.

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

The Policy ensures transparency of Council information by providing clarity regarding official positions of Council as distinguished from Councillors' personal views.

3.2 Council and Wellbeing Plan Alignment

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

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

This Policy ensures that communications regarding official positions of Council are clear, accurate, and consistent, strengthening transparency, accountability and public trust by aligning Councillor communication practices with relevant legislative frameworks.

4. Legislative Framework

Councillor communication via social media is regulated by the Local Government Act 2020 (Vic) and other relevant legislative and conduct frameworks.

These statutory obligations apply in full to Councillors at all times. This Policy does not replace or override those requirements. Rather, it draws together and highlights the key legislative and framework provisions most relevant to Councillors' use of social media, to support awareness, compliance, and consistent application.

From time to time, relevant authorities may also issue guidance or directions in relation to specific legislative provisions, which Councillors are expected to have regard to and comply with where applicable. For example, the Victorian Electoral Commission may issue guidance in relation to the publication and authorisation of electoral material during election periods.

4.1 Local Government Act 2020

Section 9(2) Overarching Governance Principles – Principle (i)

Concerns the transparency of Council decisions, actions and information. In accordance with this principle, Councillors' online communication must not mislead the public regarding Council information and ensure that viewpoints not consistent with Council decisions or official positions are clearly designated as their own, and not as the view of Council.

Section 28

In performing the role of a Councillor, a Councillor must:

(a) consider the diversity of interests and needs of the municipal community;
(b) support the role of the Council;
(c) acknowledge and support the role of the Mayor;
(d) act lawfully and in accordance with the oath or affirmation of office;
(e) act in accordance with the Model Councillor Code of Conduct; and
(f) comply with Council procedures required for good governance.

Section 125

A Councillor must not intentionally or recklessly disclose information that they know, or should reasonably know, to be confidential. Such disclosure is considered to be serious misconduct under the Act, and may be subject to one or more of the following penalties imposed by a Councillor Conduct Panel:

- Disqualification from holding the office of Mayor or Deputy Mayor for the remainder of the Council term
- Formal reprimand
- Direction to make a mandatory apology
- Suspension from office for a period of up to 12 months

Breach of Section 125 may also attract a fine of 120 penalty units.

Section 287

States that any electoral material published must contain the name and address of the person who authorised it. This is an offence provision and is subject to a penalty of 10 penalty units for a natural person.

Section 288

Prohibits the publication of any matter that could be reasonably expected to mislead or deceive a voter in relation to the casting of their vote. This is an offence provision and is subject to a penalty of 60 penalty units or 6 months' imprisonment.

4.2 Model Councillor Code of Conduct

The Model Councillor Code of Conduct applies to Councillor use of social media, with guidance on the practical application of these standards available in the Local Government Victoria publication *Guidance on the Model Councillor Code of Conduct* (2024), as well as in Arbiter Determinations and accompanying statements of reasons arising from hearings of allegations of misconduct relating to social media use. Councillors are expected to familiarise themselves with this guidance and any relevant decisions.

The provisions below highlight the most relevant sections of the Model Code for the purposes of this policy:

Section 1(e)(ii) - Performing the role of a Councillor

Prohibits a Councillor from making public comment that could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment.

This section is of particular relevance to social media commentary regarding Council matters.

Section 2(1) Behaviours

Outlines standards of behaviour expected of Councillors that include treating others with dignity, fairness, objectivity, courtesy and respect, including by:

(a) not engaging in demeaning, abusive, obscene or threatening behaviour, including where the behaviour is of a sexual nature; and

(b) not engaging in behaviour that intentionally causes or perpetuates stigma, stereotyping, prejudice or aggression against a person or class of persons; and

(c) not engaging in discrimination or vilification; and

(d) supporting Council, when applying the community engagement policy, to develop respectful relationships and partnerships with Traditional Owners, Aboriginal community controlled organisations and the Aboriginal community;

(e) supporting the Council in fulfilling its obligation under the Act or any other Act (including the *Gender Equality Act 2020*) to achieve and promote gender equality; and

(f) ensuring their behaviours and interactions with children are in line with the Council's policies and procedures as a child safe organisation and obligations under the *Child Wellbeing and Safety Act 2005* to the extent that they apply to Councillors.

These standards apply to all conduct on social media, including comments, posts, reactions, and interactions.

Section 4(1)(c) Integrity

A Councillor must act with integrity, exercise reasonable care and diligence and take reasonable steps to avoid any action which may diminish the public's trust and confidence in the integrity of local government, including by not making Council information publicly available where this would be contrary to the public interest.

4.3 Other relevant legislation

Copyright Act 1968 (Cth)

Councillors must not post or share copyrighted material (including images, text, videos, or publications) without permission from the copyright owner, unless an exception such as fair dealing applies. This also applies to original literary, artistic, dramatic and musical works.

Copyright in work applies regardless of whether it is registered or not.

Crimes Act 1958 (Cth)

Section 21A prohibits stalking. This includes:

- Contacting victims by publishing on the internet, or by an email or other electronic communication to any person, a statement or other material relating to the victim or any other person;
- Tracing the victim's or any other person's use of the internet of email or other electronic communications;

with the intention of causing physical harm or mental harm.

Stalking can include posts and commentary on social media.

Criminal Code Act 1995 (Vic)

Section 474.17 makes it an offence to use a carriage service (which would include social media) to menace, harass, or cause offence. Online content that a reasonable person would view as threatening, harassing, or seriously offensive can attract a penalty of up to five years' imprisonment.

Defamation Act 2005 (Vic)

Publishing material on social media could have the effect of damaging another person's reputation. If this occurs then that person can bring proceedings against the person who published the information in defamation. It is also possible to be liable for defamatory statements if made by third parties but on a social media page owned or managed by the Councillor.

Equal Opportunity Act 2010 (Vic)

Social media posts must not discriminate against or vilify a person based on protected attributes such as race, sex, disability, religion, or age. Harassing or offensive online behaviour may constitute unlawful discrimination or harassment under this Act.

Freedom of Information Act 1982 (Vic)

Councillors must not publish or disclose information that would otherwise be exempt from release under Freedom of Information (FOI) principles, including confidential or personal information. Council-held documents may be subject to FOI, and improper disclosure on social media may breach access and exemption obligations.

***Health Records Act 2001* (Vic) & *Privacy and Data Protection Act 2014* (Vic)**

These Acts prohibit Councillors from disclosing health or personal information about individuals obtained in the performance of their role outside aside from in exceptional circumstances, unless:

- The information is being disclosed for the primary purpose for which it was collected, or for a secondary purpose that would reasonably be expected; or
- The individual consents to the release of their personal information.

5. Policy Details

5.1 Benefits and opportunities of use of social media

Used appropriately, social media provides Councillors with a mechanism to support effective representation and engagement. It can be used to

- Strengthen community engagement and participation in local decision-making;
- Promote transparency and accountability in Council activities;
- Provide a credible and accessible source of information within the broader social media environment;
- Clearly distinguish personal views from official Council positions, where appropriately communicated;
- Provide an additional, informal channel for constituents to contact Councillors; and
- Enable engagement with diverse or hard-to-reach cohorts within the community.

5.2 Risks

Councillor social media use also presents a range of governance, operational, wellbeing and legal risks including, but not limited to:

- Exposure to trolling, cyberbullying and other forms of abusive conduct;
- Facilitating or amplifying misinformation, including through third-party content;
- Creating an expectation that a Councillor is continuously available or able to respond in real time;
- Generating a significant administrative and monitoring burden;
- Risks to privacy, confidentiality and the inadvertent disclosure of information contrary to the public interest;
- Creating a reasonable apprehension of bias in relation to matters that may come before Council;
- Blurring the distinction between personal views and authorised Council positions;
- Undermining respectful relationships with stakeholders, including fellow Councillors, community groups and statutory partners; and
- Exposure to legal liability including under defamation, privacy, discrimination, and other applicable legislation.

5.3 Councillor Responsibilities and Obligations

A Councillor is not required to have a social media presence but has a right to do so. Councillors who decide to be active on social media, have rights and responsibilities relating to their activity.

The provisions applicable to Councillor social media apply to any social media presence operated on the Councillor's behalf. Where another person administers, moderates, or uploads content with the Councillor's authorisation, the Councillor remains responsible for ensuring compliance with these provisions

5.3.1 Occupational Health and Safety

Councillors choosing to engage on social media must take responsibility for their own health, safety and wellbeing and have regard to the risks outlined in section 5.2 of this policy.

Councillors are expected to exercise personal judgement, have regard to their individual circumstances, and take reasonable precautions and steps to mitigate any adverse safety and wellbeing impacts associated with social media use.

5.3.2 Upholding Standards of Conduct – Model Councillor Code of Conduct

Councillors must uphold the standards of conduct set out in Clause 2 of the Model Councillor Code of Conduct when engaging on social media. This includes acting with integrity, exercising reasonable care and diligence, and taking reasonable steps to avoid conduct that may diminish public trust and confidence in the integrity of local government.

The Local Government Victoria publication *Guidance on the Model Councillor Code of Conduct* includes a section titled 'Application of the Model Code of Conduct to Social Media' that outlines how the Code applies to online comments; posts, shares, likes and interactions; and public perception of bias or pre-determination.

In practice, Councillors must not publish or engage in content on social media that:

- Misrepresents authority or role:
  - Could reasonably be perceived as an official comment on behalf of Council where the Councillor has not been authorised to do so (Councillors should take particular care when sharing or reposting official Council content with added personal commentary)
  - Purports to represent a Council-auspiced entity (e.g. advisory committees, reference groups or similar) without authority
  - Is published anonymously or using a false or misleading identity
- Is inappropriate, harmful or unlawful:
  - Is demeaning, abusive, obscene, threatening, discriminatory, vilifying, or of a sexual nature
  - Constitutes harassment, trolling, cyberbullying, doxing, or stalking
  - Intentionally publishes misinformation, false or misleading material
  - Is defamatory or otherwise unlawful
  - Adversely affects the health and safety of any person
- Undermines Council obligations or governance:
  - Would bring Council into disrepute;
  - Undermines Council's statutory obligations under any applicable legislation or regulations, including obligations under the Act and the *Gender Equality Act 2020* (Vic)
  - Undermines Council's commitments to respectful engagement with Traditional Owners
  - Is inconsistent with Council's child safe policies and obligations under the *Child Wellbeing and Safety Act 2005* (Vic)
  - Is otherwise contrary to Council policies and governance frameworks

- Misuses information or position:
  - Discloses confidential, personal or health information contrary to law
  - Makes Council information publicly available where this would be contrary to the public interest
  - Deliberately misleads the Council or the public in relation to Council business
- Expressly or impliedly seeks preferential treatment for themselves or a related person or entity
- Creates conflicts of interest or bias; or creates a reasonable apprehension of bias in relation to matters that are, or are likely to come before, Council for decision.

Councillors must ensure their social media use complies with all applicable legislation including, but not limited to, the statutes outlined in Clause 4 of this Policy.

5.3.3 Moderation of community content

Councillors have moderation responsibility for community content on their social media platforms, including comments, reactions and other contributions. Councillors must remove community content that, if published by the Councillor, would be contrary to the Model Councillor Code of Conduct or against the law. Councillors have a right to block or ban persons from their social media platform at their sole discretion.

Councillors must monitor their social media accounts, with unsuitable content moderated as soon as it could be reasonably expected that a Councillor would have become aware of the posting of such content. Where not available to moderate content, Councillors are encouraged to disable interactions on relevant social media platforms.

5.3.4 Record keeping

Councillors are not employed by a public office and are therefore not public officers as defined by the *Public Records Act 1973*. A Councillor does not have any record keeping obligations in respect of social media content.

- Documents made or received by Councillors are not public records (regardless of the content) unless they are then received by an employee of the Council.
- Councillors are not required to maintain records of their independent social media content for record-keeping purposes.

5.3.5 Clarification statements

Councillors are free to express an independent view on social media, provided it is made clear to the audience that it is their personal view and does not represent the Council. This includes, but is not limited to:

- Expressing a personal view that differs from that of the Council;
- Stating a desire for change to a Council policy or position;
- Expressing an opinion on a matter that is to come before the Council (without expressing a pre-determined decision);
- Encouraging members of the public to participate in the decision-making process;
- Expressing disappointment or dissatisfaction or stating that they do not support a Council position or decision;
- Explaining why they voted on a matter in the way that they did in a meeting that was open to the public; or
- Otherwise engaging in robust public debate.

Councillors must take reasonable steps to ensure that their audience understands the distinction between personal views and official Council positions. Statements must be clear, prominent, and readily accessible to a reasonable user of the platform. Where a platform does not support a dedicated biography or profile description, Councillors must ensure equivalent disclosures are made through alternative means. e.g., a pinned post; a recurring or periodically reposted statement; inclusion within post captions where commenting on Council matters; or a link to an external page containing the required disclosures.

Councillors who maintain a social media presence should include clear and accessible statements that:

- The account is not an official Council communication channel;
- Views expressed are personal and not those of the Council; and
- Content made by third parties may be moderated.

Examples of clarifying statements are provided below:

Purpose	**Example Statement**	**Application Notes**
Non-official platform clarification	This page is managed by me in my personal capacity. It is not an official page of Kingstin Council. For service requests or to contact Council, please visit [Council website link].	Include in biography, pinned post, or equivalent.
Personal views disclaimer	The views expressed on this platform are my own and do not represent the views of Kingston	Where commenting on Council matters.
Moderation statement	This page is moderated. I aim to maintain a respectful environment and reserve the right to hide or delete content, and to block users where necessary.	Include where public interaction is enabled.
Electoral authorisation (where applicable)	Authorised by J Citizen, 123 Main Street, SUBURB VIC 9999.	Must comply with section 287 of the Local Government Act 2020 (Vic). A Council address must not be used. Applies at all times where electoral material is published.
Alternative for platforms without bio fields	For transparency: this account reflects my personal views only and is not an official Council channel. See pinned post for details.	Use in pinned posts or repeated disclosures where profile fields are unavailable.

5.4 Use of Council resources and support

Councillors who choose to maintain a social media presence will be provided with:

- Technical support for Council provided hardware
- Training in social media obligations as part of the mandatory Councillor induction and ongoing professional development programs
- Access to Council's employee assistance program - a voluntary and confidential service designed to assist Councillors with personal concerns that affect their personal wellbeing and/or performance as a Councillor

Councillors will not be provided with:

- Technical or other support for the use of social media platforms
- Social media monitoring or reporting services
- Legal advice regarding social media content

5.5 Customer requests

Councillors may receive service requests, complaints, feedback or other correspondence intended for the Council (customer requests) from members of the public via social media channels. The receipt and handling of customer requests is an operational function of the Council. Councillors in receipt of customer requests:

- Where the individual has provided consent for their personal information to be shared, may pass on customer requests to Council's centralised customer request handling process;
- May provide the customer with details of the Council's official communication channels;
- May refer a customer to Council's website which sets out the official communication channels; or
- May determine to take no action.

6. Internal and External Assessments

6.1 Risk Assessment

Consult the Risk Management Coordinator if the policy is considered to have a medium to severe impact on the organisation or the community.

6.2 Delegation and Authorisation (Compliance Framework)

There are no delegated positions with responsibilities for this Policy.

6.3 Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

6.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

6.5 Human Rights Charter

This Policy has been reviewed against and complies with the *Charter of Human Rights and Responsibilities Act 2006*. Details of the assessment are at Appendix A.

7. Related documents

7.1 Legislation

- *Copyright Act 1968 (Cth)*
- *Criminal Code Act 1995 (Cth)*
- *Crimes Act 1958* (Vic)
- *Defamation Act 2005* (Vic)
- *Equal Opportunity Act 2000* (Vic)
- *Freedom of Information Act 1982* (Vic)
- *Health Records Act 2001* (Vic)
- *Local Government (Governance and Integrity) Regulations 2020* (Vic)
- *Local Government Act 2020* (Vic)
- *Privacy and Data Protection Act 2014* (Vic)

7.2 External documents and resources

- *Guidance on the Model Councillor Code of Conduct* (Local Government Victoria, 2024)

7.3 Kingston City Council documents and resources

- Communications and Media Policy
- Councillor Internal Resolution Procedure
- Election Period Policy

8. Definitions

Council	Means the City of Kingston Council
Councillor	Means a person who holds the office of a member of the City of Kingston Council
Confidential information	Has the same meaning as at section 3 of the *Local Government Act 2020 (Vic)*
Election	Means the election, or a by-election for either the Victorian State parliament or Federal parliament
Health information	Has the same meaning as at section 3 of the *Health Records Act 2001 (Vic)*
Model Councillor Code of Conduct	Has the same meaning as at section 3 of the *Local Government Act 2020 (Vic)*
Personal information	Has the same meaning as at section 3 of the *Privacy and Data Protection Act 2014 (Vic)*

Public forum or platform	Means a physical or virtual space accessible to the general public or a broad audience where individuals, communities and organisations may communicate, express opinions or exchange information and content, including, but not limited to: • Social networking, and video and photo sharing platforms, e.g., Facebook, X/Twitter, Instagram, TikTok, LinkedIn, Threads • Wikis or online discussion forums and noticeboards, e.g., Reddit, Quora, Stack • Blogs, including corporate, personal and hosted by media outlets • Comment sections on news websites, blogs, YouTube, etc. • Live stream platforms, e.g., Twitch, YouTube Live, Facebook Live • Public chat spaces and servers, e.g. Discord, Viber, Twitch • Meetings of community groups or 'town halls' • Public hearings held by government bodies • Online groups with open membership, including those subject to rules or moderation (e.g., Facebook groups) • Noticeboards in public buildings and institutions • Public webinars or Zoom meetings, including those where entry is moderated • Vodcasting and podcasting • Geospatial tagging, e.g., Foursquare, Facebook checkin • Any other tool or emerging technology that allows individuals to publish or communicate in a digital environment (excluding website content) This definition does not include spaces that are not accessible to the general public, such as: • Private messaging applications, e.g., WhatsApp, Messenger, SMS • Private social media groups or invite-only communication servers • Workplace communication tools, e.g., Teams, Slack • Password-protected websites • Email

Appendix A: Human Rights Assessment

Policy Title	Councillor Social Media Policy	
Department	Governance, Risk and Integrity	
Purpose of Policy	To provide guidance to Councillors regarding appropriate use of social media in their role as elected representatives in compliance with obligations under the *Local Government Act 2020*, Model Councillor Code of Conduct and other relevant legislation.	
Applicable human right impacted	Are human rights supported? OR Are human rights limited by the policy? If so, how?	Is the limitation on the right reasonable and justifiable? If so, how?
Right to privacy and reputation Section 13 - Right to Privacy and Reputation	This right is supported by the Policy. Under Clause 5.3, a Councillor is not required to have a social media presence but has a right to do so. This clause also provides Councillors choosing to use social media with the right to block or ban persons from their social media platform at their sole discretion.	The Policy does not limit this right.
Right to freedom of expression Section 15 - Right to Freedom of Expression	This right is limited by the Policy. Councillors may not: • Disclose confidential information • Publish information that may mislead or deceive a voter in relation to the casting of their vote • Make public comments that could be perceived as an official comment on behalf of Council where not authorised to do so • Post commentary that does not meet required standards of treating others with dignity, fairness, objectivity, courtesy and respect • Disclose Council information where this would be contrary to the public interest • Post or share other material that would contravene legislation referenced in Clause 7.1 of this Policy	Limitation reasonable. The limitations under this Policy enable compliance with legislation and regulations referenced in Clause 7.1 of this Policy. Failure to adhere to the limitations of the Policy would expose a Councillor to the risk of disciplinary action or legal prosecution; and potentially damage public trust in, and the reputation of, Council.
Right to take part in public life Section 18 - Right to take part in public life	This right is supported by the Policy as it provides Councillors with a framework enabling them to maintain an active social media presence while complying with relevant statutory obligations.	The Policy does not limit this right.

Ordinary Council Meeting

27 April 2026

Agenda Item No: 11.5

REVISED COUNCILLOR NOMINATION IN A STATE OR FEDERAL ELECTION POLICY

Contact Officer: Sharon Lozsan, Team Leader Council Governance

Purpose of Report

The purpose of this report is to present the revised Councillor Nomination in a State or Federal Election Policy for Council consideration for adoption.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council adopt the revised Councillor Nomination in a State or Federal Election Policy.

1. Executive Summary

The Councillor Nomination in a State or Federal Election Policy provides a framework for Councillors who become prospective or nominated candidates in Australian State or Federal elections. The policy is designed to promote integrity and public confidence by managing potential conflicts of interest and upholding appropriate use of position between a Councillor's campaign activities and their official duties.

The policy has been reviewed in accordance with Council's Policy Framework and is presented to Council for consideration for adoption.

2. Discussion

When a serving Councillor becomes a candidate in State or Federal election, there is potential and risk of perception that their position on Council could be used to further their campaign, considered to be a misuse of position under section 123 and a conflict of interest under section 127 of the *Local Government Act 2020* (the Act). To assist in managing this risk, Council adopted the policy to clarify obligations and expectations of Councillors seeking election to higher office.

The policy was initially adopted in 2013, with subsequent revisions in 2018 and 2022, and is again revised in accordance with the schedule specified by Council's Policy Framework. The review indicated only minor material revisions for clarity, largely in the areas of legislative obligations and risk and compliance assessments and frameworks.

The following amendments have also been incorporated into the draft policy:

Section	Change
2. Scope *(previously section 4)*	Removed reference to the contested seat covering an area wholly or partly within the Kingston municipality, as conflict of interest and other provisions apply regardless of location of seat.
3. Governance Principles and Council Plan alignment	New section in current policy template.
4. Legislative obligations	• New section outlining relevant provisions of the Act and ensuing Councillor obligations • Includes reference to s123 *Misuse of position* (previously at 5.3) • New references to *Qualification to be a Councillor* (ss34, 35 & 38) and *Conflict of interest* (ss127 & 130)
5.3 Participation in Council decision-making processes *(previously titled 'Improper use of position by Councillors')*	Section renamed for relevance and clarity due to removal of paragraphs referencing s123 *Misuse of position*.
5.4 Council resources and activities	Addition of final three paragraphs regarding: • Declaring conflicts of interest (MAV Guidelines) • Applicability of Councillor and Staff Relationship Policy (MAV Guidelines) • Expense reimbursements (benchmarking)
5.6 Legal advice	New section regarding Councillors seeking legal advice concerning issues relevant to their candidacy.
5.9 Councillor ceases to hold office	New section outlining obligations where a Councillor is successfully elected.
5.10 Policy breaches	New section included for consistency with other recent policy amendments.
6.1 & 6.2 Risk and compliance frameworks	Inclusions under new policy template.
Appendix A: Human Rights Assessment	New section outlining impacted rights under the *Charter of Human Rights and Responsibilities Act 2006* providing justification where rights are limited by the policy.

3. Consultation

3.1 Internal Consultation

The revised Councillor Nomination in a State or Federal Election Policy was presented to the Governance and Policy Committee in February 2026 and a Councillor Briefing in March 2026 for discussion and feedback. It was considered that the policy did not require significant amendment.

3.2 Community Consultation

Community consultation was not required.

4. Compliance Checklist

4.1 Council and Wellbeing Plan Alignment

Strategic Direction: Responsibly Governed - We are a transparent and efficient organisation that is accountable, responsive and cost-effective
Strategy: Ensure good governance through integrity, accountability, and continuous improvement

4.2 Governance Principles Alignment

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

The Councillor Nomination in a State or Federal Election Policy provides a framework for Councillors to uphold their obligations under the Act while running for State or Federal office.

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

The Councillor Nomination in a State or Federal Election Policy promotes transparency, integrity and public confidence in the management of potential conflicts appropriate use of a Councillor's position during an election campaign for higher office.

4.3 Financial Considerations

Not applicable

4.4 Risk considerations

Not applicable

Appendices

Appendix 1 - Revised Councillor Nomination in a State or Federal Election Policy (Ref 26/64586)

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

11.5

REVISED COUNCILLOR NOMINATION IN A STATE OR FEDERAL ELECTION POLICY

1 Revised Councillor Nomination in a State or Federal Election Policy 327

Councillor Nomination in a State or Federal Election Policy

VERSION NO.	Version 4
APPROVAL	Council TBC
TRIM REFERENCE	13/18880[v4]
REVIEW	April 2030
RESPONSIBLE EXECUTIVE	General Manager Customer and Corporate Support
POLICY TYPE	Council
POLICY OWNER	Manager Governance, Risk and Integrity

REVISION RECORD	Version	Revision Description
16 December 2013	1	Original.
26 February 2018	3	Outlines expected Councillor behaviour while a Prospective or Nominated Candidate for a State or Federal election.
26 April 2022	3	Considers the Municipal Association of Victoria Guidelines released in 2021.
TBC	4	<u>New inclusions:</u> • Clauses pertaining to: - Legislative obligations - Legal advice - Councillor ceases to hold office - Policy breach • Comprehensive Human Rights assessment • Risk and compliance frameworks

1. Purpose

This policy outlines a framework to guide Councillors who become a Prospective or Nominated Candidate in a State or Federal election. The purpose of this policy is to:

- Address potential perceptions that the position of a Councillor is being used to advantage a campaign in a State or Federal election; and
- Assist Councillors in upholding their obligations as a Councillor under the Local Government Act 2020 (the Act) while campaigning for State or Federal office.

2. Scope

This policy applies to Councillors becoming a Prospective or Nominated Candidate to contest a seat in a State or Federal election.

3. Governance Principles and Council Plan Alignment

3.1. Governance Principles

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

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

3.2. Council Plan Alignment

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

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

4. Legislative Obligations

Councillors undertaking a State or Federal election campaign must ensure that they continue to uphold their obligations as Councillors under the Act, with the following provisions having particular relevance:

4.1. Qualification to be a Councillor

Section 34(2)(a) specifies that a person is not qualified to be a Councillor of a Council if the person is a member of the Parliament of Victoria or of the Parliament of the Commonwealth of Australia or of another State or Territory of the Commonwealth.

Section 34(3) stipulates that a Councillor who is successfully elected must immediately provide notice to the CEO in writing that they have ceased to be qualified to be a Councillor of the Council.

Section 35(1)(a) states that a Councillor ceases to hold the office of Councillor and the office of the Councillor becomes vacant if the Councillor ceases to be qualified to be a Councillor.

Section 38 states that a penalty of 120 penalty units or 12 months' imprisonment applies where a person continues to act as a Councillor when they know, or should reasonably know, that they are not qualified to be a Councillor or have ceased to hold the office of Councillor.

4.2. Misuse of position

Section 123(1)(a) states that a person who is, or has been, a Councillor or member of a delegated committee must not intentionally misuse their position to gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person.

Section 123(3) outlines the circumstances considered to be a misuse of position, including

(a) making improper use of information acquired as a result of the position the person held or holds; or

(b) disclosing information that is confidential information; or

(c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or

(d) exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or

(e) using public funds or resources in a manner that is improper or unauthorised; or

(f) participating in a decision on a matter in which the person has a conflict of interest.

The penalty for breach of this provision is a fine of 600 penalty units or up to five years' imprisonment.

4.3. Conflict of interest

Section 127(1) states that a relevant person has a *general conflict of interest* in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

Section 130 of the Act stipulates that a relevant person must declare a conflict of interest in a matter to be considered at a Council meeting and excuse themselves from any part of the decision-making process.

Breach of conflict of interest provisions may incur a fine of up to 120 penalty units and may also result in a finding of serious misconduct by a Councillor Conduct Panel.

5. Policy Details

5.1. Councillor to declare candidacy in an election

A Councillor who becomes a Prospective or Nominated Candidate in a State or Federal election in accordance will, as soon as practicable, notify the Chief Executive Officer (CEO) in writing.

The CEO will subsequently advise all Councillors in writing and report the fact of the Councillor's intention or nomination at the next Council Meeting.

Scenario	Candidacy Type	Declaration to CEO Required?
Councillor decides to run as State or Federal election candidate	None	No
Councillor discusses intention to run for State or Federal election in a private capacity	None	No
Councillor submits application for preselection as official candidate of a political party for State or Federal election	None	No
Councillor campaigns for preselection as official candidate of a political party for State or Federal election	None	No
Councillor wins preselection to become official party candidate for State or Federal election	Prospective	Yes
Councillor declares intention to run as an independent candidate for State or Federal election via a public forum or platform	Prospective	Yes
Councillor becomes a Nominated Candidate by lodging their nomination form and deposit with the relevant electoral commission	Nominated	Yes

5.2. Leave of absence

The Municipal Association of Victoria (MAV) recommends clear separation between campaigning and official Council responsibilities to protect the integrity of both roles.

A Councillor who becomes a Nominated Candidate for a State or Federal election should apply for leave of absence from the Council, with the leave to commence no later than the date of their nomination as a candidate with the relevant electoral commission (Nomination Date) and conclude no earlier than the close of voting for the election.

During this period, a Councillor on leave of absence should not attend meetings of the Council or otherwise act as a Councillor. This includes being present at Council Meetings, Delegated Committee Meetings and Councillor Briefings.

5.3. Participation in Council decision-making processes

A Councillor who is a Prospective or Nominated Candidate for State or Federal election must not participate in any way in the decision-making processes of the Council, where they are campaigning in relation to a matter before the Council. This includes being present at Councillor Briefings, Council Meetings and interacting with Council officers on matters for deliberation by Council.

A 'campaign' means where a Councillor makes public their views as a Prospective or Nominated Candidate on a matter before the Council (before or after it has been resolved) by way of letters, fliers, social media posts or other communication avenues.

A Councillor who is a Prospective or Nominated Candidate should at all times avoid campaigning on (opposing or taking credit for) Council decisions in an effort to not be seen as misusing or inappropriately making use of their position.

5.4. Council resources and activities

Provisions regarding the use Council resources and activities as outlined in Council's Election Period Policy will apply with respect to a Councillor who is a Prospective or Nominated Candidate. This includes no use of Council resources for the purposes of their campaign, including but not limited to telephones, mobile phones, logos, letterhead, mail, publications and electronic mail or media.

Councillors who are Prospective or Nominated Candidates are prohibited from accessing, or being provided access to, Council information that is not available to the public during their leave of absence, unless this information is required to fulfill their responsibilities as a Councillor and is not the subject of an election issue. This includes access to their Councillor email and cNet.

Councillors who are Prospective or Nominated Candidates must not undertake Council-related activities, including attending Advisory Committee meetings, in relation to their candidacy. Consistent with Council's Ward Meetings Policy, no Ward Meetings are to be held within six months before an election or the latest potential date for a Federal election.

Councillors who are Prospective or Nominated Candidates will not be permitted to appear in Kingston Your City nor be permitted to have a ward column printed in the edition immediately preceding the State or Federal election they are contesting.

A Councillor who is a Prospective or Nominated Candidate should ensure that they declare any conflicts of interest that may pertain to their role as a candidate.

Kingston's Councillor and Staff Relationship Policy continues to apply to Nominated Candidates from their Nomination Date until the close of voting for the election.

Consistent with Council's Kingston's Election Period Policy, reimbursement of out-of-pocket expenses during the election period will only apply to costs that have been incurred in the performance of Councillor duties, and not to expenses that could be perceived as supporting, or being connected with, a State or Federal election campaign.

5.5. Media advice

No media advice or assistance will be provided in relation to election issues or publicity involving a Councillor standing as a candidate in an election.

Consistent with Council's Media and External Communications Policy, Media and External communications issued by Council are not to be used for political advantage by Councillors who are candidates in an election.

Media releases will not refer to specific Councillors in their capacity as candidates. Councillors standing as candidates are not eligible to be Council's official spokesperson. Council will nominate an alternate Councillor to be Council's spokesperson where required.

Councillors may not use Council staff or other Council resources to gain media attention in support of an election campaign for a Councillor who is standing for election.

Photos of and references to Councillors standing as candidates will only feature in Council's publications where it is related to usual Council business, functions or events.

Speeches will continue to be prepared for the Mayor's official function and if requested, speeches will be distributed to the media at the discretion of the CEO. During this time the Mayor and Deputy Mayor will not delegate to any Councillor who is standing as a candidate any responsibility to represent them.

5.6. Legal advice

Councillors may choose to seek legal advice at their own cost regarding issues associated with running as a candidate whilst still a Councillor, including, but not limited to, eligibility to be a candidate, and conflicts of interest whether actual, perceived or potential.

Council officers may not provide advice regarding a Councillor's potential conflicts of interest or other issues in relation to campaign activities.

5.7. Candidates commenting on Council issues

Where a Councillor speaks on Council issues as an election candidate, they should clearly identify that they are speaking as a candidate and not as a Councillor.

5.8. Councillor requests

Customer requests escalated from Councillors in their capacity as a candidate rather than a Councillor must be referred to the CEO in writing for action.

5.9. Councillor ceases to hold office

A Councillor who is successfully elected must immediately provide notice to the CEO in writing that they have ceased to be qualified to be a Councillor of the Council in accordance with section 34(3) of the Act.

As the office of the Councillor becomes vacant upon the Councillor ceasing to be qualified to be a Councillor under section 35(1)(a) of the Act, a by-election will subsequently be held for the relevant ward.

5.10. Policy breaches

Breaches of this policy will be dealt with under the relevant provisions of the Act and the Model Councillor Code of Conduct.

6. Internal and External Assessments

6.1. Risk assessment

This policy has been reviewed by the Risk Management Coordinator and is considered to have a medium risk impact on Council. The policy has been included in the Operational Risk Registers for ongoing monitoring to ensure that the risk is managed effectively and mitigated where possible.

6.2. Delegation and authorisation (Compliance Framework)

Legislative authority	Section 46 (1) of the *Local Government Act 2020*
Power, duty or function	Function of supporting the Mayor and the Councillors in the performance of their roles
Instrument of delegation	S13 Instrument of Delegation of CEO powers, duties and functions
Positions to which power, duty or function is delegated	General Manager Customer and Corporate Support Manager Governance, Risk and Integrity Team Leader Council Governance

6.3. Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

6.4. Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

6.5. Human Rights Charter

This policy has been reviewed against and complies with the *Charter of Human Rights and Responsibilities Act 2006*. Details of the assessment are at Appendix A.

7. Roles and Responsibilities

Councillors	Act in accordance with this policy.
Chief Executive Officer	Provide guidance for circumstances that are not covered by this policy.
General Manager Customer and Corporate Support	Administer and review requirements of the policy.
Manager Governance, Risk and Integrity	Administer requirements of the policy.
Manager Advocacy, Communications and Community Relations	
Team Leader Council Governance	

8. Related documents

8.1. Legislation and external documents

- *Local Government Act 2020*
- Model Councillor Code of Conduct *(Local Government (Governance and Integrity) Amendment Regulations 2024)*
- MAV Guidelines: *Councillors standing for State or Federal elections* (May 2021)

8.2. Internal documents

- Governance Rules
- Councillor Support and Reimbursement of Expenses Policy
- Election Period Policy
- Media and External Communications Policy
- Ward Meetings Policy

9. Definitions

The Act	Means the *Local Government Act 2020.*
Councillor	Means a person who holds the office of a member of the City of Kingston Council
Election	Means the election, or a by-election for either the Victorian State parliament or Federal parliament
KYC Magazine	Means Kingston Your City magazine which is the official quarterly journal of the City of Kingston
Nominated Candidate	Means a Councillor who nominates as a candidate for a State or Federal election with the relevant electoral commission
Nomination Date	Means the formal period to which candidates must nominate with the relevant electoral commission for the State or Federal election
Prospective Candidate	Means a Councillor who becomes an endorsed candidate of a registered political party or publicly declares that they will run as an independent candidate for a State or Federal election
Public forum or platform	Means a physical or virtual space accessible to the general public or a broad audience where individuals, communities and organisations people may communicate, express opinions or exchange information and content, including, but not limited to: • Social networking, and video and photo sharing platforms, e.g., Facebook, X/Twitter, Instagram, TikTok, LinkedIn, Threads • Wikis or online discussion forums and noticeboards, e.g., Reddit, Quora, Stack • Blogs, including corporate, personal and hosted by media outlets • Comment sections on news websites, blogs, YouTube, etc. • Live stream platforms, e.g., Twitch, YouTube Live, Facebook Live • Public chat spaces and servers, e.g. Discord, Viber, Twitch • Meetings of community groups or 'town halls' • Public hearings held by government bodies • Online groups with open membership, including those subject to rules or moderation (e.g., Facebook groups) • Noticeboards in public buildings and institutions • Public webinars or Zoom meetings, including those where entry is moderated • Vodcasting and podcasting • Geospatial tagging, e.g., Foursquare, Facebook checkin • Any other tool or emerging technology that allows individuals to publish or communicate in a digital environment (excluding website content) This definition does not include spaces that are not accessible to the general public, such as: • Private messaging applications, e.g., WhatsApp, Messenger, SMS • Private social media groups or invite-only communication servers • Workplace communication tools, e.g., Teams, Slack • Password-protected websites • Email
This policy	Means the Councillor Nomination in a State or Federal Election Policy

10. Appendix A: Human Rights Assessment

Policy Title	Councillor Nomination in a State or Federal Election Policy	
Department	Governance, Risk and Integrity	
Purpose of Policy	To assist Councillors who become Prospective or Nominated Candidates in a State or Federal election in upholding their obligations under the *Local Government Act 2020* to avoid potential, actual or perceived conflicts of interest.	
Applicable human right impacted	Are human rights supported? OR Are human rights limited by the policy? If so, how?	Is the limitation on the right reasonable and justifiable? If so, how?
Right to privacy and reputation Section 13 - Right to Privacy and Reputation	This right is limited by the policy. Clause 5.1 stipulates that Councillors must declare their candidacy to the Chief Executive Officer for this to be reported publicly at a Council Meeting.	Limitation reasonable. Private interests regarding an election campaign may potentially conflict with a Councillor's public duty. Section 130 of the Act stipulates that conflicts of interest in relation to matters being considered by Council must be declared. Therefore, candidacy must be disclosed to ensure that Council decision-making during an election campaign remains fair and impartial.
Right to freedom of expression Section 15 - Right to Freedom of Expression	This right is limited by the policy. Clause 5.7 requires Councillors to clarify that they are speaking as a candidate and not as a Councillor when speaking on a Council issue impacting during an election campaign.	Limitation reasonable. A breach of this clause could be considered a misuse of position under Section 123 of the Act and subject a Councillor to serious financial penalty or imprisonment.
Right to take part in public life Section 18 - Right to take part in public life	This right is supported by the policy.	The policy provides Councillors with a framework enabling them to legally campaign for State or Federal office without relinquishing their position as a Councillor.

Source: Victorian Equal Opportunity and Human Rights Commission
https://www.humanrights.vic.gov.au/for-individuals/human-rights/

Ordinary Council Meeting

27 April 2026

Agenda Item No: 11.6

GOVERNANCE AND COMPLIANCE REPORT

Contact Officer: **Sharon Banks, Organisational Governance Officer**
Sharon Lozsan, Team Leader Council Governance
Emma Flodstrom, Risk Management Coordinator

Purpose of Report

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

- Extend the appointment of Mr Geoff Harry as Chair of the Audit and Risk Committee to 30 June 2027;
- Review a resolution made at the 23 February 2026 Council Meeting;
- Appoint and authorise members of Council staff under the *Planning and Environment Act 1987* (the PE Act) (Appendix 1);
- Note Informal Meetings of Councillors records (Appendices 2, 3 & 4).
- Note the progress updates regarding implementing the recommendations of the Kingston Grants Review Working Group

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. Extend the appointment of Mr Geoff Harry as Chair of the Audit and Risk Committee from 1 July 2026 to 30 June 2027 at the rate of $12,065.77 per annum that is indexed annually by the Melbourne All Groups CPI on 1 July;

2. Rescind point 3 of the resolution made on 23 February 2026 of Item 9.4 *Response to Resolution - Notice of Motion 33/2025 - Bonbeach Basketball Stadium*, which read:

   Note that in the short term (option 3) the existing floor will be sanded and courts line marked in their current configuration with the inclusion of Pickleball on court two;

   to alter this Council resolution to read as follows:

   That Council:

   1. Receive the report;

   2. Note that the courts cannot be made to be compliant for senior games in the short term, as a structural change to the building is required; and

   3. Allocate the required funding in the 2026/2027 budget to achieve option 2, including structural changes to achieve compliance for two senior courts,

install a new sprung floor, new backboards and basketball rings, ceiling fans, wall insulation, and acoustic treatment;

3. In the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, resolves that:
   a) The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument.
   b) The instrument comes into force immediately on resolution and remains in force until such time as the officers are no longer employed, contracted or otherwise engaged to undertake the duties on behalf of Kingston City Council, unless Council determines to vary or revoke it earlier;
4. Receive and note Informal Meetings of Councillors records; and
5. Note the progress updates regarding implementing the recommendations of the Kingston Grants Review Working Group

1. Executive Summary

1.1 Appointments to the Audit and Risk Committee

The CEO has recommended extending Mr Geoff Harry's appointment as Chair of the Audit and Risk Committee until 30 June 2027. This extension is to support the succession planning of the Committee with recent newer appointments. My Harry provides continuity of skills and knowledge to support the effective functioning of the Committee.

1.2 Alteration of Council resolution of 23 February 2026

At its 15 December 2025 meeting, Council considered the Response to Resolution – Notice of Motion 33/2025 on the Bonbeach Basketball Stadium and resolved to defer the matter to obtain advice on the budget impact of delivering Option 2 (senior-court compliance works).

Officers reviewed the draft 2026/27 capital works budget, confirmed the Option 2 cost estimate of $1.1M and presented delivery options at the 23 February 2026 Council Meeting:

(1) Fund over two years ($500k in 2026/27 and $600k in 2027/28); or
(2) Increase the 2026/27 allocation by $600k to deliver the full scope in one year, subject to assessment and adjustments within the broader capital program.

Council resolved at the 23 February 2026 meeting as follows:

That Council:

1. *Receive the report;*
2. *Note that the courts cannot be made to be compliant for senior games in the short term, as a structural change to the building is required;*
3. *Note that in the short term (option 3) the existing floor will be sanded and courts line marked in their current configuration with the inclusion of Pickleball on court two; and*
4. *Allocate the required funding in the 2026/2027 budget to achieve option 2, including structural changes to achieve compliance for two senior courts, install a new sprung floor, new backboards and basketball rings, ceiling fans, wall insulation, and acoustic treatment.*

The allocation of full funding in the 2026/27 budget at point 4 made the short-term Option 3 redundant; however, point 3 was not removed from the resolution.

This report therefore proposes to alter the Council resolution of 23 February 2026 to rescind point 3, delivering an estimated saving of approximately $80k.

1.3 Instrument of Appointment and Authorisation S11A (PE Act)

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

1.4 Informal Meetings of Councillors

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

The Governance Rules require Informal Meetings of Councillors records to be reported to the next possible meeting of Council. This seeks to promote openness and transparency of Council decision making.

1.5 Kingston Grants Review Working Group - implementation

This report includes a progress update on the 9 recommendations Council endorsed as identified by the Kingston Grants Review Working Group.

Six recommendations are completed and three are in progress.

2. Discussion

2.1 Appointment Audit and Risk Committee Chairperson

As outlined in the Audit and Risk Committee Charter:

- *the Chairperson is appointed annually by Council for a 12-month term, based on a recommendation from the CEO.*
- *A Chairperson can be elected for successive terms.*

2.2 Alteration of Council resolution of 23 February 2026

Notice of Motion 33/2025 was tabled at the 25 August 2025 Council Meeting, where it was resolved:

> *That Council undertake an urgent audit of the courts at Bonbeach Basketball Stadium and receive a report no later than October 2025 with options for refurbishment of the courts to bring them up to standard with local courts in the area, as well as short-term improvements that can be made to ensure that Senior Games can be played.*

The initial Response to Resolution – Notice of Motion 33/2025 was tabled at the 27 October 2025 Council Meeting, with the following resolution:

> *That Council:*
>
> 1. *Receive the report;*
> 2. *Note the short-term improvements committed to be delivered in the 2025 calendar year that ensure senior games can be played;*
> 3. *Receive a further report at the December 2025 Ordinary Council Meeting detailing outcomes of a structural engineer and architect's assessment identifying medium term options for potential refurbishment of the building and courts; and*
> 4. *Consider this work in the future as part of the provision and planning of basketball and indoor sports in Kingston.*

A further response to resolution was tabled at the 15 December 2025 Council meeting, where it was moved:

That Council:

1. *Receive the report;*
2. *Note that the courts cannot be made to be compliant for senior games in the short term, as a structural change to the building is required;*
3. *Note that in the short term (option 3) the existing floor will be sanded and courts line marked in their current configuration with the inclusion of Pickleball on court two; and*
4. *Allocate the required funding in the 2026/2027 budget to achieve option 2, including structural changes to achieve compliance for two senior courts, install a new sprung floor, new backboards and basketball rings, ceiling fans, wall insulation, and acoustic treatment.*

Council resolved at its 15 December 2025 meeting to:

Defer this item until a February Council meeting and receive an officer report regarding the budget impact.

Officer subsequently reviewed the draft 2026/27 capital works budget for the recommended option 2 of $1.1M. The following options were presented in an attachment to the report presented at the 23 February 2026 Council meeting:

- Funding the project over two years, currently there is $500k allocated in the draft budget for 2026/27 and $600k in 2027/28.
- Increasing the budget by $600k in the 2026/27 financial year to enable the project to be delivered in one year rather than across two. The full cost of $1.1M can be referred to the draft 26/27 budget process for assessment against the broader program, which could accommodate this project with some adjustments. From a deliverability perspective the full project could be delivered in 2026/27.

If the project should proceed for full funding in the 2026/27 budget, officers recommended that point 3 of the officer recommendation in the original report "*Note that in the short term (option 3) the existing floor will be sanded and courts line marked in their current configuration with the inclusion of Pickleball on court two"* be removed as this short-term fix will no longer be required as a full new sprung floor would be installed in 2026/27.

Council resolved at its 23 February 2026 meeting to support the option of full funding in the 2026/2027 budget as follows:

That Council:

1. *Receive the report;*
2. *Note that the courts cannot be made to be compliant for senior games in the short term, as a structural change to the building is required;*
3. *Note that in the short term (option 3) the existing floor will be sanded and courts line marked in their current configuration with the inclusion of Pickleball on court two; and*
4. *Allocate the required funding in the 2026/2027 budget to achieve option 2, including structural changes to achieve compliance for two senior courts, install a new sprung floor, new backboards and basketball rings, ceiling fans, wall insulation, and acoustic treatment.*

The allocation of full funding in the 2026/27 budget at point 4 made the short-term Option 3 redundant; however, point 3 was not removed from the resolution.

This report proposes to alter the resolution of 23 February 2026 to rescind point 3 to achieve savings of approx. $80k, with the altered resolution to read as follows:

That Council:

1. Receive the report;

2. Note that the courts cannot be made to be compliant for senior games in the short term, as a structural change to the building is required; and

3. Allocate the required funding in the 2026/2027 budget to achieve option 2, including structural changes to achieve compliance for two senior courts, install a new sprung floor, new backboards and basketball rings, ceiling fans, wall insulation, and acoustic treatment.

2.3 Instrument of Appointment and Authorisation (S11A)

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

2.4 Informal Meetings of Councillors

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

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

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

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

2.5 Kingston Grants Review Working Group - implementation

At the October 2025 Council meeting Council was presented with an overview of the Kingston Grants Review Working Group and actions that would be taken to improve the assessment and decision-making processes for the Kingston Grants Program. Six of the nine endorsed actions have been completed, with the remaining three currently in progress. These outstanding actions continue to be actively monitored and reported through ongoing governance processes.

No	Recommendation	Status
1	Make Grants Fraud Control Training mandatory for Councillors, staff and assessment panel members	Completed
2	Review the Kingston Grants Program Policy to include Misuse of Position provisions and integrity best practice	Completed
3	Establish a declaration process for all Councillors regarding major grant streams (Community Bi-Annual Grants Operational & Partnership Grants (excluding Multicultural and seniors category) Community Festivals, Events & Creative Activities Grant), - declaring that Councillors with a Conflict of Interest have not engaged in lobbying/influencing other Councillors or officers nor that other Councillors (without a Conflict of Interest) have not been lobbied/influenced by a Councillor who has declared a Conflict of Interest	Completed
4	Raise awareness of Conflict of Interest, Misuse of Position and Model Councillor Code of Conduct as part community grant briefings	Completed

No	Recommendation	Status
5	Advocate to the State Government to introduce stronger clarity and direction regarding Misuse of Position via the Local Government Act and any other relevant mechanism, that includes our enhanced policies and practices	In Progress
6	Inform community grant applicants of the role of Councillors as decision makers and the need to avoid inappropriate lobbying of Councillors	Completed
7	Establish a formal process for Councillors seeking assistance with potential amendments/alternate motions to improve transparency and accountability of each amendment	In Progress
8	Establish a process to provide Councillors, via a briefing session, the opportunity to seek further information on recommendations	Completed
9	Acquittal summaries regarding major grant streams are provided to Council annually (Community Bi-Annual Grants Operational & Partnership Grants (excluding Multicultural and seniors category) Community Festivals, Events & Creative Activities Grant)	In Progress

3. Consultation

3.1 Alteration of Council resolution of 23 February 2026

Consultation with the Project Management Office and Active Kingston provided informed funding options and implications as well as project deliverability in order to provide Councillors with further information about the proposed amended resolution.

3.2 Instrument of Appointment and Authorisation S11A (PE Act)

When new team members are recruited into the Vegetation and Compliance team, the consolidated authorisation document—which includes all team members on a single instrument—should be updated. This streamlined version improves clarity and supports more efficient monitoring.

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

3.3 Community Consultation:

Consultation was not required.

4. Compliance Checklist

4.1 Council and Wellbeing Plan Alignment

Strategic Direction: Responsibly Governed - We are a transparent and efficient organisation that is accountable, responsive and cost-effective
Strategy: Ensure good governance through integrity, accountability, and continuous improvement

4.2 Governance Principles Alignment

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

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

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

The tabling of records of informal meetings of Councillors provides public transparency regarding the actions of Council.

The tabling of progress reporting regarding recommendations of the Kingston Grants Review Working Group provides public transparency regarding the actions adopted by Council.

4.3 Financial Considerations

Not applicable

4.4 Risk considerations

Not applicable

Appendices

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

Appendix 2 - Informal Meeting of Councillors Record - Councillor Briefing - 7 April 2026 (Ref 26/101382)

Appendix 3 - Informal Meeting of Councillors Record - Draft Agenda Briefing - 13 April 2026 (Ref 26/102060)

Appendix 4 - Informal Meeting of Councillors Record - Strategic Briefing - 20 April 2026 (Ref 26/109061)

Author/s:	Sharon Banks, Organisational Governance Officer
	Sharon Lozsan, Team Leader Council Governance
	Emma Flodstrom, Risk Management Coordinator
Reviewed and Approved By:	Carly Mandich, Team Leader Organisational Governance
	Kelly Shacklock, Manager Governance, Risk and Integrity
	Dan Hogan, General Manager Customer and Corporate Support

11.6

GOVERNANCE AND COMPLIANCE REPORT

1 S11A Instrument of Appointment and Authorisation - Compliance and Vegetation Team 345

2 Informal Meeting of Councillors Record - Councillor Briefing - 7 April 2026 347

3 Informal Meeting of Councillors Record - Draft Agenda Briefing - 13 April 2026..... 349

4 Informal Meeting of Councillors Record - Strategic Briefing - 20 April 2026 351

City of KINGSTON

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

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

Guillermo Henning
Sara Craigie
Samuel Jameson
Pamela Materowski
Corey Smith
Ceinwyn Ubrihien
Nicole Morris
Richard Owers
Emilia Fabos
Marina Tidmarsh
Jordan Miles
Lino Araujo
Stephen Xie
Yuting Huang

By this instrument of appointment and authorisation Kingston City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and

2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument –

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

This instrument is authorised by a resolution of the Kingston City Council on 27 April 2026.

Informal Meeting of Councillors Record

Submitted on	8 April 2026, 10:55AM
Receipt number	157
Related form version	20

In accordance with Chapter 6 of the Governance Rules, this form should be completed if there is a meeting of Councillors that is:

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

Name of Council officer completing this form	Athar Shafaei
Title of meeting	Councillor Briefing
Meeting date	07/04/2026
Meeting time	6.01pm
Meeting location	Online In person

Attendance

Councillors in attendance	Cr Georgina Oxley (Mayor) Cr Sarah O'Donnell (Deputy Mayor) (attended online) Cr Jane Agirtan Cr Kirralee Ashworth-Collett (attended online) Cr Chris Hill (attended online)
Council officer(s) in attendance	Peter Bean, Chief Executive Officer Jonathan Guttmann, General Manager Planning and Place Dan Hogan, General Manager Customer and Corporate Support Samantha Krull, General Manager Infrastructure and Open Space Bernard Rohan, Chief Finance Officer Simon Doyle, Acting General Manager Community Strengthening Nikolaj Dennis, Manager Property Services Kelly Shacklock, Manager Governance Risk and Integrity Daniel te Hennepe, Manager People and Culture Lucy Burt, Contaminated Land Officer Sharon Lozsan, Team Leader Council Governance Athar Shafaei, Acting Council Governance Officer Claire Tietze, Acting Team Leader Organisational Development Daniel TeHennepe, Manager People and Culture Anna Carli, Communications & Engagement Lead
External attendees	John Watson, Municipal Monitor Jo-Anne Mazzeo, Independent Arbiter
Apologies	Cr Tony Athanasopoulos Cr Georgia Erevnidis

Cr Chris Howe
Cr Hadi Saab
Cr Caroline White.

Summary of matters discussed

Councillor Resignation Update
Executive Updates
Councillor Engagement
Active Kingston Advisory Committee - Meeting Notes February 2026
Business and Economic Development Advisory Committee (BEDAC) - Meeting Notes February 2026
Access and Equity Advisory Committee - Meeting Notes 9 February 2026
Arts and Cultural Advisory Committee - Meeting Notes 3 March 2026
Gender Equality Action Plan (GEAP) 2026-2030 Consultation
Governance Matters
Draft Councillor Social Media Policy
Property Sale and Acquisition Policy
Commercial Use of Council Land Update
Contaminated Land Framework
Invitations

Did a Councillor or Council officer disclose a conflict of interest? No

Informal Meeting of Councillors Record

Submitted on	13 April 2026, 8:14PM
Receipt number	158
Related form version	20

In accordance with Chapter 6 of the Governance Rules, this form should be completed if there is a meeting of Councillors that is:

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

Name of Council officer completing this form	Sharon Lozsan
Title of meeting	Draft Agenda Briefing
Meeting date	16/03/2026
Meeting time	6.00pm
Meeting location	In person

Attendance

Councillors in attendance	Cr Georgina Oxley (Mayor) Cr Jane Agirtan (attended online, left at 8pm) Cr Kirralee Ashworth-Collett (attended online) Cr Chris Hill (attended online)
Council officer(s) in attendance	Peter Bean, Chief Executive Officer Jonathan Guttmann, General Manager Planning and Place Dan Hogan, General Manager Customer and Corporate Support Kate Waters, General Manager Community Strengthening Samantha Krull, General Manager Infrastructure and Open Space Bernard Rohan, Chief Finance Officer Tracey Cheeseman, Manager Advocacy, Communications and Engagement Luke Dexter, Acting Manager Open Space Bridget Draper, Manager Active Kingston Paul Marsden, Manager City Strategy Jaclyn Murdoch, Manager City Development Susan Quach, Manager Inclusive Communities Kelly Shacklock, Manager Governance, Risk and Integrity Andrew Hockley, Advocacy Lead Ellie Lockard, Council Governance Officer Sharon Lozsan, Team Leader Council Governance

External attendees	John Tanner AM, Municipal Monitor Geoff Harry, Audit and Risk Committee Chair
Apologies	Cr Tony Athanasopoulos, Cr Georgia Erevnidis, Cr Chris Howe, Cr Sarah O'Donnell, Cr Hadi Saab, Cr Caroline White, John Watson (Municipal Monitor)
Summary of matters discussed	Welcome Acknowledgement of Country Apologies Declaration by Councillors, Officers and Contractors of any Conflict of Interest Notes of Briefing of 7 April 2026 Executive Updates 7.1 Town Planning Application Decisions – March 2026 7.2 Planning Permit PA2503725 - 179-217 Centre Dandenong Road Dingley Village (Kingswood - Council Response to DTP) 8.1 Kingston Grants Program 2024/25 Acquittals 8.2 Kingston Grants Program - Local Business Community Impact Category 8.3 Kingston Grants Program - Small and Community Bi-annual Grants Stream Funding Priority Areas 2026-27 8.4 Individual Development Grants and Community Small Grants - Quarterly Report (January - March 2026) 8.5 Reconciliation Strategy 2026-2030 9.1 Response to Resolution - Notice of Motion 31/2025 Playground Upgrades 9.2 Response to Resolution regarding Notice of Motion 40/2025 Establishing a Botanical Garden in Kingston 9.3 Further response to Notice of Motion 30/2025 Glen Street Reserve Pavilion, Aspendale 9.4 Placeholder: Glass Recycling Service 10.1 Advocacy Quarterly Report December 2025 to March 2026 10.2 Report on Activities from the Audit and Risk Committee - March 2026 10.3 Draft Councillor Leave Policy Dan Hogan Kelly Shacklock April OCM 10.4 Draft Councillor Social Media Policy 10.5 Governance and Compliance Report 10.6 Revised Councillor Nomination in a State or Federal Election Policy 11.1 Contaminated Land Framework 11.2 Parking Infringement Reimbursement Scheme Update 12.1 Notice of Motion 41/2025 - Cr Saab - Supporting Diverse Community 14.1 Rates Exemption Request Invitations Councillor/CEO Only Discussion Councillor Only Discussion
Did a Councillor or Council officer disclose a conflict of interest?	No

Informal Meeting of Councillors Record

Submitted on	20 April 2026, 8:50PM
Receipt number	159
Related form version	20

In accordance with Chapter 6 of the Governance Rules, this form should be completed if there is a meeting of Councillors that is:

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

Name of Council officer completing this form	Sharon Lozsan
Title of meeting	Strategic Briefing
Meeting date	20/04/2026
Meeting time	6.06pm
Meeting location	In person

Attendance

Councillors in attendance	Cr Sarah O'Donnell (Deputy Mayor) Cr Jane Agirtan Cr Kirralee Ashworth-Collett (attended online) Cr Tony Athanasopoulos (attended online, left at 8.02pm) Cr Georgia Erevnidis Cr Chris Hill (attended online, arrived at 6.08pm) Cr Chris Howe
Council officer(s) in attendance	Peter Bean, Chief Executive Officer Jonathan Guttmann, General Manager Planning and Place Dan Hogan, General Manager Customer and Corporate Support Kate Waters, General Manager Community Strengthening Samantha Krull, General Manager Infrastructure and Open Space Bernard Rohan, Chief Finance Officer Tracey Cheeseman, Manager Advocacy, Communications and Engagement Bridget Draper, Manager Active Kingston Michael Eddington, Manager City Works Paul Marsden, Manager City Strategy Susan Quach, Manager Inclusive Communities Kelly Shacklock, Manager Governance Risk and Integrity Dan Andrews, Head of Facility Operations

	Michelle Devanny, Head of Strategic Communications Anne Diplock, Principal Project Manager Ian Jenkins, Head of Business Services Sharon Lozsan, Team Leader Council Governance Diana Nolan, Senior Strategic Planner Tim Scott, Team Leader Waste Management
	External attendees John Watson AM, Municipal Monitor
Apologies	Cr Georgina Oxley, Cr Hadi Saab, Cr Caroline White.
Summary of matters discussed	In Focus: Meeting Procedure Acknowledgement of Country Apologies Declaration by Councillors, Officers and Contractors of any Conflict of Interest Notes of Briefing of 13 April 2026 Executive Updates Workshop: Social Media - Responsible Use and Application of Model Councillor Code of Conduct Kingston Grants Program 2024-25 Acquittals Heritage Review Glass Recycling Service Sportsground and Facilities Allocation Policy Mordi Aquatic Centre Project Update South East Metropolitan Advanced Waste Project Update Invitations Councillor/CEO Only Discussion: - Councillor Support Services - Councillor Workshop session commentary and feedback - Draft Councillor OHS guidelines - Councillor report for Ordinary Council meeting Councillor Only Discussion
Did a Councillor or Council officer disclose a conflict of interest?	No

Ordinary Council Meeting

27 April 2026

Agenda Item No: 12.1

CONTAMINATED LAND FRAMEWORK

Contact Officer: Lucy Burt, Contaminated Land Officer

Purpose of Report

This report seeks Council endorsement and formal adoption of the Contaminated Land Framework.

The Framework operationalises the Contaminated Land Policy and provides an integrated, defensible mechanism for Council to achieve compliance with its statutory obligations relating to contaminated land.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council adopt the *Contaminated Land Framework.*

1. Executive Summary

An internal audit on Council's management of landfill sites was completed in 2024 which recommended improvements to contaminated land management governance frameworks and procedures. The provision of this draft Contaminated Land Framework, alongside the Contaminated Land Policy (adopted 24 March 2025) and supporting procedural documentation intends to address the remaining recommendations of this audit.

The Framework operationalises the core principles of the Contaminated Land Policy by translating Council's statutory responsibilities into a practical, coordinated and defensible approach for managing contaminated land risks across the organisation.

The Framework acts as an internal mechanism for Council's coordinated response to contaminated land risk management. Though it is primarily driven by the *Environment Protection Act 2017* (Vic) in-line with the Policy, the proposed Framework supports compliance with other relevant legislation where contamination is a factor. This ensures a consistent and robust risk management approach across the organisation.

The Framework aligns and integrates the supporting Property Services procedures—Managing Contaminated Soil, Managing Council's Closed Landfills, and Managing Contaminated Land & the Potentially Contaminated Land (PCL) Register in GIS.

2. Background

In 2024 an internal audit on the management of Council's landfill sites was completed recommending improvements in Council's governance frameworks relating to the management of contaminated land and former landfill sites. At the time, the Managing Council Owned or Controlled Contaminated Land policy (adopted by Council in 2017) and

the Contaminated Soil policy (adopted by ELT in 2018) were in effect but did not adequately account for updates to the *Environment Protection Act 2017* and related legislation which came into effect in 2021.

To address the identified governance shortfalls, the Contaminated Land Policy was drafted and adopted (24 March 2025) to replace the existing policies. This policy establishes Council's organisational objectives, principles and commitment to managing contaminated land in accordance with statutory obligations.

The **proposed Contaminated Landfill Framework** implements the core principles of the Policy and, alongside supporting procedural documents, provides a clear operational pathway for Council meet compliance.

Kingston has a unique land use history, including industrial activities and a high-density of former extraction and landfill sites. These uses have created complex contamination risks that require coordinated governance and management.

The Framework provides a structured approach to addressing these risks by integrating precautionary, data-driven and proportionate risk management principles across all relevant Council functions.

The processes outlined within the Framework and supporting procedures embed technical knowledge into all Council activities, seeking to ensure informed risk-based decision-making and consistency across departments.

3. Discussion

3.1 Framework Purpose and Governance

The Framework establishes a coordinated governance approach that clarifies the responsibilities of Council staff, the Property Services (PS) Department, the Senior Contaminated Land Officer (SCLO), and the Contaminated Land Coordination Group (CLCG). It supports compliance with statutory requirements relating to contaminated land under the *Environment Protection Act 2017* (GED s25, Duty to Manage s39, Duty to Notify s40), *Planning and Environment Act 1987*, *Occupational Health and Safety Act 2004*, *Public Health and Wellbeing Act 2008* and landfill aftercare requirements.

By formalising early risk identification processes, escalation triggers and information management requirements, the Framework strengthens transparency, supports project planning and improves defensible decision making.

3.2 Risk Management Approach

The Framework adopts a proportionate risk-based approach to contaminated land management, in accordance with the Policy and key legislative requirements (EP Act, PE Act, OHS Act and PWH Act). The approach is underpinned by the GED (s25), which aims at minimising risks to human health and the environment so far as reasonably practicable. The following principles inform Council's approach to managing risks from contamination:

- Precautionary Approach
- Integration of Technical Knowledge
- Data-Driven Decision Making
- Proportionality.

3.3 Operational Workflows

The Framework defines clear internal pathways across the lifecycle of any Council activity involving contaminated land risks:

- Initial Screening – staff must review IntraMaps CLM layers (PCL Register, Landfill Register, EAO, EPA, CSIRO datasets) and TRIM evidence, and notify the SCLO when contamination is known, suspected or unclear.
- Planning and Scoping – SCLO advice is sought early for projects involving soil disturbance, former landfills, significant spoil or sensitive receptors; consultants engaged via Panel CON-20/057 as required.
- Implementing Controls During Works – adherence to EMPs/CEMPs, contaminated-soil controls, landfill AMPs and activation of Unexpected Environmental Finds process when required.
- Post-Works – TRIM used as the record system; updated reports, classifications, notices and certificates provided to the SCLO for record updates.
- Ongoing Monitoring and Maintenance – avoid soil disturbance on known contaminated sites without consultation; be aware of AMP requirements; report change in site conditions to SCLO.
- Planning Functions – follow processes in PPN30, MD no. 1 and EPA Landfill Buffer Guidelines; utilise internal environmental condition data to inform planning assessment outcomes and decisions; seek technical guidance from SCLO.
- Other Council Functions – when staff interface contaminated land issues identify risks early; apply appropriate controls; maintain compliance with relevant legislation; make consistent. Evidence-based decisions; seek guidance from SCLO where required.
- External Stakeholder Management – SCLO holds and maintains records of regular meetings with EPA, and external operators who managed or use Council land; third-party compliance reviewed periodically.

3.4 Alignment with Supporting Procedures

- Managing Contaminated Soil Procedure – early site screening, EMP requirements, lawful handling, classification and reuse/disposal of soils, unexpected finds and imported-fill controls.
- Managing Council's Closed Landfills Procedure (Draft) – aftercare management, AMP compliance, landfill gas and capping integrity requirements, and constraints associated with the 500-metre landfill buffer.
- Managing Contaminated Land & the PCL Register in GIS Procedure – governance of CLM datasets, evidence linking, update cycles and the Property Document Link mechanism in IntraMaps.

3.5 Alignment with Cross-Departmental Procedures

The Framework references the Asbestos Management Procedure owned by the Health & Safety Team and is currently under review. It stipulates that where suspected Asbestos Containing Material is encountered, staff must stop work, isolate the area and seek guidance from the delegated officer for proper licensed removal, monitoring and certification.

The Framework references the Operational Procedure for Contaminated Land owned by the Strategic Planning Team and is currently under review. The core data and approach applied in this procedure has been incorporated into the Framework and supporting PS Department Procedures, with consultation from City Development and Planning representatives.

3.6 Importance of Active Engagement with the SCLO

The SCLO is actively seeking to meet with project teams that interact with projects affecting contaminated land. This has included workshops and one-on-one meetings. Early engagement as part of project planning is a critical success enabler for ensuring that contaminated land issues do not contribute to delays in projects.

The SCLO function as clarified in the proposed framework is critical to effectively managing contaminated land risks and avoiding unintended legal, financial and program delivery impacts for Council. Early engagement at planning and scoping stages of projects ensures that the contaminated land issues can be addressed as part of the critical path and not belatedly, which has adverse impacts on projects. The nature of the contaminated land risk assessments is that they take several weeks to complete and the SCLO and Property Services are really keen to ensure that projects are progressing in line with expectations and with due consideration of the risk factors.

It is much more difficult in cases where projects identify contaminated land issues at later stages, after design decisions had been made and contractors already engaged, which exposes Council to remediation risks. This significantly limits Council's ability to plan proportionate investigations, appropriately cost soil management requirements, or incorporate risk-based design options.

The SCLO will continue to work with departments and project provide maximum flexibility in delivery pathways, and as part of a proactive risk management approach underpinning the *Environment Protection Act 2017*.

The Framework formalises early technical engagement as a core component of project planning and feasibility. This ensures that:

- contaminated land risks are identified and screened at the concept stages;
- appropriate investigations are scoped and costed accurately to best inform proportionate management controls;
- Council is positioned to meet its GED proactively rather than reactively; and
- project teams are supported to make informed, defensible decisions before commitments are made.

Embedding early SCLO engagement into Council workflows will help prevent late-stage risk escalation, improve accuracy of project budgets and timelines, and strengthens Council's overall risk posture. The Framework therefore positions early consultation with the SCLO as a mandatory risk-management step, rather than an optional technical review, for any high-risk activity where land contamination is known, suspected or uncertain, or where complex environmental management is anticipated (such as large-scale soil movements).

4. Consultation

4.1 Internal Consultation:

City Development, City Strategy, Open Space, Infrastructure, PMO and Active Kingston were consulted throughout the development of the Procedures that underpin the Framework.

Legal and Planning representatives provided feedback on the initial draft of the Framework.

Feedback on the current Framework revision has not yet formally been sought.

The current planning referral and request for comment process was driven by needs expressed by City Development team. The process outlined in the Framework was

collaboratively developed during meetings between the SCLO and Team Leaders, incorporating work that had been previously completed within the work area.

Representatives from PMO and Capital Planning team have been providing feedback to the SCLO relating to the proposed processes and resources available to them to inform decisions. The SCLO will be briefing the Major Project Delivery Teams (mid-March) on the established processes, screening, and tools available to manage contaminated land risks in their work areas, with an opportunity to provide direct comments.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Responsibly Governed - We are a transparent and efficient organisation that is accountable, responsive and cost-effective
Strategy: Prioritise the current and future needs of the community through effective and sustainable long-term management and planning

The Framework establishes a coordinated governance approach that clarifies the responsibilities of council staff.

5.2 Governance Principles Alignment

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

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

Principle (c) - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Principle (f) - collaboration with other Councils and Governments and statutory bodies is to be sought.

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

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

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

5.3 Financial Considerations

There are no financial Budgeting considerations.

Staff Resources

Resources to support Council in the area of contaminated land management have been approved as a 1 FTE Contaminated Land Officer which is funded within the current operational budget.

5.4 Risk considerations

Council faces significant legal and financial risks if appropriate environmental management practices are not implemented when undertaking activities involving contaminated land. The framework will substantially reduce these risks by providing clear guidance to officers, supported by adequate resources to ensure effective implementation.

Appendices

Appendix 1 - Contaminated Land Framework - DRAFT D5 (Ref 26/79849)

Appendix 2 - Managing Contaminated Land and the PCL Register in GIS Procedure - v1 (Ref 25/365091)

Appendix 3 - Managing Contaminated Soil Procedure - v1 (Ref 25/365094)

Author/s:	Lucy Burt, Contaminated Land Officer
Reviewed and Approved By:	Nikolaj Dennis, Manager Property Services
	Bernard Rohan, Chief Finance Officer

12.1

CONTAMINATED LAND FRAMEWORK

1 Contaminated Land Framework - DRAFT D5 361

2 Managing Contaminated Land and the PCL Register in GIS Procedure - v1..... 373

3 Managing Contaminated Soil Procedure - v1..... 381

Contaminated Land Framework

1 Document control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	Chief Executive Officer
DOCUMENT OWNER	Manager Property
APPROVED/ADOPTED BY	*Choose approver* on Select date
SIGNATURE	
APPROVAL DATE (In addition state effective if different)	Select date Select effective or n/a Select date
REVIEW DATE	Select date
CM REF AND VERSION	Enter CM Ref
VERSION HISTORY	This Policy Replaces Version 0
RELEVANT POLICY	Contaminated Land Policy

2 Background

Contaminated land presents legal, environmental, financial and health-related risks for local government as landowner, land manager and responsible authority. The City of Kingston forms part of Melbourne's historic Sandbelt region which was mined and subsequently used for landfilling activities during the 20th century. As a result, Kingston contains a high density of former landfill sites, which alongside historic commercial and industrial activities have created legacy contamination issues that require management.

Kingston City Council (Council) has a statutory obligation to protect the environment, the community and its staff from harm caused by legacy and current pollution within the municipality. Under Duties within the *Environment Protection Act 2017 (Vic)* (EP Act), Council must manage these risks so far as reasonably practicable.

The management of contaminated land is a shared responsibility. It requires a coordinated and collaborative approach across all Council departments to ensure land is safe for its intended use – whether that be public open space, a new infrastructure project or a private residential development.

3 Purpose

The Contaminated Land Framework (the Framework) sets out Council's coordinated approach to identifying and managing risks from contaminated land. It aims to protect the health of employees, contractors, and the community while minimising environmental and financial liability. The Framework operationalises the Contaminated Land Policy by establishing a clear process and internal pathways for staff, in order to meet Council's diverse statutory obligations. It ensures technical knowledge and evidence-based insighted are integrated into Council's decision-making across all land-related functions.

4 Scope

This Framework implements the objectives of the Contaminated Land Policy by providing the operational processes, risk-management mechanisms and governance arrangements required to achieve them across all Council functions.

The Framework applies to the organisation as a whole and relates to Council activities where land contamination may pose a risk to human health or the environment.

Applicable land:

- Council owned or managed land – including facilities, depots, closed landfill reserves, and parks
- Municipal land – private or public land where Council performs a regulatory or planning function

Applicable activities:

- Property transactions – including acquisition, divestment and leasing of land by Council
- Capital and maintenance works – any soil-disturbing activities undertaken by Council staff or contractors
- Public health – investigations into contamination-related complaints or community health risks
- Land use planning – strategic and statutory planning decisions including rezoning and permit assessments

This Framework provides overarching governance for the management of Council's closed landfill sites. The operational requirement for these sites is detailed in the Managing Council-Owned or Controlled Closed Landfill Sites Procedure.

This Framework acts as an internal mechanism for Council's coordinated response and does not override the statutory powers or guidance of EPA Victoria (EPA) or other state regulatory bodies.

5 Legislative Framework

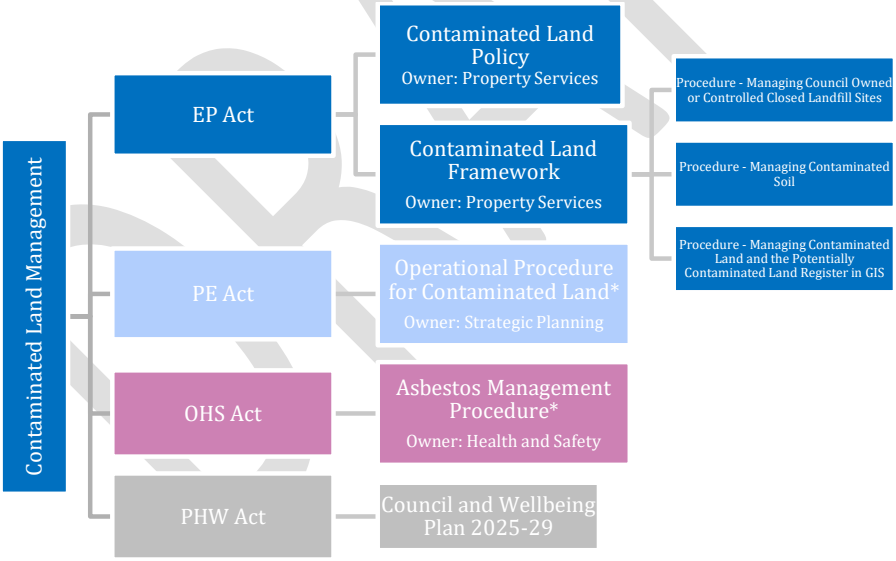
While the Framework is primarily driven by the EP Act, it supports Council's compliance with other relevant legislation where contamination is a factor to ensure a consistent and robust risk management approach across the organisation. The key state legislation that forms the statutory foundation for contaminated land management within the City of Kingston is outlined below.

1. Environment Protection Act 2017 (EP Act)		
Context	**Council's Role**	**Key Duties**
Prevention and control of risks: The primary driver of this Framework. It requires Council to manage risks from contamination so far as reasonably practicable.	• Owner and manager of land.	• General Environmental Duty (GED) s25. • Contaminated Land Duties; Duty to Manage (DtM) s39 and Duty to Notify (DtN) s40. • Waste Duties.
2. Planning and Environment Act 1987 (PE Act)		
Context	**Council's Role**	**Key Duties**
Safe development: Governs how land use changes are managed to ensure they are safe for the intended use.	• Planning and responsible authority.	• Identifying potentially contaminated land during rezoning or permit applications. • Applying appropriate tools, such as the Environmental Audit Overlay (EAO).
3. Occupational Health and Safety Act 2004 (OHS Act)		
Context	**Council's Role**	**Key Duties**

1. Environment Protection Act 2017 (EP Act)		
Context	**Council's Role**	**Key Duties**
Worker safety: Focuses on the protection of people performing work on behalf of Council.	• Employer and Principal Contractor.	• Ensuring employees and contractors are not exposed to health risks (e.g., vapours, asbestos, or chemicals) while working on or maintaining Council assets.
4. Public Health and Wellbeing Act 2008 (PHW Act)		
Context	**Council's Role**	**Key Duties**
Community safety: Gives Council powers to protect the broader community from environmental health risks.	• Public Health Authority.	• Investigating and abating statutory nuisances (such as offensive odours or hazardous dust) from contaminated sites within the municipality.

5.1 Document Hierarchy

The management of contaminated land at Kingston is supported by a suite of policies, frameworks and procedures. While the Framework is the primary mechanism for meeting the Duties under the EP Act, it operates alongside specialised policies and procedures across Council departments as outlined below.



*Note – Documents currently under review.

6 Risk Management

Council adopts a proportionate risk-based approach to contaminated land management, focused on the GED (s25), aiming at minimising risks to human health and the environment so far as reasonably practicable. The following principles inform Council's approach to managing risks from contamination:

6.1 Precautionary Approach

Council adopts a precautionary approach to managing contaminated land. Where there is serious risk of harm to human health or the environment, uncertainty will not be used as a reason for Council to postpone measures that could prevent or minimise that harm. If a site is considered potentially contaminated, Council will assume a risk exists until proven otherwise.

6.2 Integration of Technical Knowledge

Contaminated land risks are often hidden, as such, technical input from the Senior Contaminated Land Officer (SCLO) and where required, Council's Environmental Consultancy Panel (CON-20/057) will be integrated into the earliest stages of Council activities and projects. This includes land acquisition, open space development, capital works and strategic planning processes.

6.3 Data-Driven Decision Making

Council adopts an evidence-based approach to managing contaminated land. Council will maintain accessible and current information including registers of landfills, potentially contaminated land (PCL) and legacy contamination data. These data sources, along with previous assessments and investigations, will be available to staff in accordance with the Property Services (PS) Department's *Procedure for Managing Contaminated Land and the Potentially Contaminated Land Register in GIS*.

6.4 Proportionality

Council will evaluate and respond to risks in a manner that is proportionate to the likelihood and severity of harm, consistent with the EP Act. As part of this, Council will also consider the current state of knowledge, available tools and technology, and costs associated with addressing the risk.

7 Contaminated Land Coordination Group (CLCG)

The CLCG comprises staff representatives from across Council departments to support a coordinated, organisation-wide decision-making process on contamination matters and to ensure consistent application of the Contaminated Land Policy, Framework and relevant procedures. The CLCG provides a forum for staff to share updates from their work areas, discuss and align risk management approaches and collectively address contaminated land issues.

Membership to the CLCG is available to all staff and includes representatives from teams involved in land management, planning, assets, environment, projects and health and safety, with other specialists included as needed.

8 Information Management Data Governance

Council's information relating to contaminated land is managed through a coordinated suite of tools and processes outlined in the following key procedures:

- Managing Contaminated Land and the PCL Register in GIS
- Managing Council Owned or Controlled Closed Landfills
- Managing Contaminated Soil

8.1 Governance Principles

Key reference datasets:

- Contaminated Land Management (CLM) layers in IntraMaps provide consolidated information on contaminated land issues and evidence at the property level. They assist in identifying potential risks

and direct staff to supporting evidence but should be considered alongside other available records and historic information.

- Risk assessment tools, such as EPA's Landfill Self-Assessment Tool, are used to support prioritisation, review and tracking of risks associated with former landfill sites.
- TRIM (also known as Content Manager) is the record-keeping system for all environmental reports, Aftercare Management Plans (AMPs), soil classifications, Environmental Audits (EPA Audits) (EAs), monitoring data and project Environmental Management Plans (EMPs).

Defined stewardship:

- The SCLO is responsible for maintaining and updating datasets relating to contaminated land in accordance with the procedures outlined above. This includes the PCL Register, Landfill register, landfill risk tools and related documents.
- GIS Team maintains IntraMaps technical layers and updates external datasets (EAO, EPA layers, CSIRO Acid Sulphate Soils).
- PS Department maintains the Property Document Link layer (TRIM links).

Assurance and review:

- Datasets are reviewed on defined cycles or when new information arises.
- Staff must report new, incorrect or missing information to the SCLO to maintain accuracy of the datasets.

Records integrity:

- All information and documentation relating to contaminated land, landfill and soil management is stored in TRIM using standardised folder structures for closed landfill sites and project files.
- Key environmental reports are linked directly to properties through the Property Document Link layer in IntraMaps.

Transparency and escalation:

- Key information is shared via IntraMaps property panels providing clear, consistent, and reliable information that staff can use to meet their Duties under the EP Act.
- Cross-department communication channels ensure high-risk issues are escalated appropriately – including internal briefings, CLCG meetings and regular reporting to ELT on high-risk sites, emerging contamination issues, compliance status and key regulatory actions.

9 Operational Workflows

9.1 Initial Screening and Early Risk Identification

All Council activities involving land, works or changes in use must begin with early identification of potential contamination risks.

Staff must:

- Review the CLM layers in IntraMaps, including the PCL Register, Landfill Register, EAO, EPA and CSIRO datasets, to identify known or potential contamination risks.
- Review supporting evidence through the Property File in TRIM, such as previous reports, EAs, statutory notices and management plans.

- Notify the PS Department when working in a functional area that plans to disturb soil, change land use, or investigate a community complaint relating to contamination.
- Seek engage the SCLO contamination is known, suspected or unclear.
- Where needed, request early input from the SCLO or suppliers on the Environmental Consultancy Panel (CON-20/057) for screening-level advice.

9.2 Planning and Scoping of Works

Before any activities involving soil disturbance or land use changes proceed, Council staff must incorporate contaminated land risk management into their approach.

Staff must:

- Engage the SCLO to assist with scoping and engagement of environmental consultants for high-risk projects – such as those involving the management of large volumes of soil and those on former landfill sites.
- Engage reputable environmental consultants through the Environmental Consultancy Panel to undertake site investigations, soil classification, or risk assessments as required.
- Store all investigation outputs in TRIM and provide references to the PS Department to link to the property through IntraMaps.

9.3 Implementing Controls During Works

Once Council projects or activities are approved, staff and contractors must:

- Follow the site's EMP where available, including controls for dust, odour, stockpiles, runoff, unexpected finds and incident response.
- Where soil is surplus to the site's needs, it must be classified, transported and disposed of in accordance with EPA waste duties.
- Any soil being retained onsite as part of Council activities must be assessed to be suitable for its intended use.
- Pause works immediately if unexpected contamination or Asbestos Containing Material (ACM) is encountered, isolate the area and action the Asbestos Management Procedure. Notify the SCLO and PS Department where unexpected contamination or ACM is identified on Council land.
- Ensure any works on closed landfills comply with the site's Aftercare Management Plan or risk controls recorded in the Landfill Register.

9.4 Post-Works Management and Record Keeping

After a Council project or activity is completed or when issues arise, staff must:

- Finalise and file all environmental reports, monitoring results, waste transport certificates, clearance certificates and management plans and other relevant information in TRIM.
- Provide all updated or new information to the SCLO for inclusion in the PCL Register, Landfill Register or other CLM layers on IntraMaps.
- Participate in a debrief processes with the SCLO or PS Department where contamination issues caused substantial delays, costs or issues on Council sites.

9.5 Ongoing Monitoring and Maintenance Activities

For routine maintenance or management of Council land, staff must:

- Avoid soil disturbance on known contaminated or landfill sites without consulting the SCLO.
- Be aware that Council's former landfill open space reserves are routinely monitored and subjected to EAs, coordinated by the SCLO. Many of these sites are closely regulated by the EPA to ensure compliance with the approved AMP.
- Report any changes in site condition, deterioration of landfill caps, unusual odours, or evidence of contamination to the SCLO.

9.6 Planning Functions

Staff within Council's Planning Teams must:

- Ensure all rezoning, amendment and permit assessments follow the processes outlined in PPN30, MD no.1 and the EPA's Landfill Buffer Guidelines.
- Apply internal environmental data to determine whether an EA or other assessment requirement is triggered. Where additional technical guidance is required, staff should contact the CLO directly or via a Pathways request.

9.7 Regulatory and Community Interfaces

Where other arms of Council interface with contaminated land issues, such as statutory or community-facing functions, staff must:

- Identify risks early,
- Apply proportionate controls,
- Maintain compliance with the EP Act and other key legislation in Section 5,
- Make consistent, evidence-based decisions.

Public Health Teams: Must use information relating to environmental condition to support investigations into community complaints or environmental health risks.

Property Teams: Integrate contaminated land risk screening into due diligence process for acquisition, leasing, divestment and Crown land management decisions, including use of DEECA's Crown Land Kiosk.

9.8 External Stakeholder Management

Council maintains regular engagement with key external stakeholders to support effective contaminated land management.

- EPA Liaison: The SCLO holds regular minuted meetings with EPA to discuss compliance matters, monitoring results, site risks and statutory requirements. Outcomes and actions are recorded in TRIM.

- Third-Party Operators: Where external operators manage or use Council land, the PS Department must obtain environmental reports, monitoring data and the site's AMP. The SCLO will confirm key compliance requirements and conduct periodic reviews of evidence of compliance.

- Verification of Site Safety: Prior to site opening or operational changes, the SCLO must review environmental information and require third-party evidence that the site is safe for public use and ongoing management.

- Record Keeping: All stakeholder correspondence, meeting minutes and environmental documents must be stored in TRIM and provided to the PS Department for linkage in IntraMaps.

10 Responsibility

The roles and responsibilities below directly support the delivery of objectives set out in the Contaminated Land Policy, including compliance with contaminated land duties within the EP Act.

Position/Team	Responsibility
All Staff and Contractors	• Must take steps to prevent harm from pollution and contamination under the GED (s25). • Must take reasonable steps to identify, assess and manage contamination risks in accordance with EP Act Duties (GED s25; DtM s39; DtN s40). • Must report any incidents relating to suspected contamination identified on Council land or projects to the Contaminated Land Officer in the PS Department. • Follow the Contaminated Land Framework and Procedures relating to Council owned or controlled land to adopt a risk-averse approach and make informed decisions. • Any staff working in a functional area that plans to disturb soil, change land use, or investigating relevant complaints must notify the PS Department and consult the SCLO where applicable.
Contaminated Land Officer, PS Department	• Technical lead responsible for drafting and reviewing Policy, Framework and Procedures for managing risks relating to contaminated land. • Data custodian responsible for Council's Contaminated Land Management layers and related registers on IntraMaps and maintaining internal records of information relevant to environmental condition. • Manages Council's high-risk legacy sites including former landfills to ensure compliance with the EP Act. • Provides specialist advice, advocacy and training on contaminated land matters across Council departments. • Conducts regular liaison meetings with EPA, CLCG and key third-party operators to ensure regulatory alignment, oversight of environmental risks, and verification of compliance with AMPs and other statutory requirements. • Provides training and awareness programs to ensure Council staff understand their statutory duties and operational requirements under this Framework.

Position/Team	Responsibility
PS Department	• Owner of Contaminated Land Frameworks, Contaminated Land Policy and related Procedures. • Houses the Contaminated Land Officer and is the lead department managing Council's Duties under the EP Act as landowner. • Manages the strategy for Council owned land including financial liability of legacy contaminated sites and property transactions. • Integrate contaminated land due diligence for all land acquisition, leasing, divestment and Crown land management decisions, including use of DEECA's Crown Land Kiosk. • Is responsible for Council's Environmental Consultancy Panel (CON-20/057).
Contaminated Land Coordination Group (CLCG)	• A formal group of representatives from across Council providing oversight to ensure consistent risk management relating to contaminated land in the municipality. • Open to all staff to join and interest can be flagged with the PS Department or the Contaminated Land Officer directly.
Planning and Strategic Development Teams	• Responsible authority for planning matters relating to private land including rezoning, permits and overlays. • Utilise data relating to contaminated land risks and environmental condition from internal resources to inform and regulate land use decisions.
Project and Capital Works Teams	• Consult the PS Department and the Contaminated Land Officer during the project design – particularly where soil disturbance is proposed. • Adhere to the Framework and Procedures for managing risks on Council owned contaminated land. • Through consultation with Contaminated Land Officer, seek expert services through reputable suppliers utilising the CON-20/057 where possible.
Assets, Open Space and Facility Maintenance Teams	• Comply to the GED (s25), Contaminated Land Duties and Waste Duties under the EP Act for existing Council assets. • Ensure routine maintenance on known contaminated sites does not disturb the soil without advice from the SCLO or PS Department. • Notify the SCLO and PS Department where maintenance activities require significant soil disturbance on Council sites. • Adhere to the Framework and Procedures for managing risks on Council owned contaminated land.

11 Related Documents and Resources

11.1 Legislation

a) *EP Act 2017* (Vic)

b) *EP Regulations 2021* (Vic)

c) *PE Act 1987* (Vic)

d) *Occupational Health and Safety Act 2004* (Vic)

e) *Public Health and Wellbeing Act 2008* (Vic)

11.2 Guidance Documents

a) EPA Publication 1915 – Contaminated land policy (22 Feb 2021)

b) EPA Publication 1977.1 – Guidance for the duty to manage contaminated land (released 6 Oct 2022; updated 7 May 2025)

c) EPA Publication 1950 – Landfill buffer guideline (12 Aug 2024)

d) EPA Publication 788.3 – Siting, design, operation and rehabilitation of landfills (Aug 2015)

e) Planning Practice Note 30 (PPN30) – "Potentially Contaminated Land" (July 2021)

f) Ministerial Direction No. 1 – Potentially Contaminated Land (gazetted 27 Aug 2021)

12 Definitions

Word/Term	Definition
EP Act	Environment Protection Act 2017 (Vic)
EP Regulations	Environment Protection Regulations 2021 (Vic)
GED	General Environmental Duty (s25 EP Act)
DtM	Duty to manage contaminated land (s39 EP Act)
DtN	Duty to notify of contaminated land (s40 EP Act)
EPA	Environment Protection Authority Victoria
PPN30	Planning Practice Note 30: Potentially Contaminated Land (DTP)
MD No.1	Ministerial Direction No. 1: Potentially Contaminated Land
OHS Act	Occupational Health and Safety Act 2004 (Vic)
PE Act	Planning and Environment Act 1987 (Vic)
PHW Act	Public Health and Wellbeing Act 2008 (Vic)
EAO	Environmental Audit Overlay
EA	Environmental Audit (EPA audit)
AMP	Aftercare Management Plan
EMP	Environmental Management Plan
SCLO	Senior Contaminated Land Officer
CLCG	Contaminated Land Coordination Group
PS Department	Property Services Department
PCL	Potentially Contaminated Land
CLM layers	Contaminated Land Management layers (IntraMaps)
IntrMaps	Council's internal GIS product

TRIM	Record management system, see also Content Manager.
ACM	Asbestos Containing Material
DEECA	Department of Energy, Environment and Climate Action
DTP	Department of Transport and Planning
ELT	Executive Leadership Team
CSIRO	Commonwealth Scientific and Industrial Research Organisation
CON-20/057	Environmental Consultancy Panel (internal reference)

DRAFT

Managing Contaminated Land and the Potentially Contaminated Land Register in GIS Procedure

1 Document Control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	Chief Financial Officer
DOCUMENT OWNER	Manager Property Services
APPROVED BY	Manager Property Services on 11 November 2025
SIGNATURE	
APPROVAL DATE (In addition state effective if different)	11 November 2025 Effective from 17/11/2025
REVIEW DATE	11/11/2029
CM REF AND VERSION	Managing Contaminated Land and the PCL Register in GIS Procedure
VERSION HISTORY	Version 1
RELEVANT POLICY	Contaminated Land Policy

2 Purpose

The purpose of this procedure is to outline the process for updating and maintaining the data layers associated with Kingston City Council's Contaminated Land Management (CLM) group, including the internal register of Landfill Sites and Potentially Contaminated Land (PCL) located within the municipality.

3 Background

The 2011 *Managing Contaminated Sites* report by the Victorian Auditor General's Office (VAGO) recommended that all municipalities conduct a review of the potential risks of land contamination associated with historical land uses. Following this report, a Notice of Motion was lodged by a Kingston Councillor at the time requesting to formulate register of potentially contaminated land within the municipality (public and privately owned).

A list of sites within Kingston for which the Environmental Audit Overlay (EAO) did not apply was created by representatives within the Planning and Open Space teams after a review of historic/current land uses as listed in *Planning Practice Note 30 (PPN30): Potentially Contaminated Land* (DELWP, July 2021). This list of sites was shared internally on Council's GIS system (IntraMaps) as the Environmental Site Assessment (ESA) layer and used by planners to inform the level of environmental assessment required for a particular planning application.

In 2023 the role of Contaminated Land Officer was created within the Property Services Department. As part of this role's function, the ESA layer was reviewed and incorporated into the general contaminated land management process. The layer was renamed as the PCL layer and displayed within the CLM layer group on IntraMaps.

4 Scope

This procedure outlines the process for managing the data layers within the CLM layer group including the PCL register of sites and is intended to provide information across all of Council.

The responsibilities associated with the management of the CLM layer group and PCL register have been provided in Section 6.

5 Procedure / Guidelines

5.1 Structure of the Contaminated Land Management Layer Group

The CLM layer group contains the following layer datasets:

CLM Group Layer	Sub-layer	Description	Data Management
Landfill	Landfill site: - Operating (Council) - Closed (Council - Operating (Private) - Closed (Private)	Site identified as a landfill. Ownership and current operating status.	Originally sourced from anecdotal information, Council records and EPA Legacy records. Data reviewed and updated annually by Contaminated Land Officer, or as new information is found.
	Former Landfill Site 500m Buffer	Standard 500m buffer from landfill site boundary as per the Landfill Buffer Guidelines (EPA, 2024).	
Potentially Contaminated Land	Council Owned	Sites owned by Council	Originally adapted from the Planning Team's ESA layer. Data reviewed and updated annually Contaminated Land Officer, or as new information is found. New sites included on an ad hoc basis.
	Private	Sites not owned by Council	
Property Document Link (Environmental Report)	-	TRIM link to environmental report relevant to selected site.	Updated as new reports become available. Requests made to the Property Services Department.
Environmental Audit Overlay	-	Copy of the Planning EAO	Sourced from Council's Planning Scheme. Data reviewed and

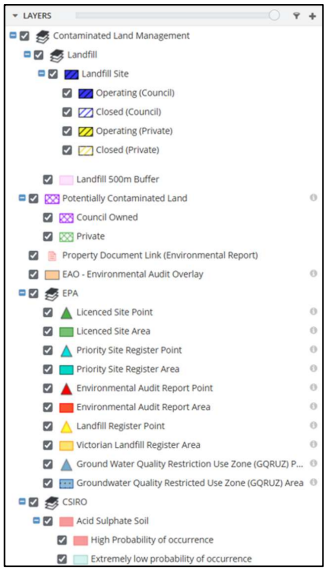
			updated by GIS Team on weekly frequency.
CSIRO – Acid Sulphate Soil	High Probability of Occurrence	Coastal lands which have the potential to contain coastal acid sulphate soil.	Sourced from CSIRO (Australia) Australian Soil Resource Information System. Data reviewed periodically by Contaminated Land Officer and updated by GIS Team on 12-month frequency.
	Extremely Low Probability of Occurrence		
EPA	Licenced Site	Operating licences (OL) under section 74 of the Environment Protection Act 2017.	Sourced from EPA Victoria under Creative Commons Attribution 4.0 International licence. Data reviewed by Contaminated Land Officer periodically and updated by GIS Team on 6-monthly frequency.
	Priority Site Register	Sites where EPA has issued a notice requiring active management to clean up, monitor, or prevent pollution of land and/or groundwater contamination.	
	Environmental Audit Report	Sites issued with a certificate or statement of environmental audit in under 53X/53V of the Environment Protection Act 1970, and sites issued with a statement of environmental audit in accordance with Division 3 of the Environment Protection Act 2017.	
	Landfill Register	Lists open and closed landfills known to EPA in Victoria.	
	Groundwater (GQRUZ)	Areas where there has been historic groundwater pollution as a result of previous industrial or other activities.	

5.2 Viewing the Contaminated Land Management Layer Group

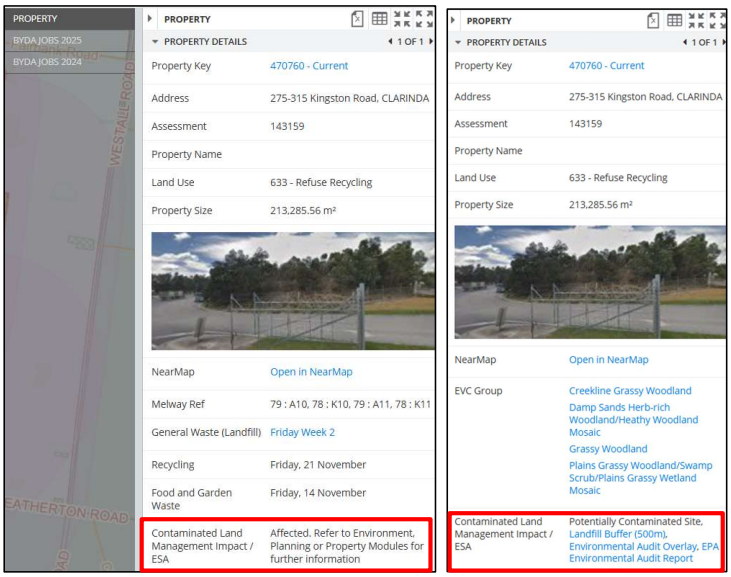
The CLM layer group is viewable through Council's GIS (IntraMaps) duplicated across the following modules:

- General Enquiry
- Environment
- Planning
- Property

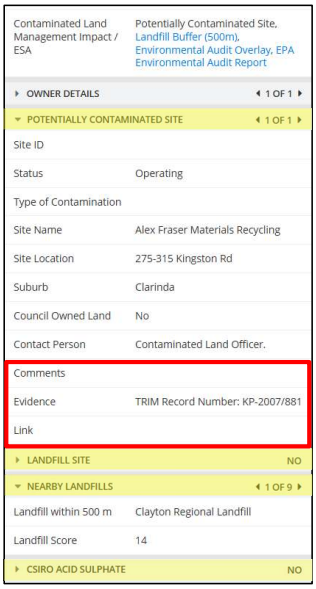
CLM layer group visible in IntraMaps shown right.



When a property is selected in IntraMaps in the General Enquiry module, any CLM layers that apply to the site will be displayed in the right-hand side property information panel (excerpt pictured below left). When viewing the property in the Environment, Planning or Property modules, additional information is available in the property information panel, with clickable links to relevant regulatory guidance documents (excerpt pictured below right).

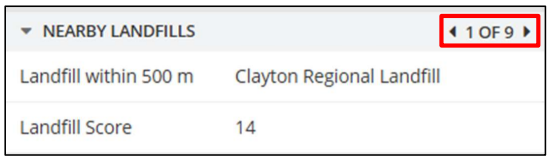


Additional information about any CLM layers that are triggered for the property can viewed under the relevant headings in the property information panel (highlighted yellow below).



Supporting information and evidence is viewable under the relevant headings, in the form of a clickable web link, general commentary or a Record Number searchable via Council's document management system (identified red left).

Where the property is affected by multiple CLM impacts, each entry can be viewed using the arrows (identified red below).



City of KINGSTON

5.3 Structure of the Potentially Contaminated Land Register

5.3.1 IntraMaps

The PCL layer exists within the CLM layer group in IntraMaps and acts as a register of sites within Kingston that have been identified as potentially contaminated.

The following information is provided on IntraMaps when a site on the PCL register is selected:

Attributes	Description
Site ID	Numerical identifier assigned to each site on the register
Status	Status of contamination issue (current or historic)
Type of Contamination	Nature of contamination issue (petrol station, uncontrolled filling etc.)
Site Name	Business name/type/property name (United Petroleum Cheltenham etc.)
Site Location	Site address excluding suburb
Suburb	Suburb where site is located
Council Owned Land	Whether the site is owned by Council (yes/no)
Contact Person	Council staff contact who identified site/is familiar with contamination issues at site
Comments	Rationale as to inclusion on PCL, additional information required, any other relevant information regarding contamination at the site
Evidence	Description of supporting evidence available
Link	Clickable link to supporting evidence where available (website, TRIM file or folder etc.)

5.3.2 Potentially Contaminated Land Register Table Export

An Excel export of the PCL register for the entire Council area can be requested through Service Desk. The export will contain the attributes specified in the section above with the addition of exact location information and commentary on rationale behind inclusion on the potentially contaminated land register.

The Contaminated Land Officer can export the PCL register at any time using the QGIS Project File *Contaminated Land Management Data Creation.qgz*.

5.4 Structure of the Landfill Register

5.4.1 IntraMaps

The Landfill Site layer exists within the CLM layer group in IntraMaps and acts as a register of closed and operating landfill sites that exist within Kingston.

The following information is provided on IntraMaps when a site on the Landfill Site layer is selected:

Attributes	Description
Landfill Name	Site name/landfill name/site identifier
Operating Status	Closed or operating
Landfill Score	Calculated score based on Section 9 of EPA Pub. 1950. Used to assess risks of landfill gas impacts on nearby land uses.
Site Address	Address where site is located (No., Street, Suburb)
Owner	Kingston City Council or Private (Company or Name)
Trim Folder	Folder where bulk of environmental information stored (e.g. 22/10/11)
Trim Document Name	Title of document linked below
Trim Link	Searchable Record Number or TRIM web link
Risk Rating	Based on EPA 1671 (low, moderate, high)
Risk Management	Reference to management plans etc.

5.4.2 Landfill Register Table Export

An Excel export of the Landfill register for the entire Council area can be requested through Service Desk. The export will contain the attributes specified in the section above.

The Contaminated Land Officer can export the PCL register at any time using the QGIS Project File *Contaminated Land Management Data Creation.qgz*.

5.5 Editing Layers within the Contaminated Land Management Group

5.5.1 Landfill Layers

The landfill layers including operating (Council), closed (Council), operating (private) and closed (private) can be edited only by the Contaminated Land Officer or the GIS Team. Should staff have suggestions for edits or inclusion of new information, a request should be sent to the Contaminated Land Officer.

The Contaminated Land Officer can edit the layers using the QGIS Project File *Contaminated Land Management Data Creation.qgz*.

5.5.2 Potentially Contaminated Land Register

Sites on the PCL layer register can be added to or edited by the Contaminated Land Officer via the Property Module using the IntraMaps Data Entry function. Alternatively, edits can be made by the Contaminated Land Officer or the GIS Team via the Contaminated Land Management Data Creation QGIS Project File. Staff are encouraged to share new information relating to contaminated land within Kingston as it becomes available. New information or suggestions for edits should be sent to the Contaminated Land Officer.

5.5.3 Property Document Link (Environmental Report)

The Property Document Link layer is managed and updated by the Property Services Department. Reports are manually linked to each property as required or on request. Where new reports are available or edits are required, a request should be made to the Property Services Department email.

5.5.4 Environmental Audit Overlay

The EAO is not an editable layer and is only updated by the GIS Team on a known frequency.

5.5.5 CSIRO Acid Sulphate Soil

The CSIRO Acid Sulphate Soils layers are not editable layers and are based on data collected by the CSIRO (Australia). Errors identified within the data should be flagged with CSIRO directly.

5.5.6 EPA

The EPA layers are not editable layers and contain data sourced from the EPA which are updated by the GIS Team on a known frequency. Errors noted within the data should be flagged with the EPA directly.

6 Responsibility

The areas or positions responsible for defined tasks in implementing, maintaining and approving these procedures / guidelines.

Position/Team	Responsibility
Contaminated Land Officer, Property Services	Periodically review and improve entries to the landfill layer and PCL register. Management of Council owned or controlled sites within the PCL register and landfill layers including prioritisation of sites based on potential risk to human health and environment.

Property Services Department	Receive request for updates to the landfill, PCL or Property Document Link (Environmental Reports) layers from Council staff. Forward requests to Service Desk or the Contaminated Land Officer for actioning.
Spatial/Geospatial Analyst, Information Services & Strategy	Update of the PCL layer and relating layers within Council's GIS as required. Periodic update of the data within the EAO, CSIRO and EPA layers.
All of Council	Use the PCL and related layers within the CLM group on Council's GIS to inform their work and identify sites with potential contamination issues. Notify the Contaminated Land Officer/Property Services Department where updates to the PCL layer have been noted including where new sites have been identified.

7 Related Documents and Resources

- Environment Protection Act 2017 (Vic)
- Environment Protection Regulations 2021 (Vic)
- EPA Victoria Publication 1490.1: Closed landfill guidelines, dated 10 January 2018.
- EPA Victoria Publication: Landfill Buffer Guidelines, dated August 2024.
- DELWP Planning Practice Note 30 (PPN30): Potentially Contaminated Land, dated July 2021.

8 Internal Document

- Contaminated Land Policy
- Council Plan Strategic Directions: Liveable, Sustainable, Healthy & Inclusive, Safe, and Well Governed.

9 Definitions

Term	Definition
CLM	Contaminated Land Management
Council	Kingston City Council
CSIRO	Commonwealth Scientific and Industrial Research Organisation
DELWP	Department of Environment, Land, Water and Planning (Vic)
EAO	Environmental Audit Overlay
EPA	Environment Protection Authority Victoria
GIS	Geographical Information System
VAGO	Victorian Auditor General's Office

10 Further Information

For further information regarding this procedure please contact the Property Services Department.

Managing Contaminated Soil Procedure

1 Document Control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	Chief Financial Officer
DOCUMENT OWNER	Manager Property Services
APPROVED BY	Manager Property Services on 11 November 2025
SIGNATURE	
APPROVAL DATE (In addition state effective if different)	11 November 2025 Effective from 17/11/2025
REVIEW DATE	11/11/2029
CM REF AND VERSION	Managing Contamianted Soil Procedure
VERSION HISTORY	Version 1
RELEVANT POLICY	Contaminated Land Policy

2 Purpose

This procedure aims to provide guidance on the appropriate management of soil on Council owned or controlled land in accordance with legislative requirements.

3 Scope

This procedure applies to all Council employees and contractors engaged by Council completing work and maintenance activities on Council owned or controlled land including roads.

4 Procedure / Guidelines

The *Environment Protection Act 2017* outlines a set of duties that require those who are in ownership or control of land to minimise any risks to human health and the environment from potential contamination.

The duties in combination with provisions included in the *Environment Protection Regulations 2021* and related EPA guidance, stipulate how soil can be managed in such a way as to reduce this risk.

This procedure outlines Council's approach to managing soil on Council owned or controlled land as part of our commitment to meeting the legislative duties and requirements.

4.1 Project Planning

All projects must undertake an appropriate review of site history and available desktop resources to identify any likely site contamination. Where the initial review indicates a likelihood of contamination, site sampling and further investigation is required to determine the environmental status of the land prior to the project being committed.

Projects that may include a requirement for bulk excavations of soil must undertake an appropriate site investigation to categorise and assess the soil.

Early planning for the management of contamination substantially reduces project and OHS risk and unplanned financial impacts on Council. Council retains a panel of Environmental Consultants to perform site investigations and an in-house Contaminated Land Officer to provide advice.

4.2 Approved Projects

All projects that include bulk excavations are required to incorporate an Environmental Management Plan. The preparation of an EMP must be considered prior to the project being approved for tendering. The EMP can be developed by Council as a part of the specification of the works to be tendered or by the prospective tenderers as part of the scope of works. The EMP must be prepared by a suitably experienced provider and should include the following information:

- Site history and current condition
- Categorisation of the site soils
- Responsibilities
- Assessment of risk
- General construction management controls:
  - Traffic
  - Noise
  - Dust
  - Silt and runoff
  - Site soil and material stockpiles
- Treatment of materials (reuse or disposal) and material tracking
- Record keeping procedure
- Incident response

- Procedure for unexpected finds
- Information for workers and training.

4.3 Re-use of Soil

Where possible soil from activities on Council owned or controlled land should be retained onsite provided it will not pose an unacceptable risk of harm to human health or the environment.

Soil that is intended for re-use on a potentially contaminated site must be sampled and assessed to ensure appropriateness of the material for that exposure and land use setting in accordance with related documentation provided in Section 8 of this procedure. This includes sites that have been identified as probable Acid Sulphate Soil occurrence.

Any soil retained onsite must be visually inspected to verify that it is free of offensive staining, odour and waste (including building and inert waste). Any soil suspected to contain hazardous materials including ACM should be isolated and referred to Property Services Department for further investigation and management. Further information is provided in Section 4.6 below.

4.4 Disposal of Soil

Where surplus soil is to be removed from site, the priority waste category must be determined in accordance with EPA Publications 1828.2 and 702. Waste soil must be lawfully tracked, transported, managed and disposed of in accordance with waste duties under the legislation and the EPA requirements provided for that category of priority waste.

4.5 Importation of Soil

Where the importation of soil or quarry materials onto a Council owned or controlled site is proposed, a precautionary approach is to be adopted. Commercial suppliers of bulk material must provide appropriate documentation stating that the material is clean Fill as per EPA Publication 1828.2. A record of the supplied material including the origin, volume, delivery time and categorisation are to be provided to the site manager and retained on the project file.

Soils and quarry material that do not satisfy this requirement are not to be purchased or accepted onto Council owned land. Natural mulch, bark, and commercially blended and bagged potting mix is exempt from this requirement.

Offers of free material, including material that is transferred between Councils sites or projects, must not be accepted without the written approval from a representative from the Property Services Department. Such request must be accompanied with appropriate categorisation and justification that the material meets Fill Material criteria and is free from contamination.

4.6 Asbestos in Soil

Possible ACM found within soil on a Council owned site must be notified to the Property Services Department. Where ACM is suspected in soil, an immediate cease work should be a called to prevent disturbance of the fibres and the area isolated until further assessment has been completed.

Unexpected finds of non-friable ACM (<10 m2) in soil can be managed by the Council representative in control of that site in accordance with the Asbestos Management Procedure and the unexpected finds procedure within the site's EMP.

All other occurrences of ACM in soil on a Council owned site must be referred onto the Property Services Department for management.

The WorkSafe Victoria guidance document Asbestos-contaminated Soil provides information on the inspection, removal, transportation and disposal of asbestos contaminated soil.

4.7 Acid Sulphate Soils

Acid Sulphate Soils are naturally occurring sediments associated with low-lying coastal regions of Australia and contain minerals that when exposed to air react to form sulphuric acid. The likelihood of Acid Sulphate Soils being present at a site where work is proposed must be considered in the initial project planning screening process.

Where the activity is identified to be in an area of probable Acid Sulphate Soil occurrence, then the risk associated with the project needs to be further assessed. Guidance on the management of Acid Sulphate Soils on should be obtained from the V*ictorian Best Practice Guidelines for Assessing and Managing Coastal Acid Sulphate Soils* and EPA Publication 655.1.

Soil that is sourced from a location identified to have a potential Acid Sulphate Soil risk should be further assessed before being accepted onto a Council owned or operated project site.

Waste Acid Sulphate Soils must be classified in accordance with EPA Publication 1968.1 and managed in accordance with the requirements of the *Industrial Waste Management Policy (WAS) 1999*.

5 Responsibility

The areas or positions responsible for defined tasks in implementing, maintaining and approving these procedures / guidelines.

Position/Team	Responsibility
Council Staff	Complete adequate screening for potential contamination during the initial planning phases of all Council projects. Adhere to the requirements outlined in Section 4 and all guidance documents referenced in this procedure when engaging in work on a Council project. Engage the Property Services Department in the initial planning stages of Council projects to aid in the identification of potential contamination. Notify the Property Services Department where potential contamination is encountered or suspected during work on Council owned or operated sites. On advice from the Property Services Department, engagement of an external consultant from the Environmental Consultancy Panel List (CON-20/057) for management assistance on Council owned or operated sites. Contact the Property Serviced Department for queries related to this procedure or other contaminated land management issues within Council.
Council Contractors	Adhere to the requirements outlined in Section 4 and all guidance documents referenced in this procedure when engaging in work on a Council project or property. Ensure a management plan and suitable safety/risk control documentation is supplied to Council for all work involving bulk excavation of soil completed on Council owned or controlled sites. Notify Council staff where potential contamination is encountered or suspected.
Property Services Department	Provide a response and management advice to Council staff and contractors that are engaging in Council projects involving soil or potentially contaminated land. Accommodate the engagement of an external consultant from the Environmental Consultancy Panel List (CON-20/057) where necessary.

	Consulting with the Health and Safety Department for the management of hazardous materials including ACM identified as part of Council project and maintenance works.
Contaminated Land Officer (Property Services)	Provide advice to Council staff and contractors regarding the management of contaminated land on both Council owned or controlled and private property. Complete ad hoc site work (sampling and inspection), training, inductions, and reporting relating to the management of contamination on Council owned or operated sites.

6 Related Documents and Resources

Legislation / External Document

- Environment Protection Act 2017 (Vic), as amended.
- Environment Protection Regulations 2021 (Vic), as amended.
- National Environment Protection (Assessment of Site Contamination) Measure 1999 (Cth), as amended.
- Industrial Waste Management Policy (IWMP) (Waste Acid Sulphate Soils) (WASS) 1999.
- EPA Vic Publication 1828.3: *Waste disposal categories - characteristics and thresholds*, dated 8 October 2024.
- EPA Vic Publication IWRG702: *Soil sampling*, dated May 2024.
- EPA Vic Publication 655.1: *Acid Sulfate Soil and Rock*, dated July 2009.
- WorkSafe Vic Guidance Note: Asbestos-contaminated soil, dated October 2010.
- Dept. Sustainability and Environment (Vic), *Victorian Best Practice Guidelines for Assessing and Managing Coastal Acid Sulphate Soils*, 2010.

Internal Document

- City of Kingston Council Plan 2021-25: Key Direction Alignment
    - Strategic Direction:
      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.
    - Healthy & 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.
- Contaminated Land Policy, as amended.

7 Definitions

Term	Definition
Bulk Excavation	Equal to and in excess of 20 m^3
CEO	Chief Executive Officer
Council	Kingston City Council
Contaminant	Waste, chemical substance or prescribed substance present on or under the surface of land that has the potential to harm human health or the environment.
Contaminated Soil	As per Section 35 of *Environment Protection Act 2017.*
ELT	Executive Leadership Team
EPA Vic	Environment Protection Authority Victoria
Asbestos	a) The asbestiform varieties of mineral silicates belong to the serpentine or amphibole groups of rock-forming minerals, including – i) actinolite asbestos ii) anthophyllite asbestos iii) chrysotile (white asbestos) iv) crocidolite (blue asbestos) v) grunerite asbestos (or amosite) (brown asbestos) vi) tremolite asbestos, or b) Any material or object, whether natural or manufactured, that contains one or more of the mineral silicates referred to paragraph (a).
Asbestos Containing Material (ACM)	Any manufactured material or object that, as part of its design, contains one or more for the mineral silicate referred to in the Asbestos definition above (other than plant in which asbestos is fixed).
Friable	Material which when dry may be crumbled, pulverised or reduced to power by hand pressure. Asbestos in this form presents a high risk of inhalation.
Non-friable	Material which when dry cannot be crumbled, pulverized or reduced to powder by hand pressure. e.g., bonded Asbestos cement sheeting.
WorkSafe Vic	WorkSafe Victoria

8 Appendices

Ordinary Council Meeting

27 April 2026

Agenda Item No: 12.2

PARKING INFRINGEMENT REIMBURSEMENT SCHEME UPDATE

Contact Officer: **Nicholas Ellery, Senior Financial Accountant**
Kamal Khangura, Team Leader Financial Accounting

Purpose of Report

The purpose of this report is to provide Council with an update on the Parking Infringement Reimbursement Scheme.

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 Parking Infringement Reimbursement Scheme update; and
2. Approve the process for officers to close the scheme with any remaining funds to be transferred to the State Revenue Office as unclaimed monies.

1. Executive Summary

Council established a Parking Infringement Reimbursement Scheme in March 2019 to refund infringements that were reviewed and upheld by Tenix Solutions Pty Ltd between 2006 and 2016 where there were issues with the infringement process. Council established a provision in the 2018/19 financial accounts of $2.048 million to fund the Scheme. The Scheme has been inactive since January 2023 and officers recommend:

- further efforts need to be extinguished to readvertise the Scheme and identify potential claimants. It is recommended this occur for the remainder of 2025/26 – to 30 June 2026. During that time information will be available on Council's website offering motorists a last opportunity before the Scheme closes and provide them with information as to the next steps to receive a refund.

- The scheme be ceased on 30 June 2026 with the remaining balance at 30 June 2026 (currently $1.2 million) to be transferred to the State Revenue Office as Unclaimed Monies.

2. Background

The Parking Infringement Reimbursement Scheme was established in March 2019 to refund infringements that were reviewed and upheld by Tenix Solutions Pty Ltd between 2006 and 2016, with a provision set aside in the 2018/19 financial accounts of $2.048 million.

Officers provided Council updates on the Scheme between March 2019 and April 2021 on how the refunds from the Scheme were progressing, and the total dollar amount of infringements paid back to people who applied online for a refund.

It was recommended at the Council meeting on 26 April 2021 that a further review of the scheme was to be undertaken before May 2025.

Since the commencement of the scheme in May 2019 the following represents the number of impacted parties and uptake of reimbursements:

	Number of Infringements	Amount	% of Total
Total Numbers of Impacted Infringements as at 2019	21,851	$2,048,920	100%
Amount reimbursed – 2019-2023	8,751	$830,141	43%
Balance	**13,100**	**$1,218,779**	**57%**

Since 31 March 2021 there has only been 26 applications made and refunded, totalling $2,887 and there **have been no applications made or refunded since 16 January 2023**.

During the 2024/25 financial audit process, the auditors raised the issue around the relevance and validity of the remaining provision amount ($1.218 million) in the 2024/25 financial accounts for the Parking Infringement Reimbursement Scheme as the provision had not been drawn down upon since January 2023.

Officers consider that the scheme should cease given the inactivity and length of time since the infringements were issued. This requires the transfer of the unclaimed balance ($1.2 million) to the State Revenue Office as “Unclaimed Moneys” to administer any future reimbursements.

On 10 July 2020, officers received legal advice from Maddocks Lawyers in regards to the Parking Infringements Reimbursement Scheme and the treatment of unclaimed money associated with the scheme. A summary of the advice provided is:

- Council can be reasonably certain that the affected parties are aware that their parking infringements may have been ‘invalidly’ reviewed and that they may be entitled to a refund.
- That the limitation period, to ensure that Council does not prematurely declare the fund to be extinguished, is 12 months after the latest date which those effected received their notice.
- Council should consider any unclaimed funds as ‘unclaimed money’ and comply with the provisions of the *Unclaimed Money Act 2008*.

3. Discussion

The two items for discussion are whether:

- There is a continuing need for the Scheme
- The remaining provision amount should be transferred to the State Revenue Office as “Unclaimed Money”.

The Scheme was originally established in March 2019 to address the concerns with the review of infringements issued by the former operator, Tenix Solutions Pty Ltd, with respect

to infringements issued between 2006 and 2016. The remaining balance of the Scheme of $1.2 million therefore represents funds that Council has determined needs to be returned to recipients of these infringements, but where applications have not been received from recipients of the affected infringements.

Given the passage of time since the Scheme was established (2019) and the unlikely remaining claimants for the funds (given the last application was processed in January 2023), there is a question as to the continuing need for Council to administer the Scheme.

Officers are of the view that it is unlikely that further claimants will step forward in significant volume, however further efforts need to be extinguished to readvertise the Scheme and identify potential claimants. It is recommended this occur for the remainder of 2025/26 – to 30 June 2026. During that time information will be available on Council's website offering motorists a further clear opportunity before the Scheme closes and provide motorists that subsequently come forward with information as to the next steps to receive a refund.

Following 30 June 2026, officers recommend that the remaining balance of $1.2 million be transferred to the Unclaimed Money Register, which is administered by the State Revenue Office in accordance with the *Unclaimed Money Act 2008*.

Following the closure of the scheme any remining funds will therefore be remitted to State Revenue Office as unclaimed money. Any claimant that approaches Council after 30 June 2026 will be referred to the State Revenue Office.

4. Consultation

4.1 Internal Consultation:

Consultation has occurred with the Manager Compliance and Amenity and with the Legal department.

4.2 Results/Findings:

The Manager Compliance and Amenity provided updated information on the claims made to date and the legal advice is contained in the report.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Responsibly Governed - We are a transparent and efficient organisation that is accountable, responsive and cost-effective
Strategy: Ensure good governance through integrity, accountability, and continuous improvement

The Parking Infringement Reimbursement Scheme has served its purpose and transferring the fund to the State Revenue Office maintains the intention of the Scheme.

5.2 Governance Principles Alignment

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

Principle (f) - collaboration with other Councils and Governments and statutory bodies is to be sought.

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

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

5.3 Financial Considerations

Projected costings

If the closure of the scheme goes ahead the amount of $1,218,779 will need to be transferred in 2026/27 to the State Revenue Office. This amount is currently provided for in Provision for Infringement Reimbursement. The payment of these funds to the State Revenue Office will have an impact on Council's cash balance.

Staff Resources

This work will undertaken by the Financial Accounting team within existing resources.

5.4 Risk considerations

Any decisions around the Parking Infringement Reimbursement Scheme could impact Council's financial and reputational risks. It is important to follow the legal advice to minimise these risks.

Author/s:	Nicholas Ellery, Senior Financial Accountant
	Kamal Khangura, Team Leader Financial Accounting
Reviewed and Approved By:	Shane Marr, Manager Finance
	Bernard Rohan, Chief Finance Officer

Ordinary Council Meeting

27 April 2026

Agenda Item No: 13.1

NOTICE OF MOTION NO. 41/2025 - CR SAAB - SUPPORTING OUR DIVERSE COMMUNITY

That Council:

1. Condemn in the strong possible terms, the Neo-Nazi demonstrations and public displays of hate that were deliberately staged across various Australian cities on 31 August 2025;
2. Condemn the alleged attack on Camp Sovereignty and reaffirms our unwavering support to our First Nations communities and our ongoing commitment to reconciliation through truth-telling, treaty, respect and justice;
3. Acknowledge the fear and distress experiences by members of our community as a result of racism and xenophobia;
4. Continue to work with Victoria Police and all levels of Government to promote harmony, safety and unity in our communities;
5. Stand in solidarity with our diverse community and commits to continuing to work with community leaders and our migrant communities to ensure our municipality remains open, inclusive and welcoming for everyone;
6. Continue to recognise and celebrate the contributions of our proud migrant communities in Kingston and across Australia who have forged our great nation's rich social, cultural and economic fabric;
7. As part of the development of the Community Belonging strategy, consider relevant frameworks/programs that demonstrate its commitment to our refugee and migrant community, such as the Refuge Council of Australia's Refuge Welcome Zone, Welcoming Cities or another relevant program.
8. In acknowledgment of the milestone of the 1 millionth permanent refugee visa issued, in partnership with the Refuge Council of Australia, work alongside other Councils and the Department of Home Affairs to promote, educate and celebrate the contributions of Refugees in our city and Australia by hosting the appropriate screenings in conjunction with the milestone celebration.

Rationale

1. On 31st August 2025, extremist groups staged coordinated displays of hate and division across several Australian cities which also included the use of Nazi symbolism and rhetoric under the misleading banner of a March for Australia.
2. Kingston is one of the most multicultural diverse municipalities in Victoria, with residents from over 130 different countries speaking over 150 different languages and dialects. Members of this diverse multicultural communities have expressed concern and a sense of unsafety with the rise of the type of vitriol that was displayed on August 31st. Their concerns and fears have been reignited with the announcement of another similar march organised to take place in October.
3. Over 30% of our residents are born overseas and over 50% of Australians are either born overseas or have a parent who is born overseas. Australia, Victoria and the City of Kingston is a place that not only celebrates our multicultural history but also recognises

how we are better as a society for the harmony that is achieved through this social cohesion.

4. Kingston City Council has long been a member of the Taskforce Supporting People Seeking Asylum and Refugee and has benefited as a city for the long serving practice of supporting newly arrived migrants in our city and newly appointed Australian citizens.
5. There are now 177 local councils from around the country that are Refugee Welcome Zones, including 57 in Victoria. The process is very simple and comes at no financial cost to Council. Specifically, becoming a Refugee Welcome Zone, means making commitment in spirit to:
   - Welcoming refugees into the community,
   - Upholding the human rights of refugees,
   - Demonstrating compassion for refugees and
   - Enhance cultural and religious diversity in the community.
6. Later this year Australia will reach the historic milestone of the 1 millionth permanent refugee visa issued since WWII.

Cr Hadi Saab

Guidance Note
Notice of Motion No. 41/2025 – Cr Saab
Supporting our Diverse Community

Officer Advice

Noting that many of the points in the Notice of Motion are statement based rather than action based, the below information is provided.

Council officers have no direct information of these events, however, on 31 August 2025, a series of protests were held across many Australian Cities which were reported as, protests against 'mass immigration' in Australia. There were various media reports in relation to the presence of Neo-Nazi's. Likewise, there were reports of an alleged attack at Camp Sovereignty. This matter is being investigated by Victoria Police.

Globally, nationally and locally there have been increased media reports of racism.

Kingston is a diverse community with approximately one-third of the population born overseas (32%), with 26% speaking a language other than English at home. In addition, 723 residents identified as Aboriginal or Torres Strait Islander in the 2021 Census.

Through the Council and Wellbeing Plan 2025-29, Council has committed to a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe. A number of initiatives are already in place to support the attainment of this objective, including but not limited to:

- Support for interfaith connections through the Interfaith network including the recent Interfaith bus tour.
- Support for multicultural communities through the Kingston Grants Program.
- Support for community celebrations that recognise days of cultural significant through the Kingston Grants Program and Event Sponsorship.
- Support for and delivery of programs at the Derrimut Weelan Gathering Place.
- Cultural arts programming.
- Recognition of days and weeks of significance such as Refugee Week, Luna New Year, International Day of Human Rights and Reconciliation and NAIDOC Week.
- Translation of key information.

The Council and Wellbeing Plan Annual Action Plan, includes an action to - *Commence developing a strategy to guide Council's approach to fairness and wellbeing across key life stages and priority population groups in our community*. As has been communicated, officers will consider relevant programs and frameworks that supports Council's approach to diversity and inclusion.

Officers are not aware of what initiatives will be made available to recognise the 1 millionth permanent refugee visa, however it is likely to be aligned with current initiatives and managed within existing operational budget.

Response to Council Resolution

At the Council Meeting on 27 October 2025, in relation to item 12.1, Council resolved:

That the item be deferred to reconsider at a later date following communication and consultation with our multicultural community around the matters contained within this Notice of Motion.

In acquitting this obligation, communication and community consultation was undertaken with representatives of our multicultural community.

Community Consultation

Methodology

A targeted consultation approach was undertaken to gather feedback from multicultural and multifaith community leaders. Community leaders were identified through Council's Customer Relationship Management (CRM) system, which maintains up-to-date contact details for local community groups and organisations across the municipality.

An invitation email (51 in total) was distributed to these identified leaders, outlining the purpose of the consultation and providing a link to an online survey. The survey sought feedback on the statements outlined in the Notice of Motion. Participants were encouraged to share their views and provide additional comments where relevant.

To support participation, the email offered alternative ways to provide feedback, including assistance via phone or in person if required. This approach ensured that key community representatives had a direct opportunity to contribute their perspectives in a way that was accessible and convenient.

Consultation Findings

A total of nine responses were received (from eleven submissions, two made no comment), representing a mix of community leaders, including local groups such as seniors clubs and multicultural organisations, as well as members of Council's Access and Equity Advisory Committee and the Kingston Interfaith Network. Submissions were received on behalf of the following groups:

- Kingston Access and Equity Advisory Committee - three members
- Baha'i' faith (independent world religion)
- Chu Chu Vietnamese Seniors Group (Vietnamese Seniors)
- Kingston Interfaith Network (local faith communities)
- Clarinda Seniors
- Zee Cheng Moral Uplift Society (promotes world harmony through moral education and interfaith dialogue)
- Kondia Limnos Seniors Club (Greek Seniors)

One respondent chose not to be identified, and one chose to not identify a community group or committee.

Feedback shows strong overall support for a Council commitment to inclusion, diversity, reconciliation, and condemning racism and discrimination. Respondents broadly agreed the statements align with community values, with particular support for recognising migrant and refugee contributions and initiatives such as Refugee Welcome Zones. Many highlighted the importance of creating safe, welcoming and equitable communities, and strengthening partnerships with local groups.

Some feedback noted the need for a balanced approach to ensure other groups are not overlooked, including seniors, people experiencing homelessness, and smaller community organisations. Concerns were raised about barriers to accessing funding and support, particularly

for grassroots groups. A small number of suggestions included strengthening references to legislation (Charter for Human Rights and Responsibilities) and ensuring cultural sensitivity, particularly in relation to showing respect for First Nations communities around consideration of celebrations on January 26. Refer to table 1 for a summary of key themes.

Table 1: Feedback Summary

Theme	No. of Comments*	Feedback summary
Strong support for inclusion and diversity	4	Clear support for a Council commitment to diversity, inclusion, reconciliation, and condemning racism and extremism.
Support for multicultural and refugee initiatives	4	Positive views on recognising migrant and refugee contributions and support for initiatives like Refugee Welcome Zones.
Importance of safety, equity and belonging	2	Emphasis on creating safe, inclusive communities, with suggestions to strengthen language around safety and equity.
Need for broader community support	3	Suggestions Council should also support other groups, including seniors, people experiencing homelessness, and the wider community.
Recognition of First Nations issues	2	Support for reconciliation alongside concerns about Council led celebrations on 26 January.
Suggestions for improvement	2	Recommendations to reference legislation and strengthen engagement with grassroots community groups.

*Some respondents provided multiple comments.

The full consultation findings have been provided to Councillors.

Overall, there is support for the matters contained within this Notice of Motion.

Author/s:	Kate Waters, General Manager Community Strengthening
	Susan Quach, Manager Inclusive Communities
	Emma Bruce, Team Leader Diversity and Inclusion
Reviewed and Approved By:	Kate Waters, General Manager Community Strengthening
	Peter Bean, Chief Executive Officer