

Agenda

Ordinary Council Meeting

Monday, 23rd June 2025

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

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

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

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

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

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

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Peter Bean
Chief Executive Officer
Kingston City Council



ACKNOWLEDGEMENT OF COUNTRY

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

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

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

**City of Kingston
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23 June 2025

Notice is given that a Meeting of Kingston City Council will be held at Council Chamber, 1230 Nepean Highway, Cheltenham at 7:00pm on Monday, 23 June 2025.

1. Apologies

2. Confirmation of Minutes of Previous Meetings

Minutes of Ordinary Council Meeting 26 May 2025

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

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

4. Petitions

4.1 Rules at Patterson Lakes Community Centre for Pickleball Players

4.2 Stop the 2024 Old Dandenong Road Upgrade Project

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

Nil

6. Question Time

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- MOU
- Appendix 3 Annexure to MOU for 24/25 Forecast
- 9.5 SRLA Resource MOU and Provision of Information & Ad-Hoc Advice
MOU
- Appendix 4 SRLA Provision of Information and Ad-Hoc Advice MOU - For
Execution
- 11.1 Boatshed and Bathing Box Policy
- Appendix 4 Boatshed Feedback
- 11.2 Mentone Car Park
- Appendix 2 Submission - 30 May 2025

Explanation of Meeting Procedure

Meeting Procedure is Regulated by the City of Kingston Governance Rules

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

Chairperson

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

Agenda

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

Motions

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

Voting

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

Amendments

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

Speaking at the Meeting

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

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

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

Explanation of Meeting Procedure

Questions

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

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

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

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

Confidential Business

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

Courtesy to the Mayor

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

Emergency Evacuation of Chamber

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

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

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

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

Explanation of Meeting Procedure

Do You Have a Hearing Difficulty?

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

Interpreting Service



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

Minutes

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**City of Kingston
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Minutes

26 May 2025

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

Present: Cr Georgina Oxley (Mayor)
Cr Chris Howe (Deputy Mayor)
Cr Kirralee Ashworth-Collett
Cr Georgia Erevnidis
Cr Chris Hill
Cr Tess Law
Cr Sarah O'Donnell
Cr Hadi Saab
Cr Caroline White

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, Acting General Manager Community Strengthening
Bernard Rohan, Chief Financial Officer
Kelly Shacklock, Manager Governance, Risk and Integrity
Sharon Lozsan, Team Leader Council Governance
Gabrielle Pattenden, Governance Officer
Ellie Lockard, Acting Governance Officer
Justin Welsford, Media and Communications Advisor

1. Apologies

An apology from Cr Athanasopoulos was submitted to the meeting.

Moved: Cr Saab

Seconded: Cr White

That the apology from Cr Athanasopoulos be received.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis,
Howe, Saab and Oxley (9)

AGAINST: Nil (0)

2. Confirmation of Minutes of Previous Meetings

Moved: Cr O'Donnell

Seconded: Cr Hill

That the Minutes of the Ordinary Council Meeting held on 28 April 2025 and the Special Council Meeting held on 12 May 2025 be confirmed.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis,
Howe, Saab and Oxley (9)

AGAINST: Nil (0)

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

Cr Oxley foreshadowed a declaration of a conflict of interest in Item 4.1 – Petition – Send Industrial Traffic Through Moorabbin Airport Away from Our Kids.

Cr Saab foreshadowed a declaration of a conflict of interest in Item 8.2. - Kingston Grants Program - Options to Re-prioritise Funding from the Community Festivals, Events and Creative Activities Grants Stream

4. Petitions

4.1 Send Industrial Traffic Through Moorabbin Airport and Away From Our Kids

Cr Oxley declared a general conflict of interest in this item as she owns shares in Goodman Group which is the developer for this planning application.

Cr Oxley left the meeting at 7.04pm prior to any discussion on the matter.

The Deputy Mayor, Cr Howe, assumed the Chair during consideration of this item.

Moved: Cr Howe

Seconded: Cr White

That the petition be referred to the CEO for response.

CARRIED

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

AGAINST: Nil (0)

Cr Oxley returned to the meeting at 7.08pm.

4.2 Stop the Closure of Sessional Kindergarten at Carrum Family and Children's Centre

Moved: Cr Howe

Seconded: Cr Erevnidis

That the petition be referred to the CEO for response.

CARRIED

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

AGAINST: Cr Law (1)

4.3 Cheltenham East Community Centre - Table Tennis Hall

Moved: Cr Erevnidis

Seconded: Cr Saab

That the petition be referred to the CEO for response.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis,
Howe, Saab and Oxley (9)

AGAINST: Nil (0)

4.4 Upgrades to Keeley Park East and Club Facilities

Moved: Cr Saab

Seconded: Cr Howe

That the petition be referred to the CEO for response.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis,
Howe, Saab and Oxley (9)

AGAINST: Nil (0)

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5. Delegates' Reports

Nil

Councillor Statements

Cr Howe made a statement about lifesaving clubs in Kingston.

Cr O'Donnell made a statement about the Emergency Service and Volunteer Fund.

Cr White made a statement about the Emergency Service and Volunteer Fund.

Note: Cr White requested through the Chair and was granted an extension of time of two minutes to speak on the matter.

Cr Saab made a statement regarding KingCon! which was held on Saturday 24 May and the election of the Junior Mayor and Junior Deputy Mayor which was held on Monday 12 May.

Note: Cr Saab requested through the Chair and was granted an extension of time of two minutes to speak on the matter.

Cr Oxley acknowledged the many years of service of Governance Officer Gabrielle Pattenden who was attending her final Council meeting.

Presentation of Awards

Nil

Moved: Cr Hill

Seconded: Cr Howe

That the delegates' reports and Councillor statements be received.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

6. Question Time

Question time was held at 7.32pm.

Note: While it was stated during the meeting that 40 questions were received, some submissions contained multiple/layered questions, and 56 separate questions in total have been counted. All questions submitted were allowed under the Governance Rules. Preambles submitted with questions were not read out. In accordance with clause 39.9 of the Governance Rules, like questions were grouped together.

Cr Hill left the meeting at 07:56pm.

Cr Hill returned to the meeting at 7.59pm.

Adam asked,

"Has a Councillor been convicted of a crime, and the mayor covered it up?"

The General Manager Customer and Corporate Support provided the following response,

"Assuming the context of the recent standing down of a Councillor, the answers respectively are no and no."

Gayle asked,

"When will Kingston Council address revision and amendment of the Boatshed & Bathing Box Policy as proposed in 2024 & the draft policy be progressed?"

The Chief Finance Officer provided the following response,

"Since 2024, officers have undertaken engagement with the public and the Kingston Boatshed Association on the proposed changes to the draft Boatshed and Bathing Box Policy. This policy is listed on the Council agenda tonight for adoption. Following adoption officers will seek to implement the policy."

Tom asked,

"The Victorian government has mandated that new homes and business buildings need to be all-electric. The government also recommends that when old gas heaters and gas hot water systems in our homes break down, the replacements offered should be efficient, cost-effective, electric appliances. What is Kingston Council's approach with helping the Kingston community become aware and adjust to these improvements?"

The General Manager Planning and Place provided the following response,

"Council is offering residents of Kingston a range of assistance to make the transition from old gas hot water and gas heaters in homes should they wish to explore these options. This assistance includes a range of Government programs on our website including the Solar Homes Program and also material we have produced titled 'Improving the energy efficiency of your home' which has a specific focus on electrification. This material provides useful community facing information to assist residents who are not building new homes, on how they can make their homes more sustainable and less reliant on older gas appliances."

Tom asked,

"Considering the recent extreme weather events in other parts of Australia; Can the Council widely publicise which buildings are allocated as refuge or evacuation centres when a similar event happens in Kingston and surrounding areas?"

Can it be clarified whether Evacuation Centres:

- (i) are fitted with their own independent electricity solar generation and battery storage.*
- (ii) have direct NBN fibre connectivity and reliable mobile coverage.*
- (iii) Are not located in flood prone areas."*

The General Manager Infrastructure and Open Space provided the following response,

"All City of Kingston owned and operated buildings can be used as an Emergency Relief Centres and the activation will depend on:

- The location and scale of the incident*
- The number of community members likely to require assistance*
- The accessibility and functionality of each site at the time*

Some Council buildings have tenants and generally the lease agreement requires the facility to be available as an Emergency Relief Centre if required. All Council community buildings are equipped with solar panels and the Bonbeach Basketball Centre has a battery system installed. Several Council buildings can be connected to a generator. All Council buildings have an NBN connection. Some Council buildings are located in areas subject to flooding and they will not be used as an Emergency Relief Centre if they are not accessible."

Nellie asked,

"1. In relation to the standing down of a Councillor - does Council intend to inform the community on the legal advice received for the exact process followed? 2. How many complaints has Council received from Nov 2024 till date about the conduct of Councillors towards the public?"

The General Manager Customer and Corporate Support provided the following response,

"1. In relation to the standing down of a Councillor charged with an Offense under s229 of the Local Government Act, Council has already informed the community of external legal advice received, and did so on a number of occasions during the April 28 Council meeting. As a written example, the Officer Advice attached to a Notice of Motion seeking an Internal Review of Governance in relation to Section 229 of the Local Government Act (standing down of Councillor charged with offence) stated; "Council has already taken significant action to address the intent and directions of the Notice of Motion. Council sought legal advice in relation to the implications of these events as it pertained to process, internal governance, existing Council resolutions and confidentiality. The independent legal advice confirmed that no breach of the Local Government Act by Council has occurred, but two previous resolutions of Council require reconsideration by Council. These two items are contained within this April Council Meeting Agenda, discharging this responsibility. Council has been in regular contact with the Local Government Inspectorate, the integrity agency responsible for compliance with the Local Government Act." I have slightly amended the above for context. The verbatim, extended version of the Officer Advice is publicly available in the Minutes of the April Ordinary Council Meeting, as published on Council's website.

Note: The answer to question 2 was inadvertently overlooked during the meeting. An answer was provided to the questioner in writing.

Rami asked,

"In the agenda this evening, the Council is considering the reallocation of the festival events and creative activities grants which overwhelming supports multicultural communities. Given this funding was responsibly and reasonably allocated under the

Councils grants, policy and guidelines, on what basis are these grants now being reconsidered when they would inherently discriminate against minority multicultural groups?"

The General Manager Community Strengthening provided the following response,

"This agenda item, Agenda item 8.2, is being considered by Council tonight, in response to a resolution from the Council Meeting on 24 February 2025.

The resolution states, That Council: Receive a report by May 2025 with options to re-prioritise funds from year 2 and 3 of the Festival, Events and Creative Activities Grant Stream to Community Support Services that are currently underfunded and demonstrating significantly increased community need."

Eddy asked,

"1. Given Council is considering this evening to hold an Australia Day Event, will the Mayor, not the council, commit to engaging with our First Nations Kingston residents, the Bunurong Land Council & the Derrimut Weelam gathering place, to make sure that their concerns are heard in this process and are supported? 2. How does Council ensure that the voices of minority and disadvantaged groups, who don't often engage in council processes, are heard in this process and in others?"

The General Manager Community Strengthening provided the following response,

"As outlined in Agenda item 8.3, on page 241 of the agenda - Should Council resolve to proceed with delivering or supporting events on Australia Day, further consultation both internal and external may be required to inform the event style and scope. Council auspices the Derrimut Weelam Gathering Place and has a good working relationship with them. Likewise, we work closely with the Bunurong Land Council on a range on issues. In relation to the second question, Council has a broad and multifaceted community engagement program. More specifically for minority and disadvantaged groups, engagement is often more targeted, for example through specific advisory groups, working groups eg All Abilities Co-Design group or Youth focused Groups, officers will also go to places where we know groups gather e.g. Derrimut Weelam Gathering Place. Engagement may also occur with service providers that work closely with these groups."

Scott asked,

"1. Has Kingston Council CEO Peter Bean responded to correspondence direct to him on 27 April 2025 from Federal Member for Isaacs, The Hon Mark Dreyfus KC MP, regarding the traffic and planning concerns arising from a Council officers subdivision planning decision in Southern Road Mentone? 2. When does Mr Bean propose to reply by?"

The General Manager Planning and Place provided the following response,

"A response to the enquiry from Mr. Dreyfus KC MP is presently being prepared. We anticipate to have completed a response incorporating feedback from relevant Council Departments over the next fortnight."

Emma asked,

"1. Why was there no community/public consultation regarding stopping sessional kinder in Carrum? 2. Which sessional kinder will offer the transition to Carrum Primary School?"

The General Manager Community Strengthening provided the following response,

"The decision to no longer provide sessional kinder at the Carrum Family and Children's Centre was based on data rather than community consultation. Over recent years, there has been a decline in demand for sessional kinder places across the area and an increase in demand for extended day places. Also, noting, other local sessional kinders are operating under capacity. In relation to the second question, transition to school programs are led by schools. Early years providers provide a transition plan for each child for the relevant school."

Elisha asked,

"1. What impacts did Council consider the decision to cease Sessional Kinder at Carrum FCC to have on the families who use and planned to use this service, and why were they seen as insufficient reason to continue providing the service. 2. Is the decision to cease Sessional Kinder at Carrum FCC partly in response to the Department of Education's Free Kinder Initiative that will require greater hours of free Sessional Kinder to be provided in the coming years?"

The General Manager Community Strengthening provided the following response,

"Officers are aware that there would be an impact on some families. Specifically these impacts could include the need to travel to Bonbeach or Patterson Lakes to access sessional kinder, cost impacts and impacts to service continuity. As previously stated, over recent years, there has been a decline for sessional kinder in the area and an increase in demand for extended day. There were a number of considerations when making this decision and yes, one consideration was the Department of Education's Free Kinder Initiatives, but this was not a primary driver."

Rosemary West asked,

"1. Please can you give me a rough idea when you might be able to get me answers to my April questions to Council re:

- how many trees, including Coast Banksias, were removed from Groves Reserve by the LXP on behalf of State Government,*
- why & what difference this would make to Council's Tree canopy*

2. Please can Council calculate the cost of the clearfelling of Groves Reserve to the taxpayers of Victoria and the residents of Kingston in terms of:

- The financial cost of the removal and replanting of the reserve, and/or*
- Greenhouse gas emissions embedded in this ancient Coast Banksia Woodland that was on the site prior to the clearfelling in March."*

The General Manager Planning and Place provided the following response,

"Council received responses to several questions asked of LXP regarding the vegetation removal at Groves Reserve. This information did not include the total number of trees removed. The following response was though provided: As part of our landscaping plan, we'll plant over 1,000 trees and 85,000 plants shrubs and grasses at the end of the project. Additionally, we have collected and safely stored Banksia seed pods for propagating and replanting once major construction is complete. Council Officers have undertaken his own investigation which indicated that approximately 112 Banksia's were removed and approximately 61 other tree species. This number should not be relied upon as the works were not undertaken by Council. Council will follow-up with LXP on the exact number of trees that have been removed

and advise Ms. West if the information is forthcoming. Council will need to await the information from LXRP prior to responding to the other questions by Ms. West regarding financial cost and greenhouse gas emissions noting the significant complexity in undertaking this work.”

Lloyd asked,

“1. When was the decision made to stop the sessional kinder at Carrum? 2. What are the main factors which influenced this decision?”

Lauren asked,

“In regards to the proposed closure of Carrum sessional kinder: Kindergarten is often referred to as pre-prep, with there being a large focus on school readiness. For the benefit of our children’s education, was the local primary school, Carrum, consulted or considered in this decision?”

Joanne asked

“1. How have you determined that next year the sessional kinder would not also be at capacity when you didn’t survey current or prospective families? 2. Have you looked into the option of offering a before and after school care program for sessional kindergarten, like other ELC’s offer, so that you can meet the needs of all families, either needing sessional or extended without forcing families into having to pay for the additional hours offered by extended if they don’t need them?”

The General Manager Community Strengthening provided the following response,

“The decision to no longer provide sessional kinder at Carrum Family and Children’s Centre was made in April 2025. Officers continually monitor and review the service offering across all Council service areas. In relation to Carrum, we have been monitoring the demand for sessional kinder and over recent years, demand has shift. There has been a decline in demand for sessional kindergarten places across the area and an increase in demand for extended day places. This is the main factor in the decision. In relation to this, officers also considered the impact on other local sessional kinders both of which are operating under capacity. No, Carrum Primary School was not consulted in this decision. As mentioned, over the past couple of years, demand for sessional kinder has been reducing in the area. This evident for sessional kinder at Carrum as well as at Bonbeach and Patterson Lakes kindergartens. This reduced demand is across both the 3 and 4 year old groups. Officers did consider a hybrid year – whereby both sessional and extended day kinder places would be offered alongside each other. While this model would provide continuity for children moving from three-year-old to four-year-old kindergarten within the same service, hybrid models are complex to manage and unpopular with families and staff. Conversations with families have further confirmed that this model would not be acceptable to them.”

Lynne asked,

“Will Councillors please request the executive to do a modelling scenario where Bayside Council and Kingston Council amalgamate to form one Council, to share all costs and services and reduce the staff numbers of both Councils by at least half with one CEO only, to create better operational efficiencies and to reduce the burden upon the community of endless rate rises?”

Rosemary asked,

“Can the legal team at Kingston Council please answer the simple question... is amalgamation between Bayside and Kingston Council possible? If so, can you briefly explain the process?”

The General Manager Customer and Corporate Support provided the following response,

“Council amalgamations are determined by the State Government. In 1994, then Victorian Premier Jeff Kennett dissolved 210 Councils and sacked 1600 elected Councillors, and created 78 new Councils through amalgamations. In suburban Melbourne 53 municipalities were reduced to 26. As far as we are aware, there no plans to further amalgamate Councils under the current Victorian Government. Accordingly, while amalgamation of Kingston and Bayside Councils is possible, it is not currently likely. The first step is the desire of the State Government to do so, and consequently legislating and regulating to ensure it occurs.”

James asked,

“What has been the total spend in all departments and teams within Kingston Council for Rainbow Tick accreditation and re-accreditation since the start of this LGBTQ program in 2021?”

Stephen asked,

“How much did Kingston Council spend on Rainbow Tick accreditation and re accreditation fees for the Organisational, Equity & Inclusion team (OE&I) team for the last 4 years? Can you please list each annual spend.”

The General Manager Customer and Corporate Support provided the following response,

“A once-off payment of \$28,099 to undertake the process for Rainbow Tick Accreditation achievement was made to Rainbow Health Australia, based at the Australian Research Centre in Sex, Health and Society (ARCSHS) at La Trobe University. Rainbow Health Australia are funded by the Victorian government.”

Robert asked,

“Can Kingston Council give proof of an actual sea level rise anywhere in the Kingston area?”

The General Manager Planning and Place provided the following response,

“The Council will seek advice from the relevant Commonwealth and State Government Authorities that are charged with analysing sea level rise and will provide a response to Robert on the basis his contact details have been provided to Council.”

Julia asked,

“How much has Kingston Council paid SECCCA, the South East Councils Climate Change Alliance in the past 5 years? Can you please list the amounts for each year separately?”

The General Manager Planning and Place provided the following response,

“The Council is unable to collate this information in the time available and will liaise with Julia on the basis her contact details have been provided to Council.”

Irina asked,

“Is it true that Kingston Council now wishes to enact Local Law 32 (pg 370) in tonight’s agenda, which will limit the ability of anyone to have more than two unregistered cars on their own private property without a Council permit, and make it illegal for them to store more cars, repair those cars, service their cars, and assemble and disassemble these cars without the permission and permit and cost paid to Council?”

Colin asked,

“Why does Kingston Council feel it has the right limit free unfettered ownership of cars to 2 unregistered vehicles per private property, and to tell people what they should or should not be working on, in the privacy of their garages, factories and warehouses, which Local Law 32 states is the case?”

Jason asked,

“Does Kingston Council realise that Local Law 32 (pg 370) makes all people who are classic car lovers and restorers of cars, and car collectors generally, who work on their car collections as a hobby in the privacy of their own garages and factories... criminals in the eyes of Local Law 32 if they do not submit to paying for a permit on each of their unregistered vehicle projects? Is Kingston Council anti classic cars?”

Jagoda asked,

“What is the proposed cost per car of a permit for any unregistered car stored/held/worked on, on private property, in private garages and buildings, in the City of Kingston, in excess of the two which will be ‘allowed’? Will this cost be annual?”

Vera asked,

“Is it true that penalty being imposed by Kingston Council upon owners of more than two unregistered vehicles on their private property will be between 2 and 20 points which translates to between \$400 min penalty to \$4000 max penalty and the possible impoundment of these vehicles if these owners do not pay Council for a permit?”

Deborah asked,

“1. How are Council officers and Council going to police Local Law 32 which limits possession of unregistered cars to only two, on private property, in private garages, and in private warehouses in Kingston etc? 2. Will Council rely on information from disgruntled people reported on their own neighbours or create a special roaming Council car police who will be given the ability to pry into or enter people’s private property?”

Una asked,

“Has the Kingston Council taken a leaf out of the City of Casey’s book which recently enacted a similar Local law to Kingston’s Local Law 32, and impounded cars from a private property, causing a great controversy and upset in that Council and community and even negative media attention?”

The General Manager Planning and Place provided the following response,

“In response to the multiple questions received in relation to this matter tonight the provision relating to unregistered vehicles referred to in the questions has been well established in Councils Community Local Law at Clause 38. The current local law reads ‘a person must not, without a permit, use any premises (other than premises in an area where such activity is permitted under the Kingston Planning Scheme) for the storage, repair, servicing, assembly or disassembly of any motor vehicle or machinery other than a motor vehicle registered at those premises’. It is proposed to make minor changes to this existing provision of the current local law at proposed Clause 32: “a person must not, without a permit, use any premises (other than premises in an area where such activity is permitted under the Planning Scheme) for the storage, repair, servicing, assembly or disassembly of more than two unregistered motor vehicles)’. When also reading Clause 39 of the existing Local Law the only material change is to remove reference ‘machinery repairs’ thus solely focussing on unregistered motor vehicles. Council recently completed an assessment of the extent of instances different provisions within its Local Law had been used and infringements had been issued. This analysis indicated over the period 1st January, 2023 to 26th May, 2025, no

infringements had been issued. The use of this provision within Councils Local Law has existed to ensure that properties which contain unregistered vehicles are regulated in instances where a need exists to do so. This is to ensure land is not unsightly through the prevalence of visible unregistered motor vehicles (for example multi unregistered vehicles in a properties front setback). This provision is not intended to impact on the quiet enjoyment of residential properties where car enthusiasts who will often repair vehicles in garaged areas. The fact that no infringements have been issued over recent years assists to reinforce this. In relation to the question relating to the issuing of a permit pursuant to the existing provisions a brief search of Council records indicates that no permits have recently been sought from Council. The cost of a permit is free to a customer to ensure it's not a deterrent should someone seek to make an application. A permit would not need to be sought on a periodic basis unless the site circumstances were to change. Council does not undertake proactive enforcement of this provision of the existing Local Law, which is best evidenced given Council has not issued any infringements in recent years. Council has not impounded vehicles on private property nor does it seek in the first instance to use the penalties outlined. The penalties are established in circumstances where land may be highly unsightly and potential prosecution is required after repeated attempts to work with the land owner on the lands presentation. Councils approach would not be seeking to issue a penalty to a property owner but rather encourage an owner with more than 2 unregistered vehicles to apply for a free Permit."

Yvette asked,

"1. Isn't focusing on the safety and protection of our community from increased gang and youth crime, home invasions and burglaries, daily car thefts, constant theft from our local businesses and damage to property and anti-social behaviour on our streets, the first and most priority of a wellbeing plan? 2. Why is this serious violent threat to our daily safety not even mentioned or acknowledged in this current May agenda on page 510 where you state that "our community will feel safe, and be safe, in all aspects of their lives"?"

Roslyn asked,

"Why is it that in the Kingston Health and Wellbeing plan there is no mention at all of the real dangers Kingston residents and shopkeepers are facing to their lives and property from increased gang crime, home invasions, burglaries and car theft, open brazen theft from businesses, and youth violence we see increasingly happening in our Kingston suburbs every single day?"

The General Manager Community Strengthening provided the following response,

"Agenda item 10.4 relates to the Council Plan 2021-25 and progress towards the actions as of January, February, and March 2025. The draft Council and Wellbeing Plan includes an objective to support the community to feel safe and be safe. A number of actions will support this objective. The draft Council and Wellbeing Plan has been informed by data such as crime stats, community engagement data including data directly related to safety such as how safe people feel walking during the day and night. We work closely with emergency services to respond to safety concerns and prioritise prevention through community engagement and the design of safer public spaces. While Victoria Police is responsible for responding to crime and law and order, Council plays an important role in supporting safer neighbourhoods through proactive planning and partnerships."

Gail asked,

"1. Is it true that the Council will be responsible to pay the state government the total amount of this new Emergency Services and Volunteers Levy (ESVL), which is calculated for every resident in Kingston, in a lump sum, ahead of actually receiving these payments from residents? 2. Doesn't this mean that Council budgets will be bearing the interim costs from their own budgets between sending that payment off to the State Labor government, and receiving it from its residents?"

Louise asked,

"Will Kingston Council make a stand as the MAV has said it would do against adding this new Tax the ESVF to our rates notices and suggest that the State Government do their own dirty work, at their own cost and try to collect this excessive money from Kingston Rate Payers and Victorian Land Owners?"

The Chief Finance Officer provided the following response,

"Thank you for your questions. Council will collect the Emergency Services Volunteer Fund on behalf of the State Government. This is consistent with the current approach where Council collects the current Fire Services Property Levy. The on-passing to the State Revenue Office of collected Levy payments is NOT made ahead of collecting the revenue. Council will not bear the interim costs referred to in the question. The Municipal Association of Victoria will advocate to the State Government on the Emergency Services Volunteer Fund. Council has already written to the Minister to raise concerns with how the fund will operate."

Geoff asked,

"Why is it that Bayside Council can offer its residents the reprieve of a 0% rate rise for next year, and your finance team in Kingston cannot manage to do this?"

The Chief Finance Officer provided the following response,

"Kingston's draft 2025/26 budget has been prepared by officers to support the continued provision of Council services such as community services, infrastructure, and maintenance of our parks and open spaces, in addition to the capital works program. The costs of delivering services and capital works continue to increase and the proposed increase in rates is in line with the State Government's rate cap and will allow Council to continue to provide critical services for our community. Other councils will adopt different approaches."

Question from Debbie:

"1. In the rate modelling figures offered on page 566 in tonight's May '25 agenda, for 0%, 1%, 2% and 3% rate rises, which was requested by Councillor's last month, are we correct to assume that your figures do not involve any consideration at all of cost cutting exercises to any Council programs or staff number cuts? 2. Why is the finance department of Kingston Council projecting increasing staff costs on pg 590 of this May '25 agenda, in the next four years of 14% from the current 24/25 spend on staff of \$125,854,000 to \$146,327,000 whilst in the midst of offering reasons to justify raising the rates to the maximum possible?"

Jess asked,

"Why is it that within the whole agenda item 11.1, which tries to justify the raising of rates to the maximum 3% capped by the State government, that there is no mention at all of cutting any costs, especially cutting down the huge cost of 1800 staff at Kingston Council, who absorb 72% of the whole annual rate intake paid for by the Kingston residents, in an effort to achieve a lower rate rise?"

The Chief Finance Officer provided the following response,

“Thank you both for your questions. The analysis referred to in item 11.1 of tonight’s agenda are the scenarios of reducing revenue from rates and fees and charges on business as per Council’s resolution on 28 April 2025 whilst delivering on the services and capital works program included in the draft budget. Council’s costs for services and capital works increase in line with economic conditions. Forecast employee costs of \$125.9 million in 2024/25 are expected to increase to \$146.3 million in 2028/29 which is approximately 4 per cent per annum. This increase is mainly in relation to enterprise agreement indexation, legislated superannuation guarantee charge increases and expected changes in the Workcover premium. Over the period, the budget also reflects the expected impact of the staffing for the new Mordi Aquatic Centre coming online in 2027. The 2025/26 employee cost increases can be found in Table 4.1.7 of the draft Budget on page 58. The staffing levels are not budgeted to increase in 2025/26 and this information is on page 45 of the draft budget. The draft budget is accessible on the Your Kingston Your Say website. Section 4.1 of Agenda item 11.1 of tonight’s agenda highlights the value for money and efficiency incorporated into the draft 2025/26 budget. Officers continue to closely monitor the challenging economic environment to ensure that strategies are in place to address the impacts of high inflation on the operations of Council. The financial sustainability measures underpinning the draft 2025/26 Budget include:

- maintaining Council’s asset base so that services are delivered now and into the future*
- aiming for the right level of services provided to the community and effectively planning for future and changing community needs, and*
- achieving operational efficiencies through technology, process, procurement, and project planning and delivery improvements.”*

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7. Planning and Place Reports

7.1 Town Planning Application Decisions - April 2025

Moved: Cr Hill

Seconded: Cr White

That Council note the report of Town Planning Application Decisions for the month of April 2025.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

7.2 Former Kingswood Development Plan Submission

Moved: Cr White

Seconded: Cr Saab

That Council:

1. Endorse the submission at Appendix 1 in response to the Department of Transport and Planning's referral to Council of the former Kingswood golf course development plan;
2. Advocate for changes to the draft Development Plan to include a pedestrian path through Dingley Village Primary School, providing a link between the Kingswood site and Marcus Road;
3. Subject to the inclusion of a pedestrian path through the Dingley Primary School in the final Development Plan approved by the Minister for Planning, progress the statutory steps required to utilise powers available to Council under the *Local Government Act 1989*, to declare the required land a public highway; and
4. Write to the Minister for Planning noting Council's concerns regarding the Kingswood development plan and Amendment C226, and the importance of collaboration with Council in finalising the development plan and for future planning applications.

Note: Cr White requested through the Chair and was granted an extension of time of two minutes to speak on the matter.

Note: Cr Erevnidis requested through the Chair and was granted an extension of time of two minutes to speak on the matter.

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

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

7.3 Climate and Ecological Emergency Response Plan - Update

Moved: Cr Saab

Seconded: Cr Hill

That Council note the update on Council's Climate and Ecological Emergency Response Plan.

Amendment

Moved: Cr White

Seconded: Cr Erevnidis

That the Motion be adopted subject to the addition of the following:

That Council Provide a report on the Climate and Ecological Emergency Response Plan (CEERP), detailing:

- a) Actions that have already been taken and any tangible outcomes;
- b) Associated costs (including but not limited to staff, consultants, hours spent by Council Officers);
- c) Proposed actions, projects, anticipated costs and expected outcomes; and
- d) Any outsourcing or external relationships (entities and organisations including SECCCA) and their proposed actions, projects, costs and outcomes.
- e) A full report must be provided to Council by August 2025.

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

LOST

FOR: Crs White, O'Donnell, Erevnidis and Howe (4)

AGAINST: Crs Hill, Law, Ashworth-Collett and Saab (4)

ABSTAINED: Crs Oxley (1)

The Substantive Motion was put and CARRIED

FOR: Crs Hill, Law, Ashworth-Collett, Saab and Oxley (5)

AGAINST: Crs White, O'Donnell, Erevnidis and Howe (4)

The Resolution reads as follows:

Moved: Cr Saab

Seconded: Cr Hill

That Council note the update on Council's Climate and Ecological Emergency Response Plan.

CARRIED

8. Community Strengthening Reports

8.1 Emergency Relief Services Alternative Funding Model

Moved: Cr Ashworth-Collett

Seconded: Cr White

That Council:

1. Approve the proposed emergency relief funding model, as outlined below:

	Categories			
	Basic	Basic Plus	Comprehensive	Holistic
Assessment criteria	Operational & Partnerships grants Up to \$15,000	Operational & Partnerships grants Up to \$50,000	Operational & Partnerships grants Up to \$80,000	Operational & Partnerships grants Up to \$110,000
Service provision	Food parcel, meals and/or voucher provision	Food support, referrals and some support services	Food support, referrals and some support services	Food support, referrals and integrated wrap around support services with intake assessment / case management
Opening hours	1 to 2 days per week and/or limited hours	1 to 2 days per week and/or limited hours	2 to 5 days per week, with some limited hours and longer hours	3 to 5 days per week, longer hours
Alignment with CISVic model	No membership to CISVic	No membership to CISVic Associate or provisional members	Associate or provisional members	Full membership
Suburbs / population serviced	All Kingston areas	All Kingston areas / some postcode restrictions	All Kingston areas / some postcode restrictions	Specific Kingston postcodes aligned with CISVic consortia
Intended funded activities	Food / material aid provision	Operational and/or skilled staff	Operational and/or skilled staff	Operational and/or skilled staff

2. Approve the implementation of the model to commence on 1 July 2027.

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3. Retain the 2024/25 Operational and Partnership Grant funding amounts for Chelsea Community Support Service (\$90,000) and Mentone Community Assistance and Information Bureau (\$54,903.90) for 2025/26 and 2026/27, due to pressure on the community as a result of the increasing cost of living and in turn continued and increasing demand for holistic emergency relief services.
4. Increase funding to the emergency relief services currently receiving funding through an Operational & Partnership Grant (for emergency relief service provision) by 10%, commencing 1 July 2025.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

8.2 Kingston Grants Program - Options to Re-prioritise Funding from the Community Festivals, Events and Creative Activities Grants Stream

Cr Saab declared a general conflict of interest in this item as he is an executive committee member of the Druze Community of Victoria and left the meeting at 9.00pm prior to any discussion on the matter.

Moved: Cr O'Donnell

Seconded: Cr White

That Council:

1. Maintain Year 2 (2025/26) and Year 3 (2026/27) funding allocations for the Community Festivals, Events and Creative Activities Grants as approved at the Council Meeting on 24 June 2024; and
2. Note the option to reallocate funding from the Community Small Grants and Community Bi-annual Grants streams, should Council seek to increase funding for Community Support Services.
3. Include an additional condition that events funding in years 2 and 3 must be held in Kingston and that additional support be provided to groups should they require assistance to find suitable Kingston venues.

CARRIED

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

AGAINST: Nil (0)

Cr Saab returned to the meeting at 9.02pm.

8.3 Options to Recognise Australia Day

Moved: Cr Howe

Seconded: Cr White

That Council:

1. Hold a Civic Reception in conjunction with a Citizenship Ceremony on Australia Day; and
2. Support community celebrations that recognise days of cultural significance such as Australia Day by:
 - a) Increasing the Event Sponsorship budget by \$30,000
 - b) Making this a funding priority for the Kingston Grants Program.

Amendment

Moved: Cr Saab

Seconded: Cr Law

That the Motion be adopted subject to the replacement of part 1 with the following:

1. Consult with our community on the holding of a Civic Reception and the form which that takes in conjunction with a Citizenship Ceremony on Australia Day; and

LOST

FOR: Crs Hill, Law, Ashworth-Collett and Saab (4)

AGAINST: Crs White, O'Donnell, Erevnidis, Howe and Oxley (5)

The Substantive Motion was put and CARRIED

FOR: Crs White, O'Donnell, Erevnidis, Howe and Oxley (5)

AGAINST: Crs Law, Ashworth-Collett and Saab (3)

ABSTAINED: Cr Hill (1)

The Resolution reads as follows:

Moved: Cr Howe

Seconded: Cr White

That Council:

1. Hold a Civic Reception in conjunction with a Citizenship Ceremony on Australia Day; and
2. Support community celebrations that recognise days of cultural significance such as Australia Day by:
 - a) Increasing the Event Sponsorship budget by \$30,000.
 - b) Making this a funding priority for the Kingston Grants Program.

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9. Infrastructure and Open Space Reports

9.1 SRLA Resource MOU and Provision of Information & Ad-Hoc Advice MOU

Procedural Motion

Moved: Cr Erevnidis

Seconded: Cr Howe

That consideration of this item be deferred until the June Council Meeting.

Cr O'Donnell left the meeting at 9.26pm.

CARRIED

FOR: Crs White, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (8)

AGAINST: Nil (0)

9.2 2024/25 Capital Budget - Quarter 3 Review

Moved: Cr Hill

Seconded: Cr Howe

That Council:

1. Note that the 2024/25 capital works program is forecast to expend 96% (\$48.2M) of the adopted budget (\$50.3M);
2. Note the updated forecast expenditure in 2024/25 for the Mordi Aquatic Centre project; and
3. Endorse the recommended Capital Works Program Quarter 3 adjustments as outlined below:

Item	Movement (savings, deferral, carry over) overspend	
	Q2 vs Q3	Budget vs Q3
Budget / Forecast	51,282,806	50,353,787
Carry Over	(2,625,760)	(2,637,958)
Deferral / Delayed	(1,879,038)	(4,935,263)
Savings	(868,117)	(3,574,823)
Overspend YTD	(561,811)	1,217,565
Forecast Overspend	2,788,582	5,239,954
Growth (Grant Funded)	14,341	2,487,741
Variance to Budget	(3,131,803)	(2,202,784)
Variance to Budget (Excluding carry over)*	(506,043)	435,174
Forecast 2024/25 Budget (Excl. Mordi Aquatic Centre)	48,151,003	48,151,003

CARRIED

FOR: Crs White, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (8)

AGAINST: Nil (0)

9.3 CON-24/065 Edithvale Shopping Strip Revitalisation, Nepean Highway, Edithvale

Moved: Cr Ashworth-Collett

Seconded: Cr Saab

That Council:

1. Note the outcome of the tender assessment process for Contract No. 24/065 Edithvale Shopping Strip Revitalisation, Nepean Highway, Edithvale as set out in confidential Appendix 1 attached to this report.
2. Award Contract No. 24/065 Edithvale Shopping Strip Revitalisation, Nepean Highway, Edithvale for the fixed lump sum price of \$2,216,649.18 (exclusive of GST) to Metroplant & Civil Services; and
3. Approve the allocation of a separate contingency of up to 15% of the contract sum (\$332,497.38) and delegate authority to the CEO or delegate to expend this allowance to ensure the successful completion of the project.

Cr O'Donnell returned to the meeting at 9.27pm.

Cr White left the meeting at 9.27pm.

Cr White returned to the meeting at 9.29pm.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

9.4 Waves Grant Funding Opportunity

Moved: Cr Law

Seconded: Cr Hill

That Council:

1. Endorse the submission of the Waves Leisure Centre electric heat pump upgrade project to the Australian Government's Community Energy Upgrades Fund Program (CEUF) – Round 2, seeking a \$2.5m contribution to the project; and
2. Endorse in principle a Council funding contribution of \$2.8m towards the \$5.3m project within the Capital Works Program should Council be successful with the grant application.

CARRIED

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

AGAINST: Cr White (1)

ABSTAINED: Cr Erevnidis (1)

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Procedural Motion

That the meeting be extended until for one hour until 11.00pm.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Saab and Oxley (7)

AGAINST: Crs Erevnidis and Howe (2)

9.5 Response to Resolution - Notice of Motion 13/2024 - Cheltenham Youth Club Gymnastics Pathway

Moved: Cr O'Donnell

Seconded: Cr White

That Council:

1. Receive the report;
2. Endorse an annual contribution of \$50,000 per annum for two years commencing 1 July 2025, increasing each year by CPI, documented in a Funding Agreement between Council and Cheltenham Youth Club;
3. Note that at the end of the two years, Cheltenham Youth Club could apply for operational support through Council's competitive Community Partnership Grants program – Operational and Partnership triennial Grants - which will re-open in 2027 for applications; and
4. Note that a review of the Kingston Grants Program will be presented to Council in September 2025.

Amendment

Moved: Cr O'Donnell

That the Motion be adopted subject to the addition of the following part 5:

5. Develop a framework and process to support decision making for the provision of short-term financial support or emergency funding to sports clubs or community groups and that a report on this process be brought to Council by December 2025.

The proposed Amendment was accepted by the Mover and Second

Amendment

Moved: Cr Erevnidis

That the Motion be adopted subject to the replacement of part 2 with the following:

2. Endorse a once-off contribution of \$50,000 and further review of any further funding requirements in 12 months' time.

The proposed Amendment was accepted by the Mover and Second

Cr Howe left the meeting at 9.44pm.

Cr Erevnidis left the meeting at 9:47pm.

Cr Erevnidis returned to the meeting at 09:48pm.

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Cr Howe returned to the meeting at 9:49pm.

The Motion was put and CARRIED

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

AGAINST: Nil (0)

ABSTAINED: Cr Oxley (1)

Note: Cr Saab requested through the Chair and was granted an extension of time of two minutes to speak on the matter.

The Resolution reads as follows:

Moved: Cr O'Donnell

Seconded: Cr White

That Council:

1. Receive the report;
2. Endorse a once-off contribution of \$50,000 and further review of any further funding requirements in 12 months' time;
3. Note that at the end of the two years, Cheltenham Youth Club could apply for operational support through Council's competitive Community Partnership Grants program – Operational and Partnership triennial Grants - which will re-open in 2027 for applications;
4. Note that a review of the Kingston Grants Program will be presented to Council in September 2025; and
5. Develop a framework and process to support decision making for the provision of short-term financial support or emergency funding to sports clubs or community groups and that a report on this process be brought to Council by December 2025.

CARRIED

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10. Customer and Corporate Support Reports

10.1 Rainbow Tick Accreditation and Next Steps

Moved: Cr Law

Seconded: Cr Hill

That Council:

1. Note the achievement of Rainbow Tick accreditation for Customer & Corporate Support and Youth Services in February 2024;
2. Note the staff evaluation of the Rainbow Tick Accreditation value and benefit; and
3. Not renew or seek further Rainbow Tick accreditation, but provide Kingston Council specific initiatives and services to achieve connection, belonging and safety for all community members and staff.

Amendment

Moved: Cr White

Seconded: Cr Erevnidis

That the Motion be adopted subject to the addition of the following part 4:

4. Commission an officer report, which details all current and future LGBTQIA+ programs, initiatives, plans and relationships with external entities and organisations. This must also include all associated costs (including but not limited to staff, consultants, hours spent by council officers). A full report must be provided to Council by July 2025.

FOR: Crs White and Erevnidis (2)

AGAINST: Crs Hill, Law, Ashworth-Collett, Howe, Saab and Oxley (6)

ABSTAINED: Cr O'Donnell (1)

LOST

The Substantive Motion was put and CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

The Resolution reads as follows:

Moved: Cr Law

Seconded: Cr Hill

That Council:

1. Note the achievement of Rainbow Tick accreditation for Customer & Corporate Support and Youth Services in February 2024;
2. Note the staff evaluation of the Rainbow Tick Accreditation value and benefit; and
3. Not renew or seek further Rainbow Tick accreditation but provide Kingston Council specific initiatives and services to achieve connection, belonging and safety for all community members and staff.

10.2 Draft Community Local Law - Community Engagement Commencement

Moved: Cr Law

Seconded: Cr Saab

That Council:

1. Endorse the draft Kingston City Council Community Local Law 2025 (Draft Local Law) for community engagement as a local law that Council proposes to make.
2. Make available the Draft Local Law for community engagement in accordance with Council's Community Engagement Policy.
3. Note the Chief Executive Officer will give public notice of Council's proposal to make the Draft Local Law, in accordance with section 73(3) of the *Local Government Act 2020* (Vic).
4. Receive a further report at the conclusion of the community engagement process with a recommendation on whether the Draft Local Law should be made in final form.

Cr Ashworth-Collett left the meeting at 10:08pm.

Cr Ashworth-Collett returned to the meeting at 10:11pm.

CARRIED

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

AGAINST: Crs White and Howe (2)

10.3 Governance and Compliance Report

Moved: Cr Law

Seconded: Cr Howe

That Council:

1. Adopt the Councillor Gift, Hospitality and Political Donations Policy; and
2. Receive the Informal Meetings of Councillors Records.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

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10.4 Performance Report - Council Plan Year Four - Quarter Three (January to March 2025)

Moved: Cr Howe

Seconded: Cr Hill

That Council note the status and commentary for the Annual Action Plan 2024–25 actions for quarter three (January to March 2025).

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

10.5 THIS! is Kingston - Project Review

Moved: Cr Law

Seconded: Cr Ashworth-Collett

That Council:

1. Note the positive outcomes of the project;
2. Approve continuation of the project for a three-year period;
3. Adjust the 2025/26 Budget to include funding as outlined in Section 4 Option B; and
4. Receive by May 2028 a further progress report for discussion and consideration of the success and ongoing future of the project.

Cr Hill left the meeting at 10:21pm.

Cr Hill returned to the meeting at 10:24pm.

Procedural Motion

Moved: Cr White

That consideration of this item be deferred until the June Ordinary Council Meeting.

The Motion LAPSED for want of a Seconder

The Substantive Motion was put and CARRIED

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

AGAINST: Cr White (1)

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10.6 Quarterly Advocacy Update

Moved: Cr Law

Seconded: Cr Saab

That Council receive the March 2025 Advocacy update report.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe,
Saab and Oxley (9)

AGAINST: Nil (0)

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11. Chief Finance Office Reports

11.1 Additional Information on Draft 2025/26 Budget

Moved: Cr Hill

Seconded: Cr Saab

That Council:

1. Receive for information the additional financial data requested at the Ordinary Meeting of Council held on 28 April 2025;
2. Note the draft Budget is currently out for community consultation and includes a rate rise calculated at 3% (\$58.83 per year on average per property) and an increase of 3% to fees and charges to businesses (between \$3 - \$117 per year); and
3. Note the cost of living package currently being promoted as part of the budget engagement process will provide financial relief to eligible residents to the value of the rate increase as well as access to rebates on other services provided by Council.

CARRIED

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

AGAINST: Nil (0)

ABSTAINED: Cr White (1)

11.2 Quarterly Finance Report March 2025

Moved: Cr Saab

Seconded: Cr Howe

That Council note:

1. The March 2025 quarterly financial report and investment report;
2. Full year forecast 2024/25 remains at \$10.4 million surplus, which is an increase of \$2.2 million to the \$8.2 million 2024/25 Budget. The forecast 2024/25 has been used as the basis for the 2025/26 Budget.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

11.3 Boatshed and Bathing Box Policy

Procedural Motion

Moved: Cr O'Donnell

Seconded: Cr Howe

That consideration of this item be deferred until the June Council Meeting.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe,
Saab and Oxley (9)

AGAINST: Nil (0)

12. Notices of Motion

12.1 Notice of Motion No. 21/2025 - Cr Howe - Kananook Creek Pedestrian Bridge

Moved: Cr Howe

Seconded: Cr Saab

That Council:

1. Acknowledge the principal of Patterson River Secondary College has previously meet with Council directly, shown the Council the issue and requested the existing Kananook Creek pedestrian bridge be upgraded on the basis of it being a safety concern to students using the bridge each day from Carrum and Patterson Lakes;
2. Acknowledge the current bridge is not DDA compliant, is restrictive to wheelchairs and anyone using a pram and has safety issues;
3. Conduct an internal feasibility study, inclusive of the associated access routes, no later than October 2025;
4. Make the financial provision, dependent on the outcome of the internal feasibility study, to replace the bridge in 2026.

Amendment

Moved: Cr Law

Seconded: Cr Hill

That the Motion be adopted subject to:

The addition of the following part 3:

3. Note the new Seaford Wetlands Pedestrian and Cycling Bridge across Kananook Creek funded by the State Government State Suburban Parks Program completed in May 2024, approximately 350 metres away, which is DDA accessible and wider to facilitate two-way access;

The replacement of part 4 with the following parts 4 and 5:

4. Conduct an internal feasibility study, on upgrading the existing Kananook Creek pedestrian bridge, inclusive of the associated access routes, no later than October 2025;
5. Receive a report following the internal feasibility study.

The Amendment was put and CARRIED

FOR: Crs O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis and Saab (6)

AGAINST: Crs White, Howe and Oxley (3)

The Amendment became the Motion

The Motion was put and CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

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The Resolution reads as follows:

That Council:

1. Acknowledge that the principal of Patterson River Secondary College has previously meet with Council directly, shown the Council the issue and requested the existing Kananook Creek pedestrian bridge be upgraded on the basis of it being a safety concern to students using the bridge each day from Carrum and Patterson Lakes;
2. Acknowledge that the current bridge is not DDA compliant, is restrictive to wheelchairs and anyone using a pram and has safety issues;
3. Note the new Seaford Wetlands Pedestrian and Cycling Bridge across Kananook Creek funded by the State Government State Suburban Parks Program completed in May 2024, approximately 350 metres away, which is DDA accessible and wider to facilitate two-way access;
4. Conduct an internal feasibility study on upgrading the existing Kananook Creek pedestrian bridge, inclusive of the associated access routes, no later than October 2025; and
5. Receive a report following the internal feasibility study.

12.2 Notice of Motion No. 22/2025 - Cr Oxley - Opportunities for Open Space South of Mordialloc Creek

Moved: Cr Ashworth-Collett

Seconded: Cr Howe

That Council:

1. Receive a report reviewing opportunities for further open space provisions south of Mordialloc Creek, with specific consideration to be given to issues such as:
 - a) Aspendale Level Crossing Removal and removal of trees by LXP at Groves Reserve
 - b) Any future proposals in this area that propose to remove passive open space
 - c) The now vacant Mercy Health Northcliffe Site
 - d) Areas of lower availability of open space including Edithvale and Patterson Lakes.
2. Engage with Chelsea Rotary on any opportunities that may exist for partnerships on a "Rotary Park"; and
3. Engage with any other relevant organisations on these potential opportunities.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

Procedural Motion

That the meeting be extended until for 30 minutes until 11.30pm.

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CARRIED

FOR: Crs O'Donnell, Hill, Law, Ashworth-Collett, Saab and Oxley (6)

AGAINST: Crs White, Erevnidis and Howe (3)

12.3 Notice of Motion No. 23/2025 - Cr Oxley - Reinstatement of 3 to 1 Tree Replacement

Moved: Cr Oxley

Seconded: Cr O'Donnell

That Council reinstate 3 to 1 tree replacement for Council projects, or tree removals on Council land whereby the removal of trees for Council projects on Council land requires the planting of 3 trees as a replacement as near to the removal as possible.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

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13. Urgent Business

There were no items of urgent business.

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14. Confidential Items

Moved: Cr Saab

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:

14.1 Property Matter

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

- because it is information that was confidential information for the purposes of section 77 of the Local Government Act 1989 (section 3(1)(l)), and
- the explanation as to why the specified ground/s applies is that the matter relates to a potential land acquisition and will have price sensitivity to the market.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

The meeting was closed to members of the public at 10.56pm.

Moved: Cr Saab

Seconded: Cr O'Donnell

That the meeting be opened to members of the public.

CARRIED

FOR: Crs White, O'Donnell, Hill, Law, Ashworth-Collett, Erevnidis, Howe, Saab and Oxley (9)

AGAINST: Nil (0)

The meeting was opened to members of the public at 10.59pm.

The meeting closed at 10.59pm.

7. Planning and Place Reports

Ordinary Council Meeting

23 June 2025

Agenda Item No: 7.1

TOWN PLANNING APPLICATION DECISIONS - MAY 2025

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 May, 2025.

A summary of the decisions is as follows:

Type of Decision	Number of Decisions Made	Percentage (%)
Planning Permits	50	66
Notice of Decision	10	13
Refusal to Grant a Permit	0	0
Other - Withdrawn (12) - Prohibited (0) - Permit not required (2) - Lapsed (2) - Failure to Determine (0)	16	21
Total	76	100

(NB: Percentage figures have been rounded)

RECOMMENDATION

That Council note the report of Town Planning Application Decisions for the month of May 2025.

Appendices

Appendix 1 - Town Planning Application Decisions May 2025 (Ref 25/153033) 

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

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

7.1

TOWN PLANNING APPLICATION DECISIONS - MAY 2025

1	Town Planning Application Decisions May 2025.....	11
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Planning Decisions May, 2025							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2025/49	2 574 Main Street	MORDIALLOC	10/02/2025	1/05/2025	Use of the land for the sale and consumption of liquor	Withdrawn	No
KP-2025/145	23 Stewart Avenue	PARKDALE	17/04/2025	1/05/2025	The construction of a ground floor extension to the existing dwelling	Permit	No
KP-2025/107	994 Centre Road	OAKLEIGH SOUTH	21/03/2025	2/05/2025	The alteration of the access to a road in the Transport Zone 2 (Centre Road)	Permit	No
KA-1/2025	Unit 2 111 Lower Dandenong Road	MENTONE	25/02/2025	5/05/2025	Amend S173 agreement	Withdrawn	No
KP-2025/150	6 Broome Avenue	MENTONE	17/04/2025	5/05/2025	Subdivide the land into two (2) lots	Permit	No
KP-2025/160	59 Hughes Avenue	EDITHVALE	29/04/2025	5/05/2025	Subdivide the land into two (2) lots	Permit	No
KP-1998/356/A	2B Glenola Road	CHELSEA	15/04/2025	5/05/2025	To develop and use this site for a dual occupancy	Permit	No
KP-2024/93	6 Railway Parade	HIGHETT	21/03/2024	6/05/2025	To construct one (1) new dwelling above existing commercial premises	Lapsed	No
KP-2024/320	8 Wimborne Avenue	CHELSEA	27/06/2024	6/05/2025	Use and develop the land for the construction of two (2) or more dwellings (2 dwellings)	Notice of Decision	No
KP-2025/27	5 Mallard Court	CHELSEA HEIGHTS	28/01/2025	6/05/2025	The construction of a shed associated with the existing dwelling	Withdrawn	No
KP-2024/675	63 Fraser Avenue	EDITHVALE	17/12/2024	6/05/2025	The construction of three (3) double storey dwellings	Notice of Decision	No
KP-2023/735	1239-1241 Nepean Highway	CHELTENHAM	20/12/2023	6/05/2025	Construct and put up for display an electronic major promotion high wall sign on the south side of the Southland pedestrian bridge	Notice of Decision	No

KP-2025/46	Unit 2 1 Park Street	MORDIALLOC	13/02/2025	6/05/2025	The construction of a front fence associated with the existing dwelling	Withdrawn	No
KP-2025/68	110/12 Corporate Drive HEATHERTON VIC 3202	HEATHERTON	26/02/2025	7/05/2025	Use of the land for a shop (cosmetic clinic)	Permit	No
KP-2025/123	21 Helena Street	CLAYTON SOUTH	27/03/2025	7/05/2025	Subdivide the land into three (3) lots	Permit	No
KP-2025/163	6 Lawborough Avenue	PARKDALE	30/04/2025	7/05/2025	The construction of a double storey dwelling	Permit	No
KP-2025/70	621 Heatherton Road	CLAYTON SOUTH	27/02/2025	7/05/2025	The display of business identification signage	Permit	No
KP-2022/259/A	68 Argus Street	CHELtenham	30/04/2025	8/05/2025	The construction of two (2) double storey dwelling.	Permit	No
KP-2025/91	2 11 Hilda Street	CHELtenham	12/03/2025	8/05/2025	Development of alterations and additions to the existing dwelling	Withdrawn	No
KP-2019/132/A	120 Bernard Street	CHELtenham	16/09/2024	8/05/2025	The development of two (2) dwellings	Permit	No
KP-2024/603	10 Sinclair Avenue	EDITHVALE	8/11/2024	8/05/2025	Buildings and works to extend and alter an existing building (dwelling)	Permit	No
KP-2024/524	58 Glen Street	ASPENDALE	7/10/2024	8/05/2025	The construction of two (2) double storey dwellings	Permit	No
KP-2024/396	1 599 Nepean Highway	BONBEACH	6/08/2024	8/05/2025	To construct a dwelling (Dwelling 4) on a lot where there are two (2) or more dwellings	Permit	No
KP-2025/167	23 Wingrove Street	CHELtenham	2/05/2025	8/05/2025	Subdivide the land into two (2) lots	Permit	No
KP-2024/596	5 First Street	CLAYTON SOUTH	7/11/2024	9/05/2025	The construction of three (3) double storey dwellings	Permit	No
KP-2025/152	117 Embankment Grove	CHELSEA	22/04/2025	9/05/2025	To Demolish existing garage and Construct a larger carport	Withdrawn	No
KP-2050/1/A	1230 Nepean Highway	CHELtenham	16/03/2025	9/05/2025	Test Only - Please Ignore	Notice of Decision	No

KP-2024/687	12 Lamana Road	MORDIALLOC	23/12/2024	9/05/2025	Use of land for leisure and recreation (gym)	Permit	No
KP-2024/476	15 Birdwood Street	ASPENDALE	12/09/2024	9/05/2025	The construction of four (4) double storey dwellings	Lapsed	No
KP-2025/40	30 Acacia Avenue	MENTONE	4/02/2025	12/05/2025	Subdivide the land into three (3) lots	Permit	No
KP-2025/56	1 15 Milton Avenue	CLAYTON SOUTH	17/02/2025	12/05/2025	Subdivide the land into four (4) lots	Permit	No
KP-2024/431	112 Fraser Avenue	EDITHVALE	26/08/2024	12/05/2025	To construct a building (ProShop) on the land	Permit	No
KP-2025/89	10 94-102 Keys Road	CHELtenham	11/03/2025	12/05/2025	Use the land for an Indoor Recreation Facility (Dance Studio)	Permit	No
KP-2024/627	1 29 Munro Avenue	EDITHVALE	19/11/2024	12/05/2025	Alterations and additions to the existing dwelling on a lot less than 300sqm	Withdrawn	No
KP-2025/67	Lot 1 Centre Road	OAKLEIGH SOUTH	26/02/2025	12/05/2025	Construct buildings and works and partial demolition of parts of building (external stairs and window openings) in a heritage overlay	Permit	No
KP-2025/44	22 Gwenda Avenue	MOORABBIN	11/02/2025	12/05/2025	Develop the land for the construction of one (1) dwelling, pursuant to Clause 43.02-2 (DDO25).	Withdrawn	No
KP-2022/470/A	536 South Road	MOORABBIN	6/08/2024	13/05/2025	Use and develop the land for a medical centre, construct and put up for display business identification signage, alter access to a road in a Transport Zone 2 and associated works in accordance with the endorsed plans	Permit	No
KP-2024/383	21 Thompson Road	PATTERSON LAKES	30/07/2024	13/05/2025	Construct and put up for display four (4) internally illuminated signs	Permit	No
KP-2024/614/A	20 Harpley Street	CHELtenham	9/05/2025	13/05/2025	The construction of an extension to the existing dwelling in the Special Building Overlay	Permit	No
KP-2025/169	20 Antibes Street	PARKDALE	3/05/2025	13/05/2025	Subdivide the land into two (2) lots	Permit	No

KP-2024/631	228 Centre Dandenong Road	CHELTENHAM	21/11/2024	13/05/2025	To use the land for car sales	Permit	No
KP-2025/151	14 Perry Street	MOORABBIN	17/04/2025	15/05/2025	Subdivide the land into three (3) lots	Permit	No
KP-2024/568	12 Acacia Avenue	MENTONE	24/10/2024	15/05/2025	The construction of two (2) double storey dwellings	Permit	No
KP-2025/161	9 272-280 Lower Dandenong Road	MORDIALLOC	29/04/2025	15/05/2025	To use the land as a retail premises (used cars & motorcycles)	Withdrawn	No
KP-2025/129	4 184 Nepean Highway	ASPENDALE	9/04/2025	16/05/2025	Construction of one (1) new dwelling with basement and a swimming pool	Withdrawn	No
KP-2024/653	467 Lower Dandenong Road	DINGLEY VILLAGE	4/12/2024	16/05/2025	The construction of three (3) double storey dwellings and to alter (reinstate) access to a road in a Transport 2 Zone	Notice of Decision	No
KP-2017/981/B	1 Park Street	MORDIALLOC	6/05/2025	16/05/2025	Develop the land for the construction of five (5) dwellings	Permit	No
KP-2023/266/B	248 Wickham Road	HIGHETT	7/04/2025	19/05/2025	The use of the land for restricted retail premises, the construction of twenty (20) double storey buildings, with eighteen (18) used for warehouses and two (2) used for restricted retail premises, the display of business identification signs and a reduction in the car parking requirement associated	Permit	No
KP-2022/101	146 Warrigal Road	MENTONE	23/02/2022	19/05/2025	Construction of one (1) dwelling to the rear of an existing dwelling and alterations and additions to the existing dwelling	Withdrawn	No
KP-2025/122	9 Baringhup Street	CHELTENHAM	27/03/2025	20/05/2025	Subdivide the land into six (6) lots and common property	Permit	No

KP-2025/173	502-520 Clayton Road	CLAYTON SOUTH	7/05/2025	20/05/2025	Proposed 2100mm high black steel spear top fence & vehicle gate along Clayton Road & smaller section of Fairbank Road.	Permit Not Required	No
KP-1985/1252/A	603 Nepean Highway	BONBEACH	13/12/2024	21/05/2025	Use for the purpose of four (4) two-storey strata-title townhouses.	Notice of Decision	No
KP-2025/162	Warehouse 4 56 Bond Street West	MORDIALLOC	30/04/2025	21/05/2025	The construction of a mezzanine level in the existing warehouse	Permit	No
KP-2024/217/A	117 Embankment Grove	CHELSEA	9/05/2025	22/05/2025	The construction of a carport and a front fence	Permit	No
KP-2025/186	49 Centre Dandenong Road	CHELTENHAM	13/05/2025	22/05/2025	Subdivide the land into two (2) lots	Permit	No
KP-2024/617	40 Mentone Parade	MENTONE	18/11/2024	22/05/2025	The construction of one (1) double storey dwelling to the rear of the existing dwelling	Notice of Decision	No
KP-2005/767/A	3 Park Street	MORDIALLOC	5/05/2025	22/05/2025	The development of this site for two (2) dwellings	Permit	No
KP-2024/660	24 Swanpool Avenue	CHELSEA	6/12/2024	23/05/2025	The construction of two (2) double storey dwellings	Permit	No
KP-2015/661/B	124-128 Malcolm Road	BRAESIDE	20/11/2024	23/05/2025	The construction of an extension to an existing warehouse and use of the land for an office, to construct three (3) warehouses and to put up for display business identification signage	Permit	No
KP-2025/177	53 Taunton Drive	CHELTENHAM	8/05/2025	26/05/2025	The construction of a double storey industrial building	Permit	No
KP-2024/457	556 Station Street	CARRUM	4/09/2024	26/05/2025	The construction of three (3) double storey dwellings	Permit	No
KP-2025/195	8 Rowson Grove	CLARINDA	19/05/2025	26/05/2025	Subdivide the land into two (2) lots	Permit	No
KP-2025/78	4 Kingsway	MOORABBIN	3/03/2025	27/05/2025	The removal of all existing easements affecting certificate of	Permit	No

					title Volume 8373 Folio 003 and the creation of a sewerage easement (E-1)		
KP-2025/32	2-4 Langslow Road	ASPENDALE GARDENS	1/02/2025	27/05/2025	The use of the land as a take away food premises (mobile food van) and buildings and works	Notice of Decision	No
KP-2024/644	5 Cedric Street	PARKDALE	29/11/2024	27/05/2025	The construction of two (2) double storey dwellings	Permit	No
KP-2014/590/B	105-107 White Street	MORDIALLOC	11/09/2024	28/05/2025	Use the land for the purpose of a food and drink premises with a reduction of the car parking requirement, the display of business identification signage, and the sale and consumption of liquor (Restaurant and Cafe Licence)	Notice of Decision	No
KP-2024/366	35 Roberna Street	MOORABBIN	19/07/2024	28/05/2025	Use of the land for industry (micro distillery) and bar (food and drink premises), sale and consumption of liquor (Producers Licence), display of business identification signage and a reduction to the car parking requirement	Permit	No
KP-2021/156/A	1080-1082 Centre Road	OAKLEIGH SOUTH	1/04/2025	28/05/2025	To use the land for an indoor recreation facility (personal training studio), with associated buildings and works	Permit	No
KP-2024/615	3 Kalimna Street	CARRUM	18/11/2024	28/05/2025	To construct a dwelling to the rear of an existing dwelling on the lot, alter and extend the existing dwelling and construct a front fence associated with two (2) or more dwellings on a lot that exceeds 1.2 metres	Permit	No
KP-2024/351/A	21 Morris Street	PARKDALE	12/03/2025	28/05/2025	To construct two (2) or more dwellings (2 dwellings) on a lot in a Special Building Overlay	Permit	No

KP-2025/171	20 Mundy Street	MENTONE	6/05/2025	29/05/2025	The construction of a double storey dwelling	Permit Not Required	No
KP-2025/191	1 29 Munro Avenue	EDITHVALE	16/05/2025	29/05/2025	Alterations and additions to the existing single storey dwelling.	Withdrawn	No
KP-2025/194	117 Chapel Road	MOORABBIN	16/05/2025	29/05/2025	Subdivide the land into two (2) lots	Permit	No
KP-2023/282/A	9 Lennox Street	MOORABBIN	13/11/2024	29/05/2025	The use of the land for car sales	Permit	No
KP-2020/141/A	1 1299A Nepean Highway	CHELTENHAM	21/07/2023	30/05/2025	In accordance with the endorsed plans Use and develop the land for a residential hotel and alter access to a road in a Transport Zone	Permit	No
KA-3/2024	14 Brixton Street	BONBEACH	5/06/2024	30/05/2025	End two (2) Section 173 Agreements (Instrument Numbers AF791426H & AF791483U) which apply to the land. (To facilitate the development of more than one dwelling)	Notice of Decision	No

Ordinary Council Meeting

23 June 2025

Agenda Item No: 7.2

KP-2024/464 - 784-796 SPRINGVALE ROAD, BRAESIDE

Contact Officer: Rochelle Reinhardt, Senior Statutory Planner

Purpose of Report

This report is for the Planning Committee to consider Planning Permit Application No. KP-2024/464 - 784-796 Springvale Road, Braeside.

Disclosure of Officer / Contractor Direct or Indirect Interest

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

RECOMMENDATION

That Council determine to support the proposal and issue a planning permit to Construct and carry out buildings and works (upgraded football pitch, demountable amenities, car parking alterations and associated works) for the existing social clubrooms and sporting facilities at 784-796 Springvale Road, Braeside, subject to the conditions contained within this report.

This application requires a decision by Council, as the cost of works exceeds \$20,000 on land located outside the Urban Growth Boundary.

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Agenda

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EXECUTIVE SUMMARY				
Address	784-796 Springvale Road, BRAESIDE VIC 3195			
Legal Description	Lot 1 on PS 058470			
Applicant	Freccia Azzurra Club			
Planning Officer	Rochelle Reinhardt			
PLANNING REQUIREMENTS				
Planning Scheme	Kingston			
Zoning	Clause 35.04 – Green Wedge Zone (Schedule 3)			
Overlays	None			
Particular Provisions	Clause 51.02 – Metropolitan Green Wedge Land: Core Planning Provisions Clause 52.06 – Car Parking Clause 52.17 – Native Vegetation Clause 52.29 – Land Adjacent to the Principal Road Network Clause 52.34 – Bicycle Facilities			
Permit Trigger/s	Clause 35.04-5 – To construct or carry out a building or works associated with a leisure and reaction facility. Clause 63.05 – To construct a building or construct or carry out works for a use in Section 2 or 3 of a zone for which an existing use right is established.			
APPLICATION / PROCESS				
Proposal	Construct and carry out buildings and works (upgraded football pitch, demountable amenities, car parking alterations and associated works) for the existing social clubrooms and sporting facilities.			
Reference No.	KP-2024/464	RFI Received	3 April 2025	
App. Received	9 September 2024	App. Amended	NA	
Site Inspection	15 May 2025			
S.52 Advertising Commenced:	30 April 2025	Advertising Completed	12 May 2025	
S.55 Referrals	None			
Internal Referrals	Vegetation management officer, development engineer, traffic engineer.			
Objection(s)	Nil (TRIM checked on 21 May 2025)			
Vegetation	Trees > 8m	Yes	No. of Trees to be Removed (110cm circumference)	Nil
LEGISLATIVE				
Covenant/Other Restriction	No	Complies: NA		
Aboriginal Cultural Sensitivity Area	Yes			
CHMP	Exempt pursuant to Section 3 of Regulation 46 of the <i>Aboriginal Heritage Regulations 2018</i> .			
Considered Plans	Concept Y, Drawing No. 2411-185-DA-011 and 013, revision D, dated 21 November 2024			

1. KEY ISSUES

1.1 The main issues arising from this proposal relate to:

- Car parking considerations.
- Design and built form.
- Vegetation and landscaping considerations.

2. SITE AND SURROUNDS

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



Image 1: Photo of the front setback within the site, looking east to Springvale Road, 15 May 2025.



Image 2: Photo of the south-west corner of the existing building on the subject land, 15 May 2025.



Image 3: Photo of the existing football field and sport courts, looking south-west, 15 May 2025.

Allotment Placement and Size	The subject site is located on the west side of Springvale Road, Braeside. The site is generally rectangular in shape with a frontage to Springvale Road of 104.5 metres and a side depth of 191.7 metres.
Size (m²)	20,235m ²
Built Form	<p>The site is occupied by the Freccia Azzurra Club (leisure and recreation facility) which includes a single storey building (comprised of function rooms and a lounge) located in the centre of the site, a football field and sports courts situated at the rear and car parking, comprising of 161 car parking spaces, located on the north and south side of the building.</p> <p>A single storey dwelling is located in the south-east corner of the site. The dwelling and associated private open space are situated within the title boundaries of the site but the land is addressed separately as 796A Springvale Road and does not form part of this application.</p>
Topography	The land has a slight slope of 2.5 metres that falls from the north-east corner to south-west corner of the site.
Fencing	A mixture of high timber paling, mesh wire and steel and brick pier fencing aligns the boundaries of the site.
Vegetation	Shrubs and small trees are scattered across the site and a large tree is located in the north-east corner.
Easement(s)	A 1.83 metre wide E-1 drainage easement is located along the site's west (rear) property boundary.
Footpath Assets / Access	Two (2) crossovers adjacent to the north and south (side) common boundaries exist on the site. An open drain exists along the frontage of the site.

3. SURROUNDING LAND

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



Image 4: Aerial image of the subject site, Source: Near Map, 2 May 2025.

North	To the north is 770-782 Springvale Road, which is used for a plant nursery and garden supplies facility. Open car parking is located in the south-east corner of the site, accessed via Springvale Road.
East	<p>The Urban Growth Boundary aligns Springvale Road, and the land situated on the opposite side of Springvale Road, within the City of Greater Dandenong, is located within the General Residential Zone (Schedule 2).</p> <p>Directly opposite the site, at 927-937 Springvale Road, is used and developed for the Lighthouse Christian College, while 4 Princeton Drive is used and developed for a double storey dwelling.</p>
South	To the south is 798-808 Springvale Road, which is used and developed for the Australian Croatian Catholic Centre. Car parking and small trees directly adjoin the subject site.
West	To the west is 756-768 Springvale Road, which is used and developed for the sporting fields associated with Mentone Grammar School. Open courts and established trees and vegetation directly adjoins the subject site at the rear.
Neighbourhood Character	<p>As noted above, the Urban Growth Boundary aligns Springvale Road and the surrounding land is located within either the Green Wedge Zone (west side of Springvale Road) or the General Residential Zone (east side of Springvale Road). Therefore, the character on the east and west side of Springvale Road is very different.</p> <p>The west side is characterised by large allotments used and developed for open parkland, a golf course and agricultural and recreational uses such as nurseries and sports facilities whereas the east side is characterised by smaller medium density residential allotments plus larger allotments used for schools. The west side of Springvale Road has an open semi-rural agricultural character with scattered significant vegetation whereas the east side has an urban character.</p>

4. PROPOSAL

Description	<p>The proposal involves the demolition of the existing football field, sports courts, sheds on the south side of the site, part of the central building and part of the car parking area at the rear and the construction of the following:</p> <ul style="list-style-type: none"> • A new football field at the rear of the site, including six (6) lights with a height of 15 metres and chain wire mesh fencing to surround the field with a height of 8 to 10 metres. • Sporting amenities on the east side of the field comprising of eight (8) single modular buildings, connected by a single pitched roof with a height of 4.4 metres and constructed of Colorbond, and two technical areas. • Re-line marking of the existing car parking areas and new car parking areas on the north, east and south side of the existing central building. • Landscaping scattered throughout the site.
Car Parking	One hundred and sixty two (162) car parking spaces in total.
Front Setback	No change is proposed to the existing building setback but the new car parking area on the north side of the site will have a minimum setback of 9.1 metres.
Access	No change is proposed to the existing access arrangement.
Vegetation Removal / Retention	<p>Some of the existing shrubs are proposed to be removed but no significant vegetation located on subject site is proposed to be removed.</p> <p>Native and significant vegetation located within the land to the rear is proposed to be protected as part of the works. This matter is discussed in the Clause 52.17 assessment section of this report.</p>

5. ADVERTISING AND PLANNING CONSULTATION MEETING

- 5.1 The proposal was advertised by sending notices to adjoining and opposite property owners and occupiers and by maintaining a notice on site for fourteen (14) days. No objections were received.
- 5.2 As no objections to this application were received, no planning consultation meeting was required.

6. INTERNAL REFERRALS

- 6.1 The application was referred to the following Council departments for comment:

Department / Area	Comments / Rationale / Recommended Conditions
Traffic Engineer	<p>No objection raised, subject to the submission of additional information such as a detailed plan with dimensions and swept path analysis demonstrating that vehicles can manoeuvre past the ambulance bay when in use. Detailed plans were provided, and swept path analysis is not considered necessary given the accessways surrounding the ambulance bay allow for two way traffic, therefore vehicles could simply turnaround and go back the way they came.</p> <p>Comments were also made about car parking spaces being designed in accordance with a different user class and it was also recommended that speed humps be installed. As discussed under Section 9 of this report, the proposed car parking complies with the design standards under Clause 52.06-9.</p>

	Furthermore, the large gates and a fence align the front boundary of the site. Therefore, the site will not be accessible 24/7 and speed humps are not necessary.
Development Engineering	No objection raised, subject to conditions 7 and 8 included on any planning permit issued relating to integrated stormwater management and stormwater drainage.
Vegetation Management	<p>Concerns were originally raised about potential impacts on the native vegetation within the neighbouring property to the rear. Information was provided by the applicant to demonstrate that the encroachment from the nearby footings of the proposed light towers and associated services would not be greater than 5%. Therefore, Council's vegetation management officer has confirmed that there will be no loss of native vegetation as the encroachment would be less than 10%, and the proposal does not trigger an assessment against Clause 52.17 in accordance with the <i>Biodiversity Assessment Handbook: Permitted Clearing of Native Vegetation, Version 1.0, May 2015</i>.</p> <p>Furthermore, no objection has been raised to the remainder of the proposed buildings and works subject to conditions 1, 3, 4, 5 and 6 included on any planning permit issued relating to the substitution of the proposed tree species, inclusion of additional planting and the provision of tree protection measures.</p>

7. PLANNING PERMIT PROVISIONS

Permit Required

- 7.1 Pursuant to [Clause 35.04-5](#) (Green Wedge Zone), a planning permit is required to construct a building or construct and carry out works associated with a Section 2 use.

Permit Not Required

- 7.2 Pursuant to [Clause 35.04-1](#) (Green Wedge Zone), a planning permit is required to use the land for a restricted place of assembly and leisure and recreation. Planning permit 95495 was issued on 13 March 1979 for the purpose of social clubrooms, sporting facilities and associated car parking and Council records demonstrate that this use has not ceased since at least 1995, with various planning permits and building permits issued over the last thirty (30) years.
- 7.3 The existing uses of social clubrooms and sporting facilities are similar to the current land use definitions of restricted place of assembly and leisure and recreation, respectively, pursuant to [Clause 73.03](#) (Land Use Terms). These uses are listed as a Section 2 uses, pursuant to the table of uses at [Clause 35.04-1](#). However, given the previous planning and building permits issued for the site over an extended period of time, the existing uses of the land are considered to benefit from existing use rights.
- 7.4 [Clause 51.02-2](#) (Metropolitan Green Wedge Land: Core Planning Provisions) lists uses which are prohibited on land in metropolitan Melbourne that is outside the Urban Growth Boundary. The existing use of the land for social clubrooms and sporting facilities have been in operation since at least 1995 and therefore benefit from existing use rights.
- 7.5 Pursuant to [Clause 52.06-2](#) (Car Parking), before the floor area or site area of an existing use is increased, the number of car parking spaces required under Clause 52.06-5 must be provided. [Clause 52.06-5](#) does not contain the car parking rates for the existing use of leisure and recreation. Therefore, pursuant to [Clause 52.06-6](#), car parking spaces must be provided to the satisfaction of the responsible authority. The proposed car parking and

access design must also comply with [Clause 52.06-9](#) (design standards). These matters are discussed under Section 9 of this report.

- 7.6 Pursuant to [Clause 52.17-1](#) (Native Vegetation), a planning permit is required to remove, destroy or lop native vegetation, including dead native vegetation. Whilst no native vegetation is proposed to be removed from the subject site, it is noted if any native trees on neighbouring properties are proposed to be lopped, including the lopping of roots to allow for earthworks or the installation of lights and services, [Clause 52.17](#) must be considered.
- 7.7 That being said, as noted in the previous referrals section of this report, the proposed works will not encroach into the tree protection zones of neighbouring native vegetation by more than 5%. Therefore, there will be no loss of native vegetation in accordance with the *Biodiversity Assessment Handbook: Permitted Clearing of Native Vegetation, Version 1.0, May 2015* and no assessment is required against Clause 52.17.
- 7.8 Pursuant to [Clause 52.29](#) (Land Adjacent to the Principal Road Network), a planning permit is required to alter the access to a road in the Transport Zone 2. Whilst Springvale Road is designated in the Transport Zone 2, no change is proposed to the access arrangement. Therefore, a planning permit is not required pursuant to [Clause 52.29](#).
- 7.9 Pursuant to [Clause 52.34-1](#) (Bicycle Facilities), the floor area of an existing use must not be increased until the required bicycle facilities and associated signage has been provided on the land in accordance with [Clause 52.34-5](#). Given that the amount of bicycle parking required for a minor sports and recreation facility under [Clause 52.34-5](#) is based on the number of spectator places provided at the facility, and the existing use of the land is not bound by a maximum number of spectators, therefore, there is no change proposed to the maximum number of spectators and there are no requirements for the provision of bicycle facilities on the site under [Clause 52.4](#).

General Provisions

- 7.10 The decision guidelines of [Clause 65](#) of the Kingston Planning Scheme are relevant to this application and require consideration to be given to a variety of matters including, but not limited to, planning scheme policies, the purpose of the zone, orderly planning, impact on amenity and the adequacy of loading and unloading facilities.

8. RELEVANT POLICIES & PROVISIONS

Municipal Planning Strategy (MPS)

- Clause 02.02 – Vision
- Clause 02.03 – Strategic Directions

Planning Policy Framework (PPF)

- Clause 11 – Settlement
- Clause 12 – Environmental and Landscape Values
- Clause 15 – Built Environment and Heritage
- Clause 17 – Economic Development
- Clause 18 – Transport
- Clause 19 – Infrastructure

Other

- Kingston Green Wedge Management Plan, 2023 (reference document within Clause 11.01-1L). The document outlines the current use, conditions and issues affecting the green wedge land. The plan also outlines the future use of the green wedge land.

9. PLANNING CONSIDERATIONS

Municipal Planning Strategy

- 9.1 **Clause 02** (Municipal Planning Strategy) is focused on defining the context of the City of Kingston and sets out the vision and strategic directions in line with the strategic framework plans of the municipality.
- 9.2 **Clause 02.01** (Context) notes that Kingston combines substantial residential areas with vibrant activity centres, agricultural and non-urban green wedge areas, as well as an industrial sector which forms one of the largest and most concentrated manufacturing regions in metropolitan Melbourne.
- 9.3 **Clause 02.02** (Vision) identifies the Council's vision for the city as a diverse, dynamic community where we all share a sustainable, safe, attractive environment and a thriving economy. Relevant to the green wedge, the vision calls for sustainable land use outcomes.
- 9.4 **Clause 02.03** (Strategic Direction) sets out the strategic directions for the Kingston municipality in relation to settlement, environmental and landscape values, environmental risks and amenity, natural resource management, built environment and heritage, housing, economic development, transport, and infrastructure.
- 9.5 **Clause 02.03-1** (Settlement) seeks to accommodate the diverse land use needs of the community, emphasising the role of the green wedge and the need to protect it from the intrusion of urban areas and maintain the land uses which are appropriate for those areas.
- 9.6 **Clause 02.03-2** (Environmental and Landscape Values) looks to retain the green wedge area as a key feature for the municipality long term and maintaining the rural landscape characteristics.
- 9.7 **Clause 02.03-4** (Natural Resource Management) highlights the importance of appropriate water management.
- 9.8 **Clause 02.03-5** (Built Environment and Heritage) sets out strategies for improved urban design outcomes, seeks to incorporate environmentally sustainable design into development and protect the heritage characteristics of the municipality.
- 9.9 **Clause 02.03-8** (Transport) at a local level, provides strategic directions for transport planning including to improve traffic circulation, car parking, integrate land use and transport planning to create a more sustainable community and to minimise conflict with abutting land uses.

Planning Policy Framework

- 9.10 Policies of **Clause 11** (Settlement) and **Clause 11.01-1R** (Green Wedges – Metropolitan Melbourne) seek to protect the green wedges of Melbourne from inappropriate development and includes various strategies relating to this objective. These policies are expanded within **Clause 11.01-1L** (Green Wedge – Kingston) which includes strategies relating to the encouragement of agricultural and recreational uses, enhancement of the pre-settlement landscapes, remediation of land after use of closed landfills and materials recycling facilities.
- 9.11 Included under **Clause 12** (Environmental and Landscape Values), **Clause 12.01-1S** (Protection of Biodiversity) and **Clause 12.01-1L** (Protection of Biodiversity – Kingston), policies place emphasis on the protection of biodiversity and the need to replant where possible. Furthermore, **Clause 12.05-2S** (Landscapes) highlights the need to protect significant landscapes, as well as improving landscape qualities.

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- 9.12 **Clause 15** (Built Environment and Heritage), in particular **Clause 15.01-5S** (Neighbourhood Character) and **Clause 15.01-6S** (Design for Rural Areas) aims to ensure all new development appropriately responds to its landscape, valued built form and cultural context, and protect places and sites with significant heritage, architectural, aesthetic, scientific and cultural value.
- 9.13 Furthermore, **Clause 15.03-2S** (Aboriginal Cultural Heritage) seeks to ensure the protection and conservation of places of Aboriginal cultural heritage significance. Regulation 7 of the *Aboriginal Heritage Regulations 2018* states that a cultural heritage management plan (CHMP) is required if the site is an area of Aboriginal cultural heritage sensitivity and the activity is a high impact activity.
- 9.14 The subject land is identified in an area of Aboriginal cultural heritage sensitivity. However, pursuant to Regulation 46(3) of the *Aboriginal Heritage Regulations 2018*, the proposed activity is exempt from requiring a cultural heritage management plan, as the land was being lawfully used for a restricted place of assembly and leisure and recreation purposes prior to 28 May 2007.
- 9.15 **Clause 17** (Economic Development) includes various objectives and strategies relating to promoting employment and business. Furthermore, **Clause 17.04-1R** (Tourism in Metropolitan Melbourne) encourages the development of tourism opportunities and facilities.
- 9.16 **Clause 18** (Transport), in particular **Clause 18.02-4S (Roads)**, highlight the key issues with the road system within the municipality. It is noted that many areas need improved access to public transport to reduce reliance on cars and the need for an adequate supply of car parking which is designed appropriately.
- 9.17 The application has been assessed against the Planning Policy Framework and it is considered that the proposed development is consistent with relevant policies contained within this section of the Kingston Planning Scheme.
- 9.18 Subject to conditions relating to changes to the proposed tree species and provision of additional tree planting, the proposed development will respect the surrounding green wedge character without adversely impacting the landscape and environmental qualities of the site. Furthermore, the proposed development will maintain the existing use of the land, which is an appropriate use of green wedge land that does not create unreasonable offsite impacts and provides new recreational facilities for the City of Kingston and surrounding communities.

Zoning Provision and Green Wedge Management Plan

- 9.19 The application has been assessed against the relevant zoning (Green Wedge Zone) and it is considered that the proposed development is consistent with the purpose of the zoning controls contained within the Kingston Planning Scheme.
- 9.20 The purposes of the Green Wedge Zone applicable to this application are listed as follows:
- *To recognise, protect and conserve green wedge land for its agricultural, environmental, historic, landscape, recreational and tourism opportunities, and mineral and stone resources.*
 - *To encourage use and development that is consistent with sustainable land management practices.*
 - *To protect, conserve and enhance the cultural heritage significance and the character of open rural and scenic non-urban landscapes.*
 - *To protect and enhance the biodiversity of the area.*

- 9.21 The Kingston Green Wedge Plan 2023 sets out future land uses for the green wedge land within the City of Kingston.
- 9.22 The site is located within the 'Low Site Coverage Commercial' area. The building design guidelines at 7.5 of the Kingston Green Wedge Plan seek to achieve the following:
- *Buildings should be setback a minimum of 5 metres from any side boundary to allow views through to Braeside Park.*
 - *Site and orientate buildings so that they provide a consistent setback of at least 10 metres and are oriented parallel to Springvale Road.*
 - *Minimise the extent of storage yards, car parks and service areas along the highway frontage.*
 - *Incorporate large scale tree planting and vegetation along the front 5 metres of the road frontage to complement the existing/proposed planting theme of Springvale Road. · Provide a 20 metre buffer along rear boundaries of all properties for appropriate indigenous vegetation planting in consultation with Parks Victoria and Friends of Braeside Park. · Any lot in Precinct 2 must provide a plantation buffer along the rear boundary of all properties, landscaped with appropriate vegetation, in consultation with Parks Victoria and Friends of Braeside Park.*
 - *Where fencing is required, it should be low and transparent, or setback from the road within the landscaping.*
 - *Minimise the number and width of vehicle entry points off Springvale Road.*
- 9.23 In terms of buildings and works, the proposal is satisfactory due to:
- A built form consistent in scale and footprint with surrounding built form and maintains the open streetscape character.
 - Whilst some of the proposed buildings are temporary in nature, the buildings are situated at the rear of the site behind the existing permanent building and will not be visible from the street. That being said, the buildings are proposed to be connected and sited to appear as one semi-permanent building and are proposed to be constructed of light coloured Colorbond, which will complement the surrounding semi-rural landscape.
 - Subject to conditions, the proposal includes opportunities to improve the landscape values of the site, through the provision of large scale tree planting, and retains a predominantly open and semi-rural feel which respects the surrounding green wedge character.
 - As discussed previously, the proposal does not adversely impact or remove any native vegetation, ensuring the proposal does not impact the biodiversity of the site or the surrounding area.
 - The six (6) proposed football field lights, with a height of 15 metres each, are similar in height to many of the significant trees that border the subject site, which range in height up to 14 metres, with the *Corymbia maculata* (Spotted Gum) in the north-east corner of the site reaching 17 metres in height. The proposed lights will therefore be seen in that canopy tree setting, minimising any visual impact they may have.
 - Planning permission is not required for the proposed fencing that aligns the boundaries of the football field, pursuant to [Clause 62.02-2](#) (Buildings and Works not Requiring a Permit Unless Specifically Required by the Planning Scheme). Whilst consideration of the style and type of fencing is not required, it is noted that the open mesh style fencing aligns with the surrounding recreational character and will not limit views through the site.

Particular Provisions – Car Parking

- 9.24 As noted in the previous section of this report, [Clause 52.06](#) does not contain a specific car parking rate for the existing use of the land as leisure and recreation. Therefore, pursuant to [Clause 52.06-6](#), car parking spaces must be provided to the satisfaction of the responsible

authority. It is noted the social clubrooms (restricted place of assembly) are reducing in size and therefore would require any additional car parking.

- 9.25 The applicant has submitted a traffic report which highlights that the existing use is not intensifying as part of the proposed works, and that the works are simply an upgrade of the existing facilities. Furthermore, the report states that the proposed works to the car parking area result in an increase in the overall number of car parking spaces from one hundred and sixty-one (161) to one hundred and sixty-two (162).
- 9.26 Given that the existing number of car parking spaces is being increased, albeit by only one (1) space, and no concerns were raised by Council's traffic engineers about the provision of car parking, the overall number of car parking spaces is considered to be acceptable for the existing use of the land.
- 9.27 The application has also been assessed against the design standards of [Clause 52.06-9](#) and is considered to comply with respect to the car parking dimensions, accessway dimensions and landscaping provision. Subject to conditions relating to the completion of the car parking works (conditions 14 and 15), the proposed works associated with the provision of car parking are an acceptable outcome for the site.

10. CONCLUSION

- 10.1 On balance, the proposal is considered to substantially comply with the relevant planning policy and therefore should be supported.
- 10.2 As outlined above, it has been determined that prior to deciding on this application, all factors pursuant to Section 60(1) of the Act have been considered. Further to this, the proposal does not give rise to any significant social or economic effects.
- 10.3 The proposed development is considered appropriate for the site as evidenced by:
- The design and siting of the proposed development to be compatible with the surrounding area.
 - The proposal should not have a detrimental impact on surrounding properties, subject to appropriate conditions.
 - The proposal satisfies the requirements of the Kingston Planning Scheme, including the PPF, strategic vision, zoning controls and Particular Provisions.

11. RECOMMENDATION

- 11.1 That the Planning Committee determine to support the proposal and issue a planning permit to construct and carry out buildings and works (upgraded football pitch, demountable amenities, car parking alterations and associated works) for the existing social clubrooms and sporting facilities at 784-796 Springvale Road, Braeside, subject to the following conditions:

Amended Plans

1. Before the development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be substantially in accordance with the advertised plans and reports, but modified to show:
- a) The location of any existing trees and large shrubs on the subject land, noted as being retained or removed.
 - b) The location of tree protection measures illustrated to scale and labelled on the site plan as per the endorsed tree management plan.
 - c) Any changes pursuant to the tree management and protection plan required by condition 4 of this planning permit.

- d) An updated landscape plan generally in accordance with the submitted landscape plan, with such plans to be prepared by a suitably qualified landscape professional to the satisfaction of the responsible authority 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 with a circumference at base of 110cm or greater, including tree protection zones for trees to be retained calculated in accordance with AS4970-2009.
 - iii) A survey including botanical names, of all existing trees on neighbouring properties where the tree protection zones of such trees calculated in accordance with AS4970-2009 fall partially within the subject site.
 - iv) The delineation of all garden beds, paving, grassed area, retaining walls, fences and other landscape works.
 - v) A range of indigenous 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) in all proposed garden beds including the existing and proposed garden beds within the car park and along the north and south boundaries.
 - vi) The Silver Princesses (*Eucalyptus caesia*) substituted for Swamp Gums (*Eucalyptus ovata*) or another indigenous canopy tree species capable of growing to similar mature dimensions.
 - vii) The Magnolias (*Felix*) substituted for Narrow-leaf Peppermints (*Eucalyptus radiata*) or another indigenous canopy tree species capable of growing to similar mature dimensions.
 - viii) 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.
 - ix) Notes regarding site preparation, including the removal of all weeds, proposed mulch, soil types and thickness, subsoil preparation and any specific maintenance requirements.
 - x) Tree protection measures including for street trees accurately drawn to scale and labelled as per the endorsed tree management plan required under condition 4 of this planning permit.

Endorsed Plans

- 2. The development 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.

Tree Management and Protection

- 4. Concurrent with the endorsement of plans required under condition 1 of this planning permit, a tree protection plan and tree management plan prepared by a suitably qualified arborist in accordance with AS4970-2009 *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 tree protection zone and structural root zone, calculated in accordance with AS4970-2009, 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 protection fencing, or ground protection where required, provided in accordance with AS4970-2009.

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- b) A tree management plan (written report) which references the tree protection plan and provides details of:
 - i) Specifications for tree protection fencing and/or ground protection including the following:
 - a) Any works within a tree protection zone must be limited to the works described in the submitted development impact assessment prepared by Arbor Survey, revision 2, dated 22 April 2025, and the works must occur under the supervision of the project arborist.
 - b) Any replacement fencing within a tree protection zone must utilise the same post holes.
 - ii) Stages of development at which inspections are required to ensure tree protection measures are adhered to must be specified.
 - iii) How excavation impacts, including soil level changes, on trees to be retained will be managed.
 - iv) Proposed footings and construction methods for any buildings or structures within the tree protection zone nominated on the tree protection plan.
 - v) How the canopy of trees nominated on the tree protection plan will be protected.
 - vi) Maintenance of the area(s) within the tree protection zone in accordance with AS4970-2009.
 - vii) Any pruning to be undertaken being in accordance with AS4373-2007.
 - viii) Any other measures required to demonstrate the successful ongoing retention and viability post-construction of any trees nominated on the tree protection plan.
- 5. All protection measures identified in the tree management plan must be implemented, and development works undertaken on the land must be undertaken in accordance with the tree management plan, to the satisfaction of the responsible authority.
- 6. Prior to the commencement of works, the name and contact details of the project arborist responsible for implementing the tree management plan must be submitted to the responsible authority.

Drainage and Water Sensitive Urban Design

- 7. 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 7(a) and 7(b) 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.
- 8. Stormwater (drainage) works must be implemented in accordance with the approved stormwater management (drainage) plan and to the satisfaction of the responsible authority including the following:

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- a) All stormwater (drainage) works must be provided onsite so as to prevent overflows onto adjacent properties.
- b) The implementation of stormwater (drainage) detention system which restricts stormwater discharge to the maximum allowable flowrate calculated as per Council's "Civil Design requirements for Developers – Part A: Integrated Stormwater Management".
- c) All stormwater (drainage) works must be maintained to the satisfaction of the responsible authority.

Amenity

- 9. The amenity of the area must not be detrimentally affected by the 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.
- 10. Noise levels associated with the development 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).
- 11. The loading and unloading of goods to and from vehicles must only be carried out on the land.
- 12. No goods or packaging materials shall be stored or left exposed outside the building so as to be visible to the public from a road or other public place.
- 13. All external surfaces of the building elevations must be finished in accordance with the schedule on the endorsed plans and maintained in good condition to the satisfaction of the responsible authority.

Car Parking

- 14. Before the occupation of the development hereby permitted, areas set aside for parking vehicles, access lanes and paths as shown on the endorsed plans must be:
 - a) Constructed to the satisfaction of the responsible authority.
 - b) Properly formed to such levels that they can be used in accordance with the plans.
 - c) Surfaced with an all-weather sealcoat to the satisfaction of the responsible authority.
 - d) Drained to the satisfaction of the responsible authority.
 - e) Line-marked to indicate each car space, all access lanes and, if necessary, the direction in which vehicles are to travel to the satisfaction of the responsible authority.
 - f) In accordance with any Council adopted guidelines for the construction of car parks.Car parking areas and access lanes must be kept available for these purposes at all times and maintained to the satisfaction of the responsible authority.
- 15. In areas set aside for car parking, measures must be taken to the satisfaction of the responsible authority to prevent damage to fences or landscaped areas.

Completion of Works

- 16. Once the development has started, it must be continued and completed to the satisfaction of the responsible authority.
- 17. Before occupation of the development hereby permitted, landscaping works as shown on the endorsed plans must be completed to the satisfaction of the responsible authority.

Permit Expiry

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

**City of Kingston
Ordinary Council Meeting**


Agenda

23 June 2025

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:** The Environment Protection Authority (EPA) Victoria set out the requirements pertaining to site construction hours and permissible noise levels.
- Note:** If applicable, prior to the commencement of the development, approval from Council's environmental health department for a wastewater treatment system on the land is required to be obtained.
- Note:** Any buildings and works (including eaves) to be located within an easement requires separate consent from Council and/or the relevant service authority. This 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:** No further signs or other advertising or identification may be erected or displayed on the site without written Council consent, unless exempt under the Kingston Planning Scheme.

Appendices

Appendix 1 - KP-2024/464 - 784-796 Springvale Road, BRAESIDE VIC 3195 -
CONSIDERED PLANS (Ref 25/137323) 

Author/s:	Rochelle Reinhardt, Senior Statutory Planner
Reviewed and Approved By:	Nikolas Muhllechner, Team Leader Statutory Planning Jaclyn Murdoch, Manager City Development

7.2

KP-2024/464 - 784-796 SPRINGVALE ROAD, BRAESIDE

1	KP-2024/464 - 784-796 Springvale Road, BRAESIDE VIC	
	3195 - CONSIDERED PLANS	37

FOR DEVELOPMENT
APPLICATION ONLY
SUBJECT TO STATUTORY APPROVAL

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 SUBJECT SITE

- NOTE:**
- This concept plan is intended for Development Application purposes only. All setbacks, site coverage, car parking numbers, landscape areas and the like are subject to statutory approval.
 - No assurance is given as to the features, attributes, feasibility or accuracy of anything shown on or disclosed in this plan.
 - All existing & proposed features, dimensions, areas and boundaries are approximate only and subject to verification via detailed site survey by licensed surveyor.

CLIENT:



 Suite 307
546 Collins Street
Melbourne VIC 3000
t: (03) 9978 9888
e: architect@concepty.com.au

PROPOSED NEW FOOTBALL FIELD DEVELOPMENT

784-796 Springvale Road, Braeside VIC

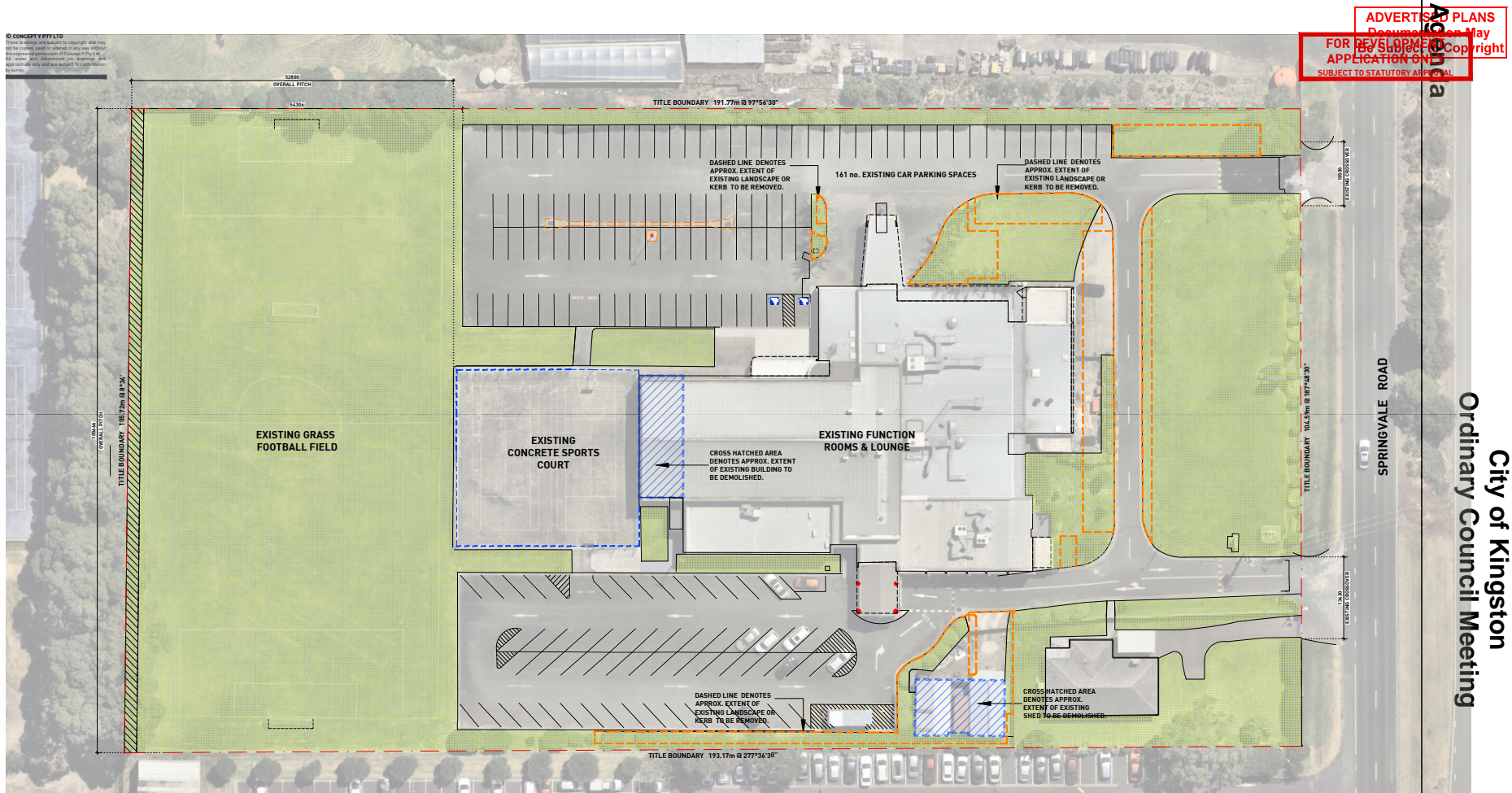
LOCALITY PLAN

DRAWING TYPE:
DEVELOPMENT APPLICATION
DRAWING NUMBER:
2411-185-DA-010

REVISION:
B

DATE: 28.08.2024
SCALE: 1:1200 @ A1 / 1:2400 @ A3
0 60 120
SCALE BAR @ 1:1





EXISTING CONDITIONS SUMMARY		
SITE AREA	20.235	sqm. approx.
Existing Buildings Area	2800	sqm. approx.
Existing Canopies Area	235	sqm. approx.
Existing Site Coverage	14	%
Existing Grass Football Field Area	5.630	sqm. approx.
Existing Landscape Area	4.350	sqm. approx.
Total Existing Permeable Areas	9.980	sqm. approx.
Existing Concrete Sports Area	920	sqm. approx.
Existing Carpark and Driveways Area	6.535	sqm. approx.
Total Existing Car Parking	161	spaces

- EXTENT OF EXISTING BUILDINGS TO BE DEMOLISHED
- EXTENT OF EXISTING LANDSCAPE OR KERB TO BE REMOVED

NOTE:

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PROPOSED NEW FOOTBALL FIELD DEVELOPMENT

784-796 Springvale Road, Braeside VIC

EXISTING CONDITIONS

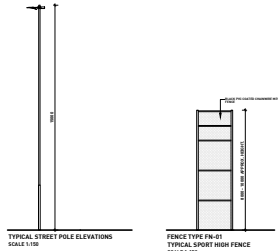
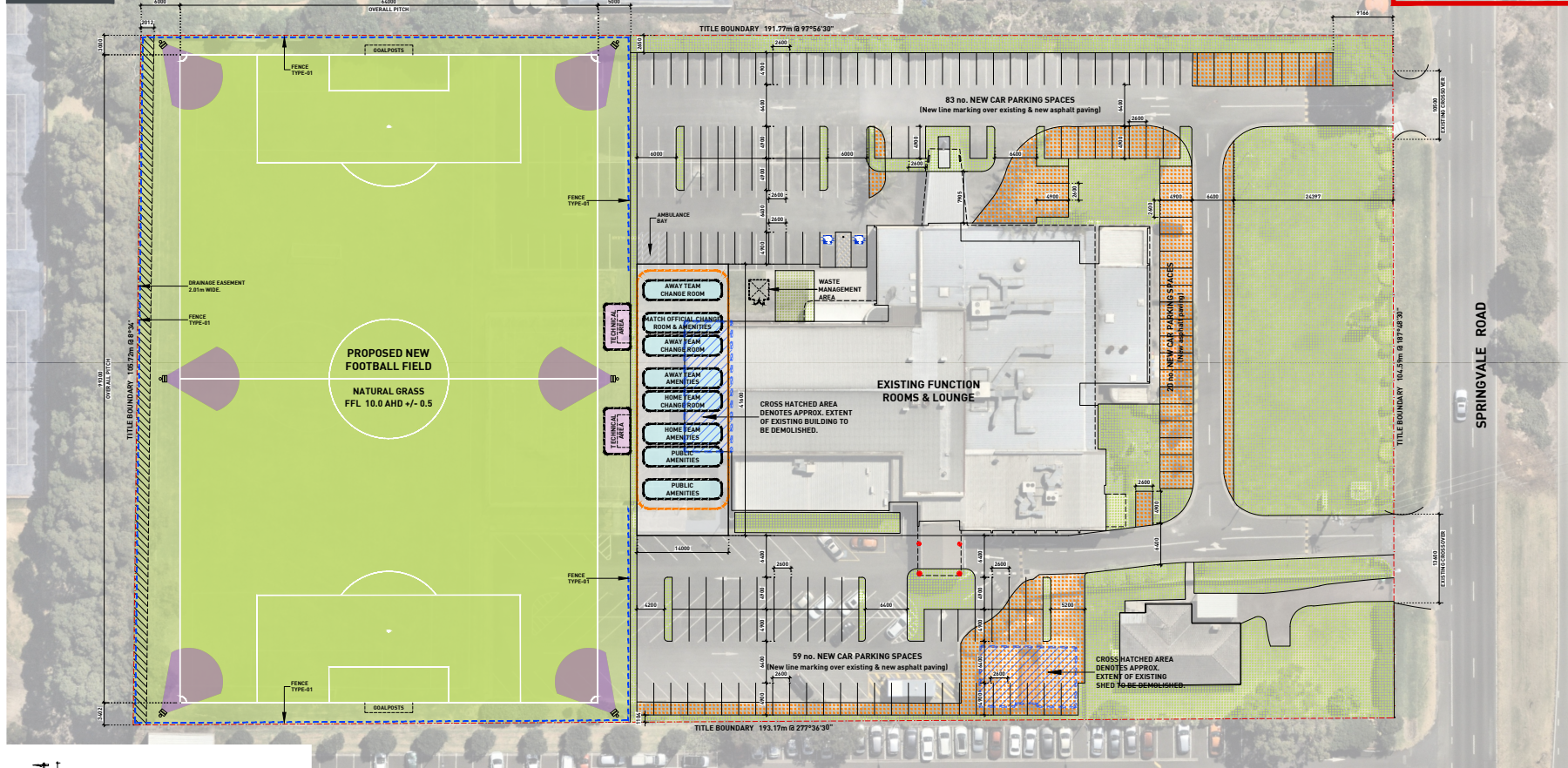
DRAWING TYPE: DEVELOPMENT APPLICATION
DRAWING NUMBER: 2411-185-DA-013
REVISION: A

DATE: 6.11.2024
SCALE: 1:300 @ A1 / 1:600 @ A3
0 15 30
SCALE BAR (M)

ADVERTISED PLANS
FOR DEVELOPMENT
APPLICATION ONLY
SUBJECT TO STATUTORY APPROVAL

Agenda
23 June 2025
City of Kingston
Ordinary Council Meeting

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DEVELOPMENT SUMMARY

SITE AREA	20,235	sqm. approx.
Proposed Amenities	580	sqm.
Existing Building	2,320	sqm. approx.
Existing Canopies	235	sqm. approx.
Site Coverage	15.5	%
Proposed New Football Field	7,915	sqm.
Total Landscape Areas	3,440	sqm. approx.
Total Permeable Areas	11,355	sqm. approx.
Percentage of Permeable Areas	56	%
New Asphalt Paving Area	1,100	sqm. approx.
Existing Carpark and Driveways Area	4,880	sqm. approx.
Total Car Parking Provided	162	spaces

- APPROX. EXTENT OF NEW ASPHALT PAVING AREA TO CAR PARK
- EXTENT OF NEW LANDSCAPE AREA
- EXTENT OF EXISTING EASEMENTS

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PROPOSED NEW FOOTBALL FIELD DEVELOPMENT

784-796 Springvale Road, Braeside VIC

SITE PLAN

DRAWING TYPE:
DEVELOPMENT APPLICATION
DRAWING NUMBER:
2411-185-DA-011

DATE: 21.11.2024
SCALE: 1:300 @ A1 / 1:600 @ A3
REVISION: D
SCALE BAR (M)



ADVERTISED PLANS
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Be Subject to Copyright
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Appendix 1

7.2 KP-2024/464 - 784-796 Springvale Road, Braeside - KP-2024/464 - 784-796 Springvale Road, Braeside VIC 3195 - CONSIDERED PLANS

PLANT SCHEDULE (REFER TO PLANT IMAGES FOR REFERENCE)

CODE	BOTANICAL NAME	COMMON NAME	SIZE AT MATURITY	INSTALLATION SIZE	Numbers	SYMBOL
TREES						
E.C.	Eucalyptus Caesia	Silver Princess	5x3	40 ltr pot	12	
M.F.	Magnolia	Felix	5x3	40 ltr pot	6	
SHRUBS						
C.C.C	Callistemon	Captain Cook	3x3	250mm pot	8	
C.A	Correa alba	White Correa	1.5x1.5	150mm pot	4	
J.H	Juniper	Horizon	450mmx2m	150mm pot	252	
I.T	Lavandula	Italian Lavender	1m x 1m	150mm pot	140	
C.R	Rose	White Carpet	1m x 1m	200mm pot	29	
S.R	Rose		1.5m x 1m	300mm pot	15	
STRAP PLANTS						
P.O	Paterosia occidentalis	Purple Flag	800mmx800mm	140mm pot	52	



Eucalyptus Caesia (E.C.)



Italian Lavender (I.T.)



Callistemon Captain Cook (C.C.C.)



WHITE CARPET (C.R.)



Paterosia occidentalis (P.O.)



Magnolia Felix (M.F.)



Juniper Horizon (J.H.)



Correa Alba (C.A.)



ROSE (S.R.)

LANDSCAPE NOTES

Tree Protection:
All trees to be retained are to be suitably protected. Maintain existing ground levels at the interface between the ground and the tree trunk. Install a maximum depth of 100mm approved organic mulch (e.g. woodchips, to the base of the Root Protection Zones (RPZs) beneath the canopy (for grassed areas and garden beds) tapping soil depth towards tree trunk). Areas beneath the canopy of the protected trees should be fenced prior to the commencement of the construction activities. No excavation, filling, machinery or storage of materials shall occur within the fenced off area. Roads requiring severance beyond the tree canopy shall be clean cut with hand saw and kept moist. All roots over 40mm dia. Any roots within the fenced area should not be cut without the approval from an experienced and approved arborist.

Soil Preparation:
Prior to spreading topsoil on garden beds and lawn areas, the sub-base shall be thoroughly cleared of all building rubble and other debris. Then ripped to a depth of 200mm and rotary hoed. Incorporate gypsum at the rate of 10 kg/square metre throughout all garden beds and lawn areas.

Topsoil:
The topsoil blend should consist of the following, or similar approved:
60% Sandy loam, 20% aged sawdust, 20% composted pine bark fines.

The pH value of imported topsoil should be between 5.5 - 6.5. The organic content to the sandy loam should be based on well rotted vegetable material (not animal manure, or other approved material, free from harmful chemicals, weed seed growth. Ensure soil mix complies with AS 4419-1998 for Landscaping topsoil Garden Use.

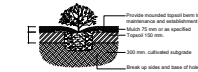
Garden Beds:
Evenly spread a minimum depth of 75mm approved clean, finely graded topsoil and mulch (20mm min. Sand) over topsoil excluding areas specified as paths or lawns. Ensure mulch is kept away from tree and shrub trunks. Ensure mulch is 20mm below adjoining finished paving levels.

Planting:
All plants are to be true to species, healthy, free from pests/diseases and all at the time of planting fertilise all trees (200mm pot size) with 40 grams of all purpose general fertiliser. Fertilise all other shrubs and all groundcover plants with 10 grams of Osmocote. Ensure all plants are well watered to the line of construction as necessary for the first year until established. For 150-200mm diameter pots apply 10 litres of water immediately following planting.

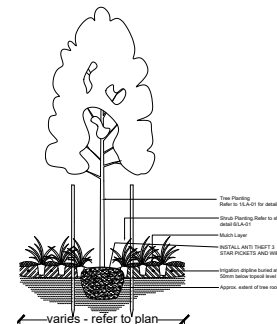
Levels/Drainage/Level-out:
Ground levels within all landscape areas should drain away from buildings, paths, paths etc. in accordance with all regulations. Ensure all drainage areas have contingency overflow clear of buildings.

All dimensions are to be verified on site prior to construction commencing. Any discrepancies are to be immediately reported to the Project Manager for instruction.

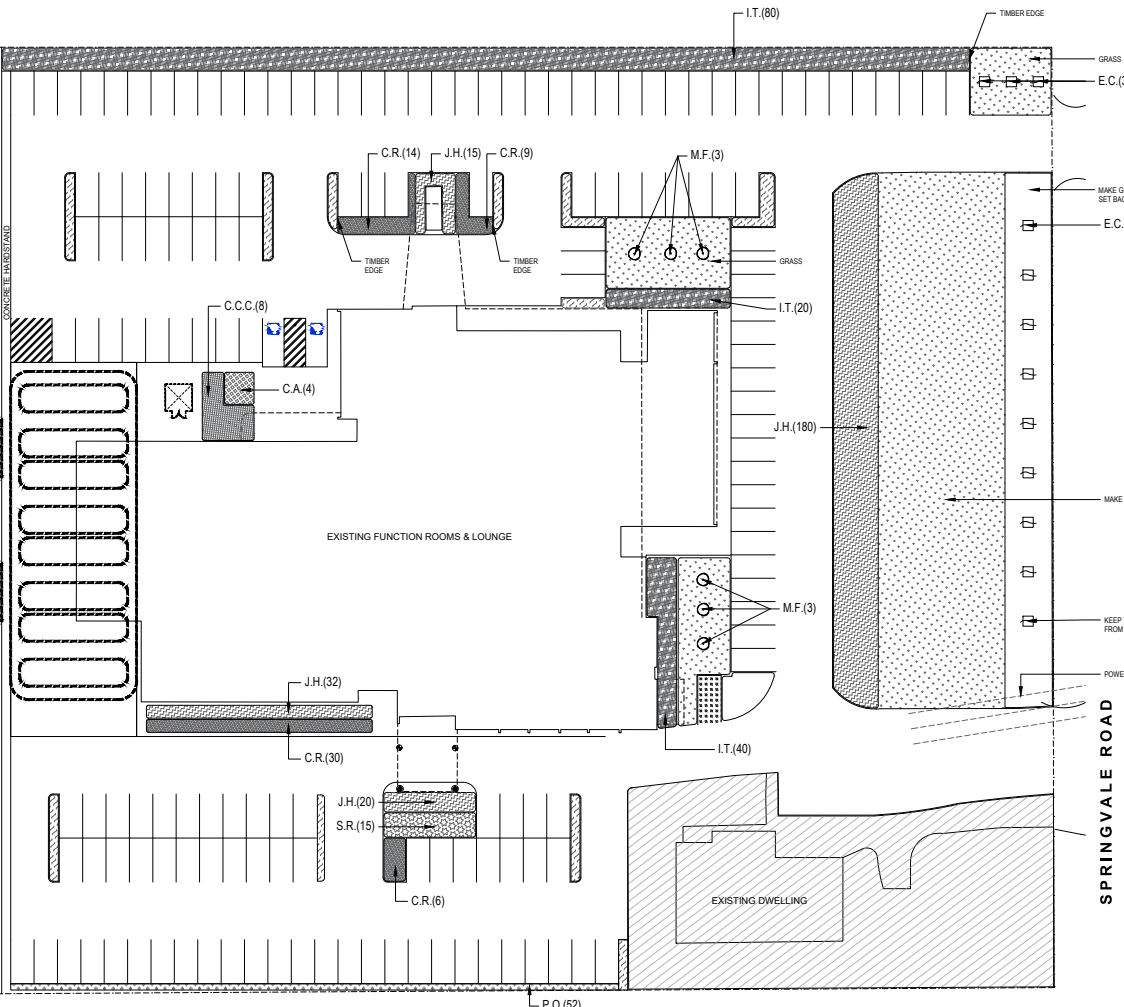
Irrigation:
An in-ground irrigation system is to be provided to all landscaped areas. Fully automatic irrigation system with in ground drip line.



2 TYPICAL SHRUB PLANTING DETAIL
NTS



3 TREE PLANTING GARDEN BED DETAIL
NTS

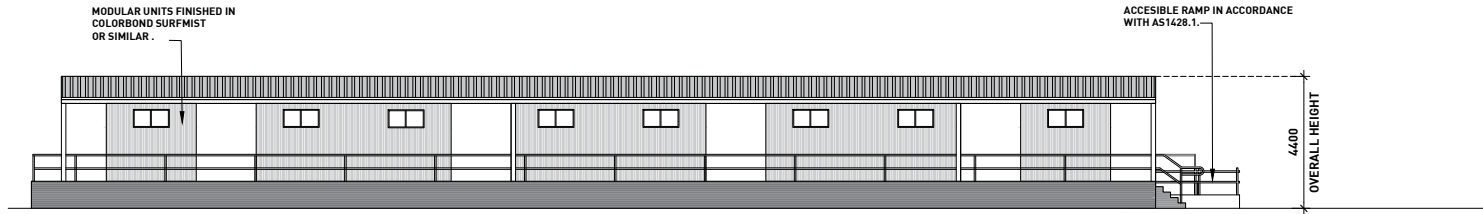


1 PROPOSED LANDSCAPE PLAN
SCALE 1:250

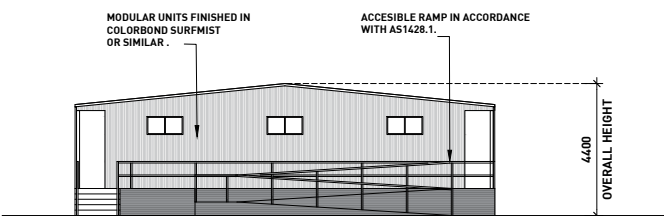
FOR DEVELOPMENT
APPLICATION ONLY
SUBJECT TO STATUTORY APPROVAL

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01 INDICATIVE FRONT ELEVATION
SCALE 1:75



02 INDICATIVE SIDE ELEVATION
SCALE 1:75



INDICATIVE TECHNICAL AREA REFERENCE
NOT TO SCALE

CLIENT:



concept
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PROPOSED NEW FOOTBALL FIELD DEVELOPMENT ELEVATIONS

784-796 Springvale Road, Braeside VIC

DRAWING TYPE: DEVELOPMENT APPLICATION	DATE: 15.07.2024
DRAWING NUMBER: 2411-185-DA-200	SCALE: 1:75 @ A1 / 1:150 @ A3
REVISION: B	0 3.75 7.5 SCALE BAR @ 1:1

8. Community Strengthening Reports

Agenda Item No: 8.1

KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR OPERATIONAL & PARTNERSHIP GRANTS 2025-27

Contact Officer: Gillian Turnbull, Coordinator Community Capacity

Purpose of Report

The purpose of this report is to present Council with the funding recommendations, as determined by the Kingston Grants Program Assessment Panel, for:

- Operational & Partnership Grants 2025-27, in three categories:
 - Specialist Community & Welfare Services
 - Community Interest Organisations
 - Multicultural & Seniors Groups

This is the second year of a three-year funding cycle (2024-27) for this grant stream.

As stated in the Kingston Grants Program Policy (Appendix 1):

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

The Kingston Grants Program is also supported by the Kingston Grants Program Guidelines (Appendix 2).

Disclosure of Officer / Contractor Conflict of Interest

The Kingston Grants Program Assessment Panel Terms of Reference have been established to guide the panel in their assessment of grants, addressing any potential conflict of interest that arises during the process:

The Local Government Act identifies material and general conflicts of interest which require disclosure as and when they arise. Panel members must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as Panel members.

All Panel members will be required to complete a Conflict of Interest Declaration and Deed of Confidentiality.

Conflict of Interest

- *Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chair prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.*
- *The Panel will be a forum for discussing information and making recommendations that may impact the Kingston community.*

No conflicts of interest were declared by the Kingston Grants Program Assessment Panel for the Operational & Partnership Grants.

All Assessment Panel meetings were observed by a Probity Advisor (Manager Governance, Risk and Integrity), who noted: "As the Probity Advisor at the Panel meeting of 27 March 2025, I observed that the Panel adhered to the Policy and Terms of Reference, ensuring that roles and responsibilities were applied in accordance with the established criteria and limitations. The Panel engaged in robust discussions on the merits of the applications to form well-considered grant recommendations. No conflicts of interest were declared."

RECOMMENDATION

That Council:

1. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2025-27 Operational & Partnership Grants - Specialist Community & Welfare Services, as outlined in Appendix 3.
2. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2025-27 Operational & Partnership Grants - Community Interest Organisations, as outlined in Appendix 4.
3. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2025-27 Operational & Partnership Grants - Multicultural and Seniors Groups, as outlined in Appendix 5.
4. Note all existing Operational & Partnership Grant 2025-26 (Year 2) commitments, as outlined in Appendix 6.
5. Close Operational & Partnership Grants - Specialist Community & Welfare Services and Community Interest Organisations, for applications in 2026-27 (Year 3) as the budget for both streams are now fully allocated.

1. Executive Summary

This report presents Council with the funding recommendations, as determined by the Kingston Grants Program Assessment Panel for:

- Operational & Partnership Grants 2025-27 categories:
 - Specialist Community & Welfare Services
 - Community Interest Organisations
 - Multicultural & Seniors Groups

The Specialist Community & Welfare Services and Community Interest Organisations categories are merit based, and the Multicultural & Seniors Groups category is formula based.

Note that the Community Centre & Neighbourhood House (CC/NH) category was not opened for applications in 2025-26 as the budget was fully allocated in June 2024 with all CC/NH's in Kingston receiving funding.

Funding History

At the Council Meeting on 20 November 2023, Council resolved to endorse a staged funding reduction for 2021-2024 Partnership Grant recipients where the amount funded in the 2024-2027 Operational & Partnership grant is reduced more than 25%, or an amount of \$10,000 or greater.

At the Council Meeting on 24 June 2024, Council resolved to:

- Fund \$445,968.70 in Year 2 (2025/26) of the Operational & Partnership - Specialist Community & Welfare Services grants, including staged funding reductions.
- Fund \$80,097.76 in Year 2 (2025/26) Operational & Partnership - Community Interest Organisations grants, including staged funding reductions.
- Fund \$174,945 in Year 2 (2025/26) Operational & Partnership - Multicultural & Seniors Groups grants, including staged funding reductions.

At the Council Meeting on 26 May 2025, Council resolved to:

- *Retain the 2024/25 Operational and Partnership Grant funding amounts for Chelsea Community Support Service (\$90,000) and Mentone Community Assistance and Information Bureau (\$54,903.90) for 2025/26 and 2026/27, due to pressure on the community as a result of the increasing cost of living and in turn continued and increasing demand for holistic emergency relief services.*
- *Increase funding to the emergency relief services currently receiving funding through an Operational & Partnership Grant (for emergency relief service provision) by 10%, commencing 1 July 2025.*

These resolutions result in an additional \$27,190.39 for emergency relief services in the Specialist Community & Welfare Services category, and an additional \$2,000 for emergency relief services in the Community Interest Organisations category (total additional budget \$29,190.39) for 2025/26 and 2026/27. These increases can be absorbed within the overall budget for the Operational & Partnership grant stream.

Applications for 2025-27

In the Operational & Partnership Grants stream for 2025-27, 14 applications were received, all of which were eligible.

Of the 14 eligible applications received:

- Four Operational & Partnership - Specialist Community & Welfare Services grant applications were received.
- Four Operational & Partnership - Community Interest Organisations grant applications were received.
- Six Operational & Partnership – Multicultural & Seniors Groups grant applications were received. One applicant withdrew their application.

Assessment Process

As stated in the Kingston Grants Program Policy:

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

The Kingston Grants Program Assessment Panel was convened on 27 March 2025, to review, discuss and make funding recommendations for the 2025-27 Operational & Partnership Grants, for Council's consideration. The panel members included three community representatives, Manager Open Space, acting Manager Inclusive Communities and acting Manager City Economy and Innovation. The acting Manager Arts, Events and Libraries was an apology but completed assessments of the grants prior to the meeting. The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

All grant streams except Multicultural & Seniors Groups, were oversubscribed and therefore the Assessment Panel had to make recommendations within the total budget available.

Recommendations

Operational & Partnership Grants - Specialist Community & Welfare Services

After assessing the four applications in this category, the Assessment Panel recommends:

- Two applicants (Mentone Community Assistance & Information Bureau and Make a Difference Dingley Village) continue to receive the funding they received in 2024/25, noting that as per the Council resolution from the Council Meeting on 26 May 2025, both applicants also receive an additional 10% for 2025/26 and 2026/27.
 - At the Council Meeting on 26 May 2025, Council resolved to fund Mentone Community Assistance & Information Bureau \$60,394.29 (\$54,903.90 plus 10% for 2025/26 and 2026/27). These resolutions supersede their application and the Panel's recommendation, however the Panel's recommendation is in line with the resolution.
- Partial funding of \$4,500 is allocated to Christian Resource Care Ltd (new applicant in this stream)
- One applicant (South East Community Links) receives no funding (but maintains their staged funding reduction).
- Allocating total funding of \$4,500, in addition to the \$493,979.54 already committed through previous Council resolutions.

The proposed budget for this category in 2025/26 is \$492,282. Assessment Panel recommendations would increase the funding commitment to \$498,479.54, overspending this category's budget by \$6,197.54, however this can be absorbed within the overall budget for the Operational & Partnership Grant stream.

The recommended total funding allocated to these applicants is presented in Appendix 3. Funding allocations for Year 2 of funding (2025/26) will be replicated in Year 3 (2026/27), except where a staged funding reduction is in place.

Operational & Partnership Grants – Community Interest Organisations

After assessing the four applications (note, all four applications are currently on a staged funding reduction) in this category, the Assessment Panel recommends:

- Two applicants (Chelsea & Districts Historical Society and Dingley Village Historical Society) receive full funding (an increase from their current funding amount)
- One applicant (Mordialloc & District Historical Society) receives partial funding (an increase from their current funding amount)
- One applicant (Golden Days Radio) receives no funding (but maintains their staged funding reduction)
- Allocating funding of \$5,033.24, in addition to \$82,097.76 already committed through previous Council resolutions.

City of Kingston Ordinary Council Meeting

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The proposed budget for this category in 2025/26 is \$90,000. Assessment Panel recommendations would increase the funding commitment to \$87,131, leaving \$2,869 available in the budget for this category – which will be used to offset over expenditure in the Specialist Community & Welfare Services category.

The recommended total funding allocated to these applicants is presented in Appendix 4. Funding allocations for Year 2 of funding (2025/26) will be replicated in Year 3 (2026/27), except where a staged funding reduction is in place.

Operational & Partnership Grants – Multicultural & Seniors Groups

After assessing the five applications in this category, the Assessment Panel recommends:

- Three new applicants receive funding
- One applicant that is currently funded receives an increase in funding
- One new applicant receives no funding
- Allocating funding of \$4,148, in addition to \$174,945 that was previously approved by Council for this category

The proposed budget for this category in 2025/26 is \$185,000. Assessment Panel recommendations would increase the funding commitment to \$179,093, leaving \$5,907 available in the budget for this category – which will be used to offset over expenditure in the Specialist Community & Welfare Services category.

The recommended total funding allocated to these applicants is presented in Appendix 5. Funding allocations for Year 2 of funding (2025/26) will be replicated in Year 3 (2026/27).

Summary of funding recommendations

A summary of all approved funding in the Operational & Partnerships Grants stream is included in Appendix 6.

Table 1 provides a summary of the budget position for each category, based on Assessment Panel recommendations.

Table 1: Operational & Partnership Grants budgets 2025/26

Grant Category	Proposed Grant Stream Budget 2025/26	Committed and Recommended Total Funding 2025/26	Remaining Budget
O&P – Specialist Community & Welfare Services	\$492,282	\$498,480	-\$6,198
O&P – Community Interest Organisations	\$90,000	\$87,131	\$2,869
O&P – Multicultural & Seniors	\$185,000	\$179,093	\$5,907
Total Grant Stream Budget	\$767,282	\$764,704	\$2,578 (surplus)

2. Background

Kingston City Council provides approximately \$1.8 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 development and achievement.

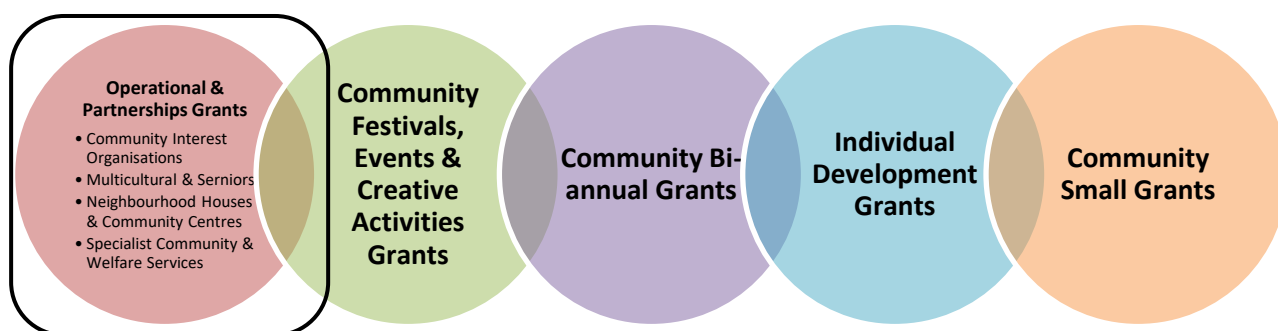
The Kingston Grants Program plays an important role in enabling the delivery of activities for the benefit of the Kingston community, in alignment with Council's strategic directions, objectives and priorities as identified in the Council Plan and other strategic documents.

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.

As endorsed at the Council Meeting on 23 October 2023, the Kingston Grants Program consists of five grant streams as outlined in Figure 1 below. This report relates to the Operational and Partnerships Grants stream.

Figure 1. Kingston Grants Program Funding Streams



As endorsed at the Council Meeting on 20 November 2023, the Kingston Grants Program is governed by the Kingston Grants Program Policy (Appendix 1) and Guidelines (Appendix 2).

At the Council Meeting on 20 November 2023, Council also endorsed a staged funding reduction for 2021-24 Partnership Grant recipients where the amount funded in the 2024-27 Operational & Partnership grant is reduced more than 25%, or an amount of \$10,000 or more.

Funding History

At the Council Meeting on 24 June 2024, Council resolved to fund for Year 2 (2025/26):

- 10 organisations a total of \$445,968.70 in the 2025/26 Operational & Partnership - Specialist Community & Welfare Services grant category.
- 22 organisations a total of \$80,097.76 in the 2025/26 Operational & Partnership - Community Interest Organisations grant category.
- 62 organisations a total of \$174,945 in the 2025/26 Operational & Partnership - Multicultural & Seniors Groups grant category.

At the Council Meeting on 26 May 2025, Council resolved to:

- *Retain the 2024/25 Operational and Partnership Grant funding amounts for Chelsea Community Support Service (\$90,000) and Mentone Community Assistance and Information Bureau (\$54,903.90) for 2025/26 and 2026/27, due to pressure on the community as a result of the increasing cost of living and in turn continued and increasing demand for holistic emergency relief services; and*
- *Increase funding to the emergency relief services currently receiving funding through an Operational & Partnership Grant (for emergency relief service provision) by 10%, commencing 1 July 2025.*

2.1 Kingston Grants Program Promotion

Operational & Partnership - Specialist Community & Welfare Services, Community Interest Organisations, and Multicultural & Seniors Groups Grants were open for applications from mid-December 2024 to late February 2025.

Officers invited unsuccessful applicants and applicants on a staged funding reduction to re-apply for funding in 2025/26 and 2026/27. New applicants to this stream were also able to apply.

A total of 21 applicants were contacted via email, with follow up contact made by phone to those needing assistance with their grant applications.

2.2 Grant Application Support

Grant officers provided significant support to applicants, including:

- Three Grants Information Sessions and Grants Writing Workshops held on 4 and 6 February 2025:

Table 2: Workshop attendance

Grants Workshop Location	People attending
Kingston Arts Centre	32
Westall Hub	2
Online	28

- For the 2025/26 round of Operational & Partnership grants:
 - 27 groups were supported with 44 points of contact.
 - Grants officers also followed up with:
 - One applicant who had applied to the wrong grants stream and moved their application to the correct grants stream.
 - Two applicants for additional information and documentation that applicants had omitted from their applications, including current Public Liability Insurance, groups meeting address, list of Kingston members, list of Committee members, and Annual General Meeting minutes.

Grants officers accepted supporting documents that were submitted after the closing date and before the staff assessment.

- In person meetings with:
 - Kingston Historical Societies Network
 - Make a Difference Dingley Village
 - Chinese and Filipino seniors groups at Westall Hub.

2.3 Assessment Process

Four steps guided assessment of the grant applications:

1. Applications were checked by Council's grants officers for compliance with the eligibility criteria outlined in the Kingston Grants Program Policy and Guidelines.
2. Applications were then reviewed by staff from teams across the organisation with relevant expertise against the assessment criteria.
3. The applications and supporting documents (including comments from staff with relevant expertise) are then reviewed by each Kingston Grants Program Assessment Panel members who make individual assessment comments, scores and funding recommendations.
4. The Kingston Grants Program Assessment Panel then meet to discuss each application and make collective recommendations for Council's consideration and decision.

The Kingston Grants Program Assessment Panel consists of four Senior Officers (Manager Open Space, Manager City Economy and Innovation, Acting Manager Arts, Events and Libraries and Acting Manager Inclusive Communities) and three community representatives. The Assessment Panel met on 27 March 2025 to review, discuss and make funding recommendations for the 2025-2027 Operational & Partnership Grants, for Council's consideration. The meeting was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

2.4 Funding Priorities

As outlined in the Kingston Grants Program Guidelines, the Assessment Panel considered each application against the assessment criteria outlined in the Guidelines, which relate to:

- Community need
- Community benefit
- Capacity to deliver
- Capacity for sustainability
- Other considerations

When considering the assessment criteria, the panel gave higher priority to applications that:

- Directly responded and contributed to Council's strategic priorities and where the provision of a variety of different activities addresses multiple strategic objectives.
- Provided clear and consistent descriptions of proposed funding activities that aligned with financial information provided.
- Demonstrated a need for the funding and benefit to the Kingston community
- Build self-sufficiency, capacity, governance and skills of individuals, community groups, or organisations in Kingston

- Propose evidence-based new and innovative approaches to help solve challenging local needs.

In determining the varied funding recommendations, consideration was given to evidence of relevant and quality partnerships, connection to Kingston, participant and program numbers, operating hours, breadth of service offering, location of programs and activities (noting some were not in Kingston), percentage of Kingston residents benefiting and providing funding to a mix of programs, projects and organisations.

All grant streams except Multicultural & Seniors Groups were oversubscribed and therefore the Assessment Panel had to make recommendations within the total budget available.

3. Discussion

3.1 Operational & Partnership Grants

Operational & Partnership Grants are fixed term grants for a period of up to three years, supporting the provision and development of key community services and activities that align with Council's strategic priorities. They acknowledge the importance of providing certainty and continuity of funding for certain services and activities that benefit the Kingston community.

Operational & Partnership Grants have four categories, including:

- Community Centres & Neighbourhood Houses*
- Specialist Community & Welfare Services
- Community Interest Organisations
- Multicultural & Seniors Groups

As outlined in the Kingston Grants Program Guidelines, funding allocations for the Specialist Community & Welfare Services and Community Interest Organisations categories are merit based, and the Multicultural & Seniors Groups category is formula based.

*Note that the Operational & Partnership Grants – Community Centres and Neighbourhood Houses category is not included in this report as the budget was fully allocated in June 2024 with all CC/NH's in Kingston receiving funding.

3.1.1 Specialist Community & Welfare Services

Funding in this category supports a contribution towards the operations and delivery of equitable access to high quality financial, legal, counselling, and related specialist support services for the Kingston community.

These grants operate on a 2024-27 triennial funding cycle offering up to \$90,000 per annum for Specialist Community & Welfare Services with funding to be determined using merit-based assessment criteria.

At the Council Meeting on 24 June 2024, 10 organisations were allocated funding through the Specialist Community & Welfare Services category. A summary of all committed funding is presented in Appendix 6. Three of these organisations re-applied in 2025/26, with details outlined below.

For the 2025-27 funding round, Council received four Specialist Community & Welfare Services applications. All applications were eligible.

After assessing the four applications in this category, the Assessment Panel recommends:

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- Three applications receive partial funding (two of which would maintain their 2024/25 funding) and one receives no funding (but maintains their staged funding reduction):
 - Mentone Community Assistance and Information Bureau applied to increase their funding to \$58,000 per annum.
 - At the Council Meeting on 26 May 2025, Council resolved to retain *the 2024/25 Operational and Partnership Grant funding amount for Mentone Community Assistance and Information Bureau (\$54,903.90) for 2025/26 and 2026/27 as well as increasing it by 10%, commencing 1 July 2025.* Therefore, the funding amount is increased to \$60,394.26.
 - These resolutions supersede their application and the Panel's recommendation. However, the Panel's recommendation is in line with this resolution.
 - Make a Difference Dingley Village were allocated funding of \$40,000 for 2024-27. Their application was to increase funding to \$90,000 per annum. The Assessment Panel recommends retaining the current funding of \$40,000 in 2025/26 and 2026/27.
 - At the Council Meeting on 26 May 2025 Council resolved to *increase funding to the emergency relief services currently receiving funding through an Operational & Partnership Grant (for emergency relief service provision) by 10%, commencing 1 July 2025.*
 - Therefore, the funding amount for Make a Difference Dingley Village is increased to \$44,000.
 - Christian Resource Care were a new applicant in this stream. Their application was for funding of \$9,000 per annum. The Assessment Panel recommends partial funding of \$4,500 in 2025/26 and 2026/27.
 - South East Community Links were allocated staged funding of \$19,256 in 2024/25, \$9,628 in 2025/26 and \$0 in 2026/27. Their application was to increase funding to \$45,000 per annum. The Assessment Panel does not recommend funding this application. If the Panel recommendation is approved, the staged funding reduction would continue with funding of \$9,628 allocated in 2025/26 and \$0 in 2026/27.
- Total funding of \$4,500 is recommended, in addition to the \$493,979.54 already committed through previous Council resolutions.

The proposed budget for this category in 2025/26 is \$492,282. Assessment Panel recommendations would increase the funding commitment to \$498,479.54, overspending this category's budget by \$6,197.54, however this can be absorbed within the overall budget for the Operational & Partnership Grant stream.

The funding recommendations of the Kingston Grants Program Assessment Panel are presented in Appendix 3. Funding allocations for Year 2 of funding (2025/26) will be replicated in Year 3 (2026/27), except where a staged funding reduction is in place.

Grant applications were made available to Councillors to assist them with their role as decision maker. Pending Council's decision, unsuccessful applicants will be provided with feedback.

It is recommended that the Specialist Community & Welfare Services grant stream does not open a 2026-27 (year 3) funding round due to a lack of available budget.

3.1.2 Community Interest Organisations

Funding in this category supports a contribution towards the delivery of activities of community groups who represent the diversity of Kingston's community and make an important contribution to civic life. This includes (but is not limited to) arts groups, municipal bands, historical groups, recreational groups, environment groups, and emergency relief providers.

These grants operate on a 2024-27 triennial funding cycle offering up to \$20,000 per annum for Community Interest Organisations with funding to be determined using merit-based assessment criteria.

At the 24 June 2024 Council Meeting, a three-year funding commitment was made to support 19 organisations for 2024-27. A summary of all committed funding is presented in Appendix 6.

Council received four Community Interest Organisation applications, all of which were eligible. Note, all four applications are currently on a stage funding reduction. After assessing the four applications in this category, the Assessment Panel recommends:

- Two applications receive full funding (an increase from their current funding amount), one receives partial funding (an increase from their current funding amount), and one receives no funding (but maintains their staged funding reduction):
 - Chelsea and District Historical Society were allocated staged funding of \$3,477.83 in 2024/25, \$1,738.92 in 2025/26 and \$0 in 2026/27. Their application requested increased funding of \$3,500 per annum. The Assessment Panel recommends full funding of \$3,500 in 2025/26 and 2026/27.
 - Dingley Village Historical Society were allocated staged funding of \$3,477.83 in 2024/25, \$2,988.92 in 2025/26 and \$2,500.00 in 2026/27. Their application requested increased funding of \$4,500 per annum. The Assessment Panel recommends full funding of \$4,500 in 2025/26 and 2026/27.
 - Mordialloc and District Historical Society were allocated staged funding of \$3,477.83 in 2024/25, \$1,738.92 in 2025/26 and \$0 in 2026/27. Their application requested increased funding of \$6,000 per annum. The Assessment Panel recommends partial funding of \$3,500 in 2025/26 and 2026/27.
 - Golden Days Radio were allocated staged funding of \$5,000 in 2024/25, \$2,500 in 2025/26 and \$0 in 2026/27. Their application requested increased funding of \$5,000 per annum. The Assessment Panel recommends no funding. If the Panel recommendation is approved, the staged funding reduction would continue with funding of \$2,500 allocated in 2025/26 and \$0 in 2026/27.
- Total funding of \$5,033.24 is recommended, in addition to \$82,097.76 already committed through previous Council resolutions.

The proposed budget for this category in 2025/26 is \$90,000. Assessment Panel recommendations would increase the funding commitment to \$87,131, leaving \$2,869 available in the budget for this category – which will be used to offset the over expenditure in the Specialist Community & Welfare Services category.

The funding recommendations of the Kingston Grants Program Assessment Panel are presented in Appendix 4. Funding allocations for Year 2 of funding (2025/26) will be replicated in Year 3 (2026/27), except where a staged funding reduction is in place.

Grant applications were made available to Councillors to assist them with their role as decision maker. Pending Council's decision, unsuccessful applications will be provided with feedback.

If Council resolves to accept the Panel's funding recommendations, it is recommended that the Community Interest Organisation grant stream does not open a 2026-27 (year 3) funding round due to a lack of available budget.

3.1.3 Multicultural & Seniors Groups

Funding in this category supports a contribution towards the delivery of activities for Kingston's multicultural and senior residents to foster inclusion, connectedness, and positive ageing.

As outlined in the Kingston Grants Program Guidelines, the Multicultural & Seniors Groups category is formula based as follows:

Base		Additional		Qualitative		Total
<ul style="list-style-type: none"> • 2 meeting hours for social activities x • Number of Kingston residents who are active members* x • 12 meetings per year x • \$2.00 • Funding cap of \$1000 	+	<ul style="list-style-type: none"> • 12 meals per year** x • Number of Kingston residents who are active members* x • Meals of Wheels minimum cost of \$4.50 • Funding cap of \$3000 	+	<ul style="list-style-type: none"> • Transparent and accountable qualitative adjustments*** 	=	<ul style="list-style-type: none"> • Total funding allocation

* Organisations must meet minimum requirements for the percentage of active members who are Kingston residents or show significant benefit to the Kingston community, as outlined in the Kingston Grants Program Policy and Program Guidelines for Operational & Partnership Grants. Organisations that don't meet these requirements are not eligible for Multicultural & Seniors funding.

** Organisations that provide meals to members must commit to providing at least 6 meals per year. Funds can be used for any meals provided during the year.

*** Qualitative adjustments consider important factors that cannot be measured by a formula. The Assessment Panel reviews these adjustments and makes recommendations that must be approved by Council.

The formula includes a 'Base' amount capped at \$1,000 for regular social activities + an 'Additional' amount capped at \$3,000 for the provision of meals (where applicable) + a 'Qualitative' amount.

The Qualitative amount is applied based on the following criteria:

- the applicant meets in Kingston
- the applicant has more than 50% Kingston members

The funding amount allocated is based on the number of registered Kingston members:

- An additional \$1,000 is allocated to applicants with less than 249 Kingston members

- An additional \$2,000 is allocated to applicants with 250–499 Kingston members
- An additional \$3,000 is applied to applicants with more than 500 Kingston members.

Furthermore, the Assessment Panel may also prioritise applicants who have limited financial means or ability to access other sources of funding. To determine this, balance sheets are reviewed to consider any significant available funds (i.e. in excess of \$50,000) that the Multicultural & Seniors group has, and whether a strategic objective for the future use of these funds was evident. Consideration is also given to applicants where the above criteria conflicted. For example:

- a Multicultural & Seniors group that doesn't meet in Kingston, but has over 50% Kingston membership may be considered for a Qualitative Adjustment; and
- a Multicultural & Seniors group that has less than 50% Kingston members, however their number of Kingston members is comparably high to other clubs.

At the Council Meeting on 22 July 2024, a three-year funding commitment was made to support 62 organisations for 2024-27. A summary of all committed funding is presented in Appendix 6.

Council received six Multicultural & Seniors Groups category applications. All applications were eligible however, one application was withdrawn.

After assessing the five applications in this category, the Assessment Panel recommends:

- Three new applicants receive funding, one that is currently funded receives an increase and one receives no funding:
 - Pilipino Elderly Association South East Region is a new applicant in this stream and are recommended for funding of \$1,430 in 2025/26 and 2026/27.
 - Probus Club of Edithvale is a new applicant in this stream and are recommended for funding of \$1,360 in 2025/26 and 2026/27.
 - Kingston Billiards Senior Citizens Club were allocated staged funding of \$900 in 2024/25, \$642 in 2025/26 and \$384 in 2026/27. The Assessment Panel recommends funding of \$1,000 in 2025/26 and 2026/27, an increase of \$358 in Year 2.
 - Clayton Seniors Snooker Group and Social Club were a new applicant in this stream and are recommended for funding of \$1,000 in 2025/26 and 2026/27.
 - Friendship Australian Egyptian Association were a new applicant in this stream and are not recommended for funding.
- A total funding increase of \$4,148 is recommended, in addition to \$174,945 that was previously approved by Council for this category.

The proposed budget for this category in 2025/26 is \$185,000. Assessment Panel recommendations would increase the funding commitment to \$179,093, leaving \$5,907 available in the budget for this category – which will be used to offset the over expenditure in the Specialist Community & Welfare Services category.

The funding recommendations of the Kingston Grants Program Assessment Panel are presented in Appendix 5. Funding allocations for Year 2 of funding (2025/26) will be replicated in Year 3 (2026/27).

Grant applications were made available to Councillors to assist them with their role as decision maker. Pending Council's decision, unsuccessful applications will be provided with feedback.

4. Consultation

4.1 Internal Consultation:

Internal consultation has occurred in the grant assessment process with the following departments/teams:

- Finance
- Family Services
- Property Services
- Infrastructure
- Active Kingston
- Community Hubs
- Community Capacity & Partnerships
- Community Inclusion and Diversity
- Environmental Planning
- Open Space
- Arts, Events and Libraries
- Kingston Business
- Advocacy, Community and Engagement

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Support the inclusion of everyone in community life

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

Table 3 provides a summary of the Operational & Partnership Grants:

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Table 3: Summary of Operational & Partnership Grants Funding

Category	Proposed Grant Stream Budget 2025/26	2025/26 Prior funding commitments (inc. 26 May resolutions)	Committed & Recommended Funding	Impact – pending Council's Decision
O&P – Specialist Community & Welfare Services	\$492,282	\$493,980	\$498,480	Overspent by \$6,198
O&P – Community Interest Organisations	\$90,000	\$82,098	\$87,131	Underspent by \$2,869
O&P – Multicultural & Seniors	\$185,000	\$174,945	\$179,093	Underspent by \$5,907
Total Operational & Partnerships	\$767,282	\$751,023	\$764,704	\$2,578 surplus

Pending Council's decision, it is recommended to close the Operational & Partnership Grants - Specialist Community & Welfare Services and Community Interest Organisations, for applications in 2026-27 (Year 3) as the budget for both streams would be fully allocated. The remaining \$2,578 would be allocated to the Multicultural & Seniors Group category.

5.4 Staff Resources

The Kingston Grants Program is administered within existing resources.


5.5 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, all Assessment Panel meetings were observed by a Probity Advisor (Manager Governance, Risk and Integrity), who noted: "As the Probity Advisor at the Panel meeting of 27 March 2025, I observed that the Panel adhered to the Policy and Terms of Reference, ensuring that roles and responsibilities were applied in accordance with the established criteria and limitations. The Panel engaged in robust discussions on the merits of the applications to form well-considered grant recommendations. No conflicts of interest were declared."


Appendices


Appendix 1 - Kingston Grants Program Policy (Ref 25/101827)  [↓](#)

Appendix 2 - Kingston Grants Program Guidelines (Ref 24/192594)  [↓](#)

Appendix 3 - Operational & Partnership Grants 2025-27 - Specialist Community & Welfare Services -Funding Recommendations (Ref 25/84898)  [↓](#)

Appendix 4 - Operational & Partnership Grants 2025-27 - Community Interest Organisations - Funding Recommendations (Ref 25/85927)  [↓](#)

Appendix 5 - Operational & Partnership Grants 2025-27 - Multicultural & Seniors - Funding Recommendations (Ref 25/83996)  [↓](#)

Appendix 6 - Operational & Partnership Grants - All Funding - Year 2 (Ref 25/93428)  [↓](#)

Author/s: Gillian Turnbull, Coordinator Community Capacity
Reviewed and Approved By: Trent Carpenter, Team Leader Community Capacity and Partnerships
Susan Quach, Acting Manager Inclusive Communities

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Kate Waters, Acting General Manager Community Strengthening

8.1

KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR OPERATIONAL & PARTNERSHIP GRANTS 2025-27

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Kingston Grants Program Policy

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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 on 24 February 2025
EFFECTIVE DATE (If different from approval date)	24 February 2025
SIGNATURE	
REVIEW DATE	24/02/2029
CM REF AND VERSION	25/101827 V2
VERSION HISTORY	This Policy Replaces Version 23/251230 & 25/101827 (21/11/2023)

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 Small Grants
- Community Bi-Annual Grants
- Operational & Partnership Grants
- Community Festivals, Events & Creative Activities Grants
- Individual Development Grants.

This Policy also applies to any additional *grants* to those listed above that Council approves provision of in response to community need at any given time.

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 strategic directions, objectives and priorities (*strategic priorities*) as identified in the Council Plan and other strategic documents.

4.1 Strategic Context

Council provides *grants* consistent with the following Council *strategic priorities* under the Council Plan 2021-2025:

- **Liveable:** Our city will be a vibrant, enjoyable, and easy place to live.
- **Sustainable:** We prioritise our environment and reduce our impact on the earth.
- **Prosperous:** We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.
- **Healthy and Inclusive:** We are progressive, inclusive and prioritise 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, well-informed and efficient.

The latest published Council Plan, 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 *strategic priorities*
- Provide fair, inclusive, and equitable opportunity for the Kingston community to seek financial assistance through *grants* from Council
- Support a diverse range of *organisations*, 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 supports the best use of funds through *grants* to maximise benefits for the Kingston community. Council may establish funding priorities from year-to-year for consideration in the *assessment* process across the Kingston Grants Program and available *grant streams*. Any applicable funding priorities will be set out in published Program Guidelines.

4.5 Eligibility

Grants provided by Council have minimum eligibility requirements set out below. Detailed guidance on who can apply and what can be applied for in each applicable *grant stream* is set out in published Program Guidelines.

4.5.1 Minimum eligibility for organisations

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (*auspice*) for the *activity* proposed in the *application*
- Be not-for-profit and managed by a volunteer board/committee of management or auspiced by a not-for-profit organisation managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program (new community group *applicants* seeking start-up support are exempt)
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue *grant acquittals* and have successfully acquitted previous *grants* received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a *grant* for the same or similar *activity* from another Kingston Grants Program *grant stream* or other Council funding source in the same financial year running July to June

- Submit a complete *application* within the advertised application opening period, including attachments or other supporting information requested by Council. Late applications due to exceptional circumstances can be assessed by the Manager Inclusive Communities. Further information is outlined in the published Program Guidelines
- Meet any nominated co-funding requirement set out in published Program Guidelines

4.5.2 Minimum eligibility for individuals

Individuals must:

- Be a resident of the City of Kingston, meaning anyone who lives in Kingston
- Have no overdue *grant acquittals* and have successfully acquitted previous *grants* received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have not received a *grant* for the same pursuit or *activity* from the Kingston Grants Program or other Council funding source in the same financial year running July to June.

4.5.3 Ineligibility for organisations and individuals

Council will not consider:

- *Applications* to different *grant streams* by any one *applicant* for the same *activity* in any one financial year running July to June
- *Applications* that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to the *activity*
- Religious or political organisations for *activities* related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based *activities* or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an *applicant* in preparing an *application* or due by an *applicant* if

their *application* is successful, including professional grant writer fees¹

- Recurrent or ongoing building maintenance costs
- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- 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
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for *activities* that have already occurred before notification of a *grant* being approved and a *funding agreement* entered into
- *Applications* not made through the official Council *application* process.

4.6 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 community².
 - 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 able to seek feedback on the reasons their *application* was unsuccessful.
 - *Recipients* must enter into a *funding agreement* with Council before any

¹ Council officers can provide support to interested *applicants* with writing an *application* to the Kingston Grants Program.

² Council will not publish the names or other details of individual *recipients* without permission, for privacy and safety reasons.

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* 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* 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 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**

- 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, Community Bi-Annual Grants, and Community Festivals, Events and Creative Activities 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.
- As recommended in the VAGO Fraud Control Over Local Government Grants report, Council will develop 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.
- **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 *strategic priorities* set out in the Council Plan, and in alignment with published Program Guidelines and agreed processes set out in Council's Grants Practice Manual.
 - *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.

4.7 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 *strategic priorities* or other identified emerging need. The community will be notified of such preferences through published Program Guidelines.

4.8 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.

4.9 Relationship to Other Funding Programs

4.9.1 Kingston Charitable Fund

Established in 2006, the Kingston's Charitable Fund operates as a not-for-profit independent organisation 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).

The Kingston Charitable Fund is responsible for setting its own guidelines regarding its funding priorities, application methods, assessment and approval processes, and final distribution of funds. While Council is represented on the Charitable Fund Committee and

plays an integral supporting role including promotion of funding opportunities available, it does not have direct management over the use and distribution of the funding pool.

4.9.2 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.

4.10 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 *strategic priorities* aligned to the latest Council Plan, 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 *strategic priorities* and the community's 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.

Every four years, in line with Council Plan timeframes, Council will undertake a formal review of its *grants* against an evaluation framework. This evaluation will help guide future decisions about *grants* by Council.

5 Delegation Authority and Decision Guidelines

Authority for any decisions in relation to this Policy vests with:

- General Manager Community Strengthening.

5.1 Delegations/Authorisations

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events and Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Council delegates the making of funding decisions to:

- The Manager Inclusive Communities, Team Leader Community Capacity and partnerships, and Coordinator Community Capacity for Individual Development Grants; and as per below for Community Small Grants: Successful funding outcomes by Council officer(s)
 - Not recommended funding outcomes to be by decision at a meeting of Council.
- 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 4.8 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 is subject to consideration in accordance with Council's Grants Practice Manual 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)
- Australian Standard AS 8000
- *Charities Act 2013* (Cth)
- Charter of Human Rights and Responsibilities
- Child Safe Standards
- *Corporations Act 2001* (Cth)

- *Emergency Management Victoria Act 2005* (Vic)
- *Equal Opportunity Act 2010* (Vic)
- *Gender Equality Act 2020* (Vic)
- *Associations Incorporation Reform Act 2012* (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)

Internal Documents

Key relevant internal documents include (but are not limited to):

- Child Safe Policy
- Complaints Policy
- Conflict of Interest Policy
- Council Plan 2021-2025 and supporting policies, strategies and action plans
- Election Period Policy
- Fraud and Corruption Policy
- Grants Practice Manual
- Grants Assessment Panel Terms of Reference
- *Grant stream:*
 - Application form
 - Eligibility check form
 - Assessment form
 - Funding agreement
 - Acquittal form
 - Conflict of interest declaration
- Instruments of Delegation
- Leasing Policy
- 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, festival, event, or other pursuit that is the subject of an <i>application</i> or <i>grant</i> .
Acquittal	Information provided by a <i>recipient</i> that ensures that funds have been spent and administered in line with the conditions of the <i>grant</i> .
Applicant	An organisation or individual who applies for a <i>grant</i> .
Application	The formal documented request for a <i>grant</i> submitted by an <i>applicant</i> , typically in response to a set of questions and information requested.
Auspice	An agreement where one organisation agrees to apply for and manage a <i>grant</i> on behalf of another organisation. The auspice is responsible for financial and <i>acquittal</i> requirements.
Funding agreement	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded <i>activity</i> .
Grant	Money given to organisations 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 category	Refers to a specific offering under a <i>grant stream</i> . At times, they may have further specified objectives.
Grant stream	A specific offering under an umbrella <i>grants</i> program tied to specific objectives.
Incorporated	Incorporated under the <i>Associations Incorporation Reform Act 2012</i> (Vic) or other relevant legislation.
Major capital works	In the context of this Policy, includes any one-off new, extension, or improvement works to buildings or grounds assets where: <ul style="list-style-type: none"> the value of the works is more than 5% of the value of the asset that would be received at the time of disposal by Council, and/or Council has already committed budget for the works in Council's forward Capital Works Program.
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 \$50k.
Organisation	An entity consisting of a group of people that has a shared purpose and carries out <i>activities</i> 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 <i>grant</i> .

**Strategic
priorities**

Collective term referring to Council's strategic directions, objectives and priorities as set out in the Council Plan and supporting policies, strategies, and action plans.

Appendix A: Kingston Grants Program - Grant Streams Overview					
Grant stream	Operational & Partnership Grants	Community Bi-Annual Grants	Community Small Grants	Individual Development Grants	Community Festivals, Events & Creative Activities Grants
Focus	Operational/activity support	One-off activity support	One-off activity support	One-off activity support	Festival/event support
Description	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.	Support event organisers to establish and deliver safe, successful, and sustainably operated festivals events in Kingston that showcase Kingston's diversity, talents, and uniqueness.
Who the grants are for	Incorporated not-for-profit organisations	Incorporated, not-for-profit organisations; & Incorporated artists/creative businesses	Not-for-profit organisations; & community groups seeking Incorporation	Individual residents	Incorporated, not-for-profit organisations
Categories	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural / Seniors (all groups will be invited) Specialist Community & Welfare Service Organisations Community Interest Organisations 	<ul style="list-style-type: none"> Community Projects & Programs Small Community Festivals & Events Minor Capital Works Arts Projects & Programs 	<ul style="list-style-type: none"> Community Projects & Programs Community Celebrations Small Equipment Capacity Building Start-up Support 	<ul style="list-style-type: none"> Achievement 	No categories but can support larger community festivals, events and creative activities.
Amount (ex GST unless specified)	<p>Council will commit 3 years of funding to be paid annually. No Annual Indexation will be applied to the funding amount granted. Funding amounts will be determined by category.</p> <p>The following categories will be based on funding formula:</p> <ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural / Seniors (all groups will be invited) <p>The following categories will be based on the amount requested and assessment against funding criteria:</p> <ul style="list-style-type: none"> Community Welfare Service Organisations Community Interest Organisations 	\$2,001-\$10,000	Up to \$2,000	Up to \$600 incl. GST (+25% financial hardship benefit, if applicable)	Up to \$25,000 per annum. No Annual Indexation will be applied to the funding amount granted.
Term	3 years in the first year, 2 years in the second year, 1 year in the third year of the 3 yearly funding cycle.	1 year	1 year	On activity completion	3 years in the first year, 2 years in the second year, 1 year in the third year of the 3 yearly funding cycle.
Frequency offered	Always open (assessed once a year)	Bi-annual (assessed every 6 months)	Always open (assessed every month until monthly funding pool is exhausted)	Always open (assessed every 4 weeks or until quarterly funding pool is exhausted)	Always open (assessed once a year)
Application process	Invited, formula-based funding allocation	Open, merit-based assessment Application form, online.	Targeted, merit-based assessment	Open, merit-based assessment Application form, online.	Targeted, merit-based assessment

	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural & Seniors Open, merit-based assessment Specialist Community & Welfare Services Community Interest Organisations <p>Application form, online. Assistance by request.</p>	Assistance by request.	Assistance by request.	Assistance by request.	Assistance by request.	Assistance by request.
Assessment process	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>	<p>Council officer(s) eligibility due diligence check. Successful funding outcomes by Council officer(s) per delegations. Not recommended funding outcomes by Councillors at a meeting of Council. Report provided to Council on funding all outcomes.</p>	<p>Council officer(s) eligibility due diligence check. Decision by Council officer(s) per delegations. Report provided to Council on funding outcomes.</p>	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>
Contract type	Funding Agreement	Funding Agreement	Letter of Offer	Letter of Offer	Funding Agreement	Funding Agreement
Report type	Yearly Report Financial Acquitall	Final Report Financial Acquitall	Final Report (Light) Financial Acquitall (Light)	Final Report (Light) Financial Acquitall (Light)	Yearly Report Financial Acquitall	Yearly Report Financial Acquitall
Responsible department	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities
Note: The Kingston Charitable Fund is a separate, related funding source administered under independent governance arrangements to the above <i>grant streams</i> .						

City of Kingston

Kingston Grants Program Guidelines 2024-2025

community inspired leadership



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Contact Us

For more details about the Kingston Grants Program, please contact Kingston City Council.

PO Box 1000, Mentone VIC 3194

T: 1300 653 356

E: community@kingston.vic.gov.au

W: kingston.vic.gov.au

If you want to apply for a grant, it's a good idea to talk to Council first. Council staff can help you understand the grant guidelines, check if you are eligible, and answer questions you have about the application process. Book an appointment with Council's Grants Officers on 1300 653 356 or community@kingston.vic.gov.au

About These Guidelines

These Kingston Grants Program Guidelines 2024-25 explain the funding opportunities offered by Kingston City Council.

The Guidelines cover:

- Types of grants available
- Important dates
- Who can apply
- What can't be funded
- How to apply
- How applications are assessed
- General rules for grants
- Available support

Support is Available

Kingston City Council is dedicated to ensuring that everyone, no matter their abilities, has equal access to grant information.

Multilingual Support Services

If you need help with language, please call our Translating and Interpreting Service on 131 450. Tell them you are contacting the City of Kingston and give our phone number 1300 653 356.

Ελληνικά

Εάν χρειάζεσθε βοήθεια στην Αγγλική γλώσσα, παρακαλώ τηλεφωνήστε την υπηρεσία Διερχμένων μας στον αριθμό 131 450, δηλώστε το όνομα του οργανισμού ως City of Kingston και παραθέστε τον αριθμό μας 1300 653 356.

中文

如果您需要语言帮助, 请致电131 450致电我们的口译服务, 将机构称为金斯顿市, 并引用我们的电话号码1300 653 356.

Italiano

Se avete bisogno di assistenza linguistica, per favore contattate il servizio d'interpretariato al numero 131 450, indicate il nome dell'organizzazione come City of Kingston e comunicate il nostro numero telefonico 1300 653 356.

русский

Если вам нужна языковая помощь вы можете позвонить по нашей телефонной линии по службе языкового перевода 131 450, сказать что организация - Кингстон и дать наш номер телефона 1300 653 356.

Tiếng Việt

Nếu bạn cần sự hỗ trợ về ngôn ngữ, vui lòng gọi cho dịch vụ phiên dịch của chúng tôi theo số điện thoại 131 450, nói rõ tổ chức là the City of Kensington và báo số điện thoại của chúng tôi là 1300 653 356.

Communication Access

Support services are available for people with a hearing, speech or communication difficulties, as well as for internet, text or telephone users. **Please call the National Relay Service at 133 677** and give the Kingston City Council phone number 1300 653 356, or **visit the [National Relay Service online](#)**, and follow the instructions.

Before You Apply

Before you apply, make sure you have:

- Read these Guidelines
- Attended a free grant writing workshop (recommended)
- Spoken to Council staff about what you want to apply for
- Found the grants that best suit your needs
- Confirmed that you are eligible to apply
- Completed relevant Council processes (i.e. Festival, Event or Creative Activity: Events Process, Minor Capital Works: Approval in Principle)
- Made sure you can provide all required supporting documents
- Booked your venue
- If your community group is not incorporated, contact an auspice organisation

Remember you can [contact us](#) if you need more information or help.

Grant Writing Workshops

If you want to apply for a grant, we encourage you to attend one of our grant writing workshops. All workshops will be listed on the Kingston website.

For more details please visit the Kingston website closer to the date:

kingston.vic.gov.au/community/grants.

Small group workshops will be held on request, or you can get individual help.

If you have any questions or want to request a small group or individual workshop, please contact Council's Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

Kingston's Grants Program

Kingston's Grants Program helps fund activities that benefit the Kingston community. It also recognises the important role our community plays in leading and working with us to meet local needs, bring people together, improve experiences, protect the environment, and make life better for Kingston residents.

The Grants Program follows the Kingston Grants Program Policy and supports Council's main goals in the Council Plan and other key documents.

Objectives

The main goal of the Kingston Grants Program is to provide benefits and positive outcomes for the Kingston community. The objectives of the program are to:

- Offer fair and equal opportunities for the Kingston community to apply for financial help through Council grants
- Support a variety of organisations, individuals, and activities, that meet local needs and create positive results for the community
- Help achieve Council's main goals
- Ensure grants are well managed and follow good governance

Guiding Principles

The following principles guide how Council provides grants:

- **Access** - The community should know about grant opportunities. The application process should be easy, and applicants should have the help they need to apply
- **Equity** - Grants should meet the needs of those who will benefit most from the support
- **Inclusion** – The application and assessment process should be fair and include everyone, including people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from different cultural backgrounds
- **Diversity** - People from diverse backgrounds should be made aware of grants, and recipients should reflect the diversity of Kingston's community
- **Good Governance** - Grant management should be fair and reduce risk to Council
- **Strategic Alignment** - Grants should align with Council's main goals

Council's Strategic Priorities

Council provides grants that support the following priorities in the Council Plan 2021-2025:

- **Liveable:** Our city will be a vibrant, enjoyable, and easy place to live
- **Sustainable:** We prioritise our environment and reduce our impact on the earth
- **Prosperous:** We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally
- **Healthy and Inclusive:** We are progressive, inclusive and prioritise 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, well-informed and efficient.

You can find the latest Council Plan and other supporting documents on Council's website at: [Plans, policies, and reports - City of Kingston](#).

Funding Priorities

When receiving grant applications, the following factors are important, especially since there is a limited amount of funding available.

Higher priority will be given to applications that:

- Support and align with Council's main goals
- Show clear evidence of local community needs
- Show that they work together with local organisations and partners, where needed
- Help build skills, independence, and leadership for individuals, community groups, or organisations in Kingston
- Present new and creative ways to solve local challenges

Priority will also be given to applicants with limited financial resources or who cannot get funding from other sources.

The Assessment Panel and Council will consider funding a variety of different activities to ensure all Council goals are met.

Funding Agreement

If you are successful, you will need to sign a funding agreement with Council. This agreement explains the conditions for receiving the grant. Funding cannot be provided until the agreement is signed and a valid invoice is received with bank details provided in the name of your organisation.

Payments

Payments for all new grants funding will not be made until:

1. All overdue debts to Council are paid.
2. You have provided an up-to-date Certificate of Currency for Public Liability Insurance.
3. For Minor Capital Works, no funding will be given until all required permits and approvals are in place.

For larger operational grants (over \$50,000 per year), payments will be made in parts throughout the year, as explained in the funding agreement.

Funding Variation

Grant recipients must follow the plan agreed upon in the funding agreement. If you need to change the activity, you must apply for a funding variation. Contact Council's Grants Officers early if you need to make changes.

Legislation

Successful applicants must follow all relevant laws, including:

- *Associations Incorporation Reform Act 2012 (Vic)*
- *Charities Act 2013 (Cth)*
- Charter of Human Rights and Responsibilities
- Child Safe Standards
- *Corporations Act 2001 (Cth)*
- *Emergency Management Victoria Act 2013 (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)*
- And other relevant laws.

Funding Acquittal (Report) and Audit

Successful applicants must keep records of how the grant money was spent, including receipts. You will need to provide a report to Council about the results of your funded activity. If requested, you may also need to allow Council officers to visit or audit your activity.

Payments for new grants will only be made once previous grant reports have been completed successfully.

Council Contacts

For help with understanding the grant application process, timelines or eligibility, please contact Council's Grants Officers on 1300 653 356 or community@kingston.vic.gov.au

Other Important Information

Receipt of Application

Applications are submitted online using SmartyGrants. When you submit your application, you will receive a confirmation email from SmartyGrants.

Funding is not guaranteed. All applications will be reviewed according to the Kingston Grants Program Policy and these Guidelines.

Incomplete Applications

Your application will be assessed on the information you provide. Make sure all sections are completed and that you have attached all required documents and supporting information.

Late Applications

You must submit your completed application within the open application period, including any requested attachments. Late applications may be accepted or rejected by the Manager of Inclusive Communities in special cases. Special cases do not include illness, leave, or holidays of one community group or family member. If your group needs help applying for a grant, please contact Council's Grants Officers early.

Multiple Applications

You can submit more than one application to different grant streams. However, Council can only support one grant per financial year in each stream, and you cannot be funded twice for the same activity.

Acknowledgement of Council Support

If you receive a grant, you must acknowledge Council's support in any publications or advertisements related to your project.

Funding Decisions are Final

The Council's decisions about funding are final. If your application is not successful, we will explain why. You can also ask for feedback. If you have a complaint, it will be processed according to Council's [Complaints Policy](#).

Grants Available

Funding is available through the following grant streams:

Grant Stream	Categories	Funding Available	When Available
Community Small Grants For not-for-profit organisations or auspiced by not-for-profit organisations	<ul style="list-style-type: none"> Community Projects & Programs Community Celebrations Small Equipment Capacity Building Start-Up Support 	One-time funding of up to \$2,000	Always open (until funding is exhausted) - Assessed every month
Community Bi-Annual Grants For not-for-profit organisations or auspiced by not-for-profit organisations	<ul style="list-style-type: none"> Community Projects & Programs Small Community Festivals & Events Minor Capital Works Arts Projects & Programs 	One-time funding of \$2,001-\$10,000	Bi-annual - Assessed every 6 months Round 1 2024/25 Funding Report Due: 31 July 2025 Round 2 2024/25 Applications: CLOSED Decision: 16 December 2024 Funding Paid: From January 2025 Funding Report Due: 28 February 2026 Round 1 2025/26 Opens: 20 January 2025 Closes: 28 February 2025 Decision: June 2025 Funding Paid: From July 2025 Funding Report Due: 31 August 2026
Operational & Partnership Grants For not-for-profit organisations	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses (CC&NH) Specialist Community & Welfare Services (SC&WS) Community Interest Organisations (CIO) Multicultural & Seniors Groups (M&S) 	Up to 3 years of funding, based on the category; <ul style="list-style-type: none"> CC&NH: Up to \$100,000 per year SC&WS: Up to \$90,000 per year CIO: Up to \$20,000 per year M&S: Up to \$4,000 per year 	Year 1: 2024/25 (3 years of funding) Applications: CLOSED Year 1 Report Due: 31 August 2025 Year 2 Report Due: 31 August 2026 Year 3 Final Report Due: 31 August 2027 Year 2: 2025/26 (2 years of funding) Opens: December 2024 Closes: 28 February 2025 Decision: June 2025 Funding Paid: Yearly, from July 2025 Year 1 Report Due: 31 August 2026 Year 2 Final Report Due: 31 August 2027 Year 3: 2026/27 (1 year of funding) Opens: December 2025 Closes: 28 February 2026 Decision: June 2026 Funding Paid: From July 2026 Report Due: 31 August 2027
Community Festivals, Events & Creative Activities Grants	One category to support community festivals, events and	Up to 3 years of funding of up to \$25,000 per annum	Year 1: 2024/25 (3 years of funding) Applications: CLOSED Year 1 Report Due: 31 August 2025

For not-for-profit organisations or auspiced by not-for-profit organisations	creative activities		<p>Year 2 Report Due: 31 August 2026 Year 3 Final Report Due: 31 August 2027</p> <p>Year 2: 2025/26 (2 years of funding) Opens: December 2024 Closes: 28 February 2025 Decision: June 2025 Funding Paid: Yearly, from July 2025 Year 1 Report Due: 31 August 2026 Year 2 Final Report Due: 31 August 2027</p> <p>Year 3: 2026/27 (1 year of funding) Opens: December 2025 Closes: 28 February 2026 Decision: June 2026 Funding Paid: From July 2026 Report Due: 31 August 2027</p>
<p>Individual Development Grants</p> <p>For individuals</p>	<ul style="list-style-type: none"> Achievement 	<p>One-off funding of up to \$600</p> <p>Plus financial hardship benefit, if applicable</p>	<p>Always open (until funding is exhausted)</p> <p>-</p> <p>Assessed every month</p>

Community Small Grants

community inspired leadership



Community Small Grants

Amount available:	Up to \$2,000
Who can apply:	Not-for-profit organisations or community groups auspiced by not-for-profit organisations
When to apply:	Always open – Assessed every month To be considered for funding within the current financial year, applications must be submitted by 31 May. Applications received from 1 June onwards will be considered for the following year's budget.

Community Small Grants are one-time grants that support smaller scale activities aimed at strengthening the community, helping the environment, and improving local organisations. These grants show that sometimes a small amount of funding can make a big difference for the Kingston community.

What can be funded

Community Small Grants can support activities in the following categories.

Community Projects & Programs	Activities that help organisations and community groups reach their goals and strengthen the Kingston community. For example , activities related to arts, culture, environment, climate action, community safety, health and wellbeing, minor infrastructure improvements (including minor building upgrades, cameras and community gardens), sports, family violence prevention, and support for children, young people, people from culturally diverse backgrounds, LGBTQIA+, gender diverse, people with disabilities or seniors.
Community Celebrations	Small activities that help organisations and community groups in Kingston celebrate national or state festivals, or honour significant contributions to the community. Celebrations can include milestones such as anniversaries (e.g., 10 th or 20 th anniversary). For example , a community group's anniversary events, a publication for a club's 100 th year, or a Children's Week event.
Small Equipment	Purchase of small equipment that helps organisations and community groups maintain or improve their activities, make them more accessible, or contribute to better environmental outcomes. The equipment must be standalone and not need installation. For example , tools, defibrillators, appliances, safety items, uniforms, or technology like iPads or communication devices.
Capacity Building	Activities that help organisations and community groups grow and improve in line with their goals and needs. For example , activities can be for training, volunteer recruitment, volunteer management, planning for future leadership, or improving governance.
Start-Up Support	Help to set up a new community group in Kingston that reflects the city's diverse community. For example , Start-up costs can include things like fees for incorporation, insurance, stationery, materials, equipment, member recruitment, or meeting spaces. The group can be unincorporated at the time of application but must provide a bank account in the group's name and evidence of incorporation in the final acquittal report.

Eligibility

Applicants must:

- Submit an application between 1-6 months prior to the activity
- Submit an application that aligns with the purpose of this grant stream
- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or Church set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status. New community group applicants seeking start-up support are exempted, however must indicate an intention to apply for incorporation
- 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
- Have the financial means to deliver the activity
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity. New community group applicants seeking start-up support are exempted, however must indicate an intention to apply for relevant insurances
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Have not applied for more than one year of start-up support for new community groups
- Comply with public health directions, and human rights and responsibilities

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Activities that do not comply with the requirements of the tenancy agreement (if a Council tenant)
- Worship, congregation, secular promotion, protest, or campaigns
- Schools' curriculum-based activities or where the outcome is confined to the school property or school community
- Activities considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, governance and inclusion programs of relevant organisations
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative

- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Recurrent or ongoing building maintenance costs
- Permanent public art installations (murals must have an end-of-life removal date and maintenance plan)
- The purchase of trophies, prizes, awards or items related to fundraising activities
- The 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
- Leases or rent
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Activities that are not open to the general community
- Operational and administrative costs, recurrent or ongoing salaries and on-costs, or project management or project administration costs
- Equipment replacement where the equipment is still considered to be within its useful life, or the same equipment that has already been funded by Council in the past 24 months from July to June
- Equipment insurance or storage fees
- Equipment replacement that should be covered by insurance or registration/participation fees
- More than \$1000 for digital equipment including laptops, tablets or mobile phones
- Subscriptions, software licences, or plans
- Website or social media maintenance costs. Website establishment costs will be considered
- Activities that duplicate support already available through other Council or external programs for the same audience
- Support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises.

Venue Booking

If your grant includes the cost of hiring a venue, please note that receiving a grant does not mean that Council will automatically provide or book the venue for you. It is your responsibility to book the venue yourself and ensure the grant amount covers all venue hire costs. If you change the venue or if the venue hire costs increase after the grant is awarded, you will not receive additional funding, and you must advise Council of the change.

Further Information

You will be asked for additional information if you apply for minor infrastructure upgrades, such as minor building works, community gardens, and cameras. Council officers may also ask you for more information prior to payment of a successful grant application.

How to make an application

Applications can be submitted any time, but may be paused at specific times in line with the funds available.

It is a good idea to book an appointment with Council's Grants Officers before you submit your application. They may also suggest you speak with another Council officer about your activity.

To apply:

- Visit [Grants program - City of Kingston](#) and click the 'Apply' button.
- Create a SmartyGrants account if you don't already have one.

When you apply, you will need to provide details about:

- Your organisation, including details of your auspice organisation, if applicable
- Your proposed activity
- Why your activity is needed and the benefits it will bring
- How you plan to carry out your activity
- Your GST exclusive activity budget
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- Any supporting documents you need to provide.

Supporting Documents

Here is a list of documents you may need to provide:

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an Auspice Agreement template on our website: www.kingston.vic.gov.au/community/grants	<ul style="list-style-type: none"> • Auspice organisations
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission. AGM minutes are acceptable where Consumer Affairs Victoria accepts these instead of an Annual Report	<ul style="list-style-type: none"> • Applicants
Financial Statements Please provide a financial statement that shows your organisation's financial situation, including any funds you have already committed (such as a balance sheet). The documents must follow the rules set by: <ul style="list-style-type: none"> • Consumer Affairs Victoria • Australian Charities and Not-for-Profits Commission • Australian Securities and Investments Commission 	<ul style="list-style-type: none"> • Applicants
Public Liability Insurance Certificate of Currency You will need to show proof of insurance, with a cover level based on the activity or program	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards, where applicable	<ul style="list-style-type: none"> • Applicants

How are applications assessed?

Council officers will first check if your application meets the eligibility requirements. If your application is eligible, it will then be assessed by Council officers based on the funding priorities in these Program Guidelines and the assessment criteria.

Please note: Council uses the assessment criteria as a general guide when assessing Community Small Grant applications

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5

20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Notification of Outcome

Council aims to let applicants know the outcome of their application within 1 month. However, incomplete applications or busy periods may cause delays. All funding outcomes are shared with Council quarterly, where Council will endorse all unsuccessful applications.

Funding availability

To make sure everyone has fair access to grants, Council will keep funds available throughout the whole year. This is assessed every 3 months. If the funds run out, this will be posted on the Council's website: www.kingston.vic.gov.au/community/grants, and applications will be paused until the next quarter.

Applications for the financial year close on 30 May each year. Applications after this date will be considered for the next financial year.

Acquittal Report

If you receive a grant, you must keep records of how you spent the funds and give Council copies of receipts. You will also need to write a report showing the impact of the funded activity. This is called an acquittal. Acquittal due dates are listed in the 'Grants Available' section of these Guidelines and are included in your funding agreement.

You must also allow Council officers to visit or request an audit of your funded activity.

Payments will only be made once any past grants have been properly acquitted and all funding requirements have been met.

Community Bi-Annual Grants

community inspired leadership



Community Bi-Annual Grants

- Amount available:** \$2,001-\$10,000
- Who can apply:** Not-for-profit organisations, or community groups auspiced by not-for-profit organisations, and auspiced artists.
- When to apply:** Bi-annual – assessed every 6 months. Please see [Council's website](#) for dates.

Community Bi-Annual Grants support activities that help the Kingston community and align with Council's strategic priorities.

What can be funded:

Community Projects & Programs	Activities that help organisations and community groups strengthen Kingston. These can be focused on arts, culture, health, climate action, sports, and more. For example, Community programs, arts initiatives, or environmental projects.
Small Community Festivals & Events	Support for events that connect, strengthen, and celebrate Kingston's diverse community. For example, cultural festivals or local climate action events.
Minor Capital Works	Funding for minor upgrades or improvements to buildings or grounds used by not-for-profit organisations or auspiced community groups. For example, Kitchen upgrades, energy-efficient fixtures, or new flooring.
Arts Projects & Programs	Funding for creating and presenting arts activities in Kingston. For example, public art installations, exhibitions, or creative workshops.

Before You Apply:

- Consult with Council teams:
 - Festivals and Events team for Small Community Festivals & Events
 - Arts team for Arts Projects & Programs
 - Property team for Minor Capital Works
 - Active Kingston for sport-related grants (and Youth Services where appropriate)
- For Festivals and Events, if your festival or event is to be held on Council land complete the Events process via the [website](#). You will need to have Approval in Principle from the Events team
- For Arts Projects and Programs, identify an auspice organisation and complete an auspice agreement
- For Minor Capital Works, ensure you have an Approval in Principle from Council's Property Team. Also, check if you need any Building or Planning Permits required for the work
- Ensure your activity aligns with the grant stream
- Check eligibility: Make sure your activity is not already funded by a Kingston Council grant and verify that Council or other providers are not already offering the activity you plan to apply for.

Eligibility Criteria

Applicants must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, Statutory Authority, and Church set up as a statutory entity or by legislation, or auspiced

by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status.

- 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
- Have demonstrated the financial means to deliver the activity if successful
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council. Quotes for all costs are required for this grant stream
- Implement and maintain policies relating to the Child Safe Standards, where applicable

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Activities that do not comply with the requirements of the tenancy agreement (if a Council tenant)
- Worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Activities or operational costs that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, governance and inclusion programs of relevant organisations
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- Purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Professional grant writer fees
- Recurrent or ongoing building maintenance costs
- The purchase of trophies, prizes, awards or items related to fundraising activities
- The 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
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before

notification of a grant being approved and a funding agreement entered into

- Applications not made through the official Council application process
- More than \$2,000 in equipment, such as uniforms and defibrillators; or more than \$1000 for televisions, laptops, tablets or mobile phones
- Equipment replacement: where the equipment is still considered to be within its useful life; or the same equipment that has already been funded by Council in the past 24 months from July to June; or that should be covered by insurance or registration/participation fees
- Equipment insurance or storage fees
- Subscriptions, software licences, or plans
- Website or social media maintenance costs. Website establishment costs will be considered
- Recurrent or ongoing salaries and staffing on-costs that are the responsibility of the applicant organisation. For the Arts Projects & Programs category, artist fees are exempt from this criterion
- Activities that duplicate support already available through other Council or external programs for the same audience
- Support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises
- Activities that are not publicly accessible or open to the general Kingston community
- Permanent public art installations
- More than the following percentages of the funding requested:
 - 10% of administration costs (e.g. stationery, postage)
 - 20% of food costs
 - 10% of project management or coordination costs specifically for the activity
 - 60% of artist fees
 - 5% of the cost of an auspice organisation (for Arts Projects and Programs category only)

Minor Capital Works Category:

- Applications that do not comply with co-funding requirements
- For Council-owned property, applications that do not provide a copy of an Approval in Principle from Council's Property Team
- For non-Council property, applications that do not provide a letter of approval from the landlord
- Applications that do not provide photos and specifications of proposed fixtures or fittings
- Applications that do not provide 2 quotes for all works in scope
- Works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Works where the total works value is more than 5% of the value of the asset that would be received at the time of disposal
- Works that are already budgeted in Council's latest Capital Works Program
- Works on areas of a property where gaming is operating
- Camera installations that do not comply with the following conditions:
 - Relevant laws, such as privacy laws
 - Footage must be securely stored
 - Footage cannot be stored for more than 30 days

Applicant contribution for Minor Capital Works

A co-funding contribution is required for minor capital works.

Group 1 Council Lease (without a liquor licence)	No co-funding is required.
Group 1 Council Lease (with a liquor licence) or Group 2 Council Lease (with or without a liquor licence)	You must match the funding 1:1. The co-funding can be cash or in-kind support.
Other eligible private property: (Not-for-profits leasing private property)	You must match the funding 1:1 with cash only.

*Definitions of applicant organisations (as defined in Council's Lease and Licence Policy):

- **Group 1 Council Lease:** Community not-for-profit group with limited ability to get income.
- **Group 2 Council Lease:** A community sports or recreation not-for-profit group with some ability to get income.

No co-funding is needed for other categories of grants.

Please note the maximum funding available from Council for these grants is \$10,000. You may need to find additional cash or in-kind-support to fully fund your activity.

Venue Booking

Where the activity funded includes the hire of a venue: Applicants are required to provide relevant quotes (including venue hire) to justify the funding amount requested. Please note that the provision of these quotes or receipt of a grant does not constitute or guarantee a venue booking. It is the applicant's responsibility to book the venue and ensure the grant applied for covers all venue hire costs. If you change the venue or if the venue hire costs increase after the grant is awarded, you will not receive additional funding, and you must advise Council of the change.

How to make an application

Applications are accepted during the open round until 11:59pm on the closing date. There are two rounds each year for these grants, but you can only be funded for one round per financial year. If you are unsuccessful for an application in Round 1, you can reapply in Round 2 – ensuring you address any feedback that you received or, for a different activity.

Check the Grants Available section in the Program Guidelines or visit Council's website:

www.kingston.vic.gov.au/community/grants for important dates.

You are encouraged to book an appointment with Council's Grants Officers before applying. They may also direct you to speak with another Council officer if needed.

To apply:

1. Visit the [Kingston website](http://www.kingston.vic.gov.au) and click the 'Apply' button
2. Create a SmartyGrants account if you don't have one already

When you apply, you will need to provide details about:

- Your organisation, including details of your auspice organisation if applicable
- Your proposed activity
- Why your activity is needed and the benefits it will bring

- How you plan to carry out your activity
- Your GST exclusive activity budget
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- Any supporting documents you need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an "Auspice Agreement" template on the website: www.kingston.vic.gov.au/community/grants .	<ul style="list-style-type: none"> • Artists • Applicants with an auspice
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	<ul style="list-style-type: none"> • Applicants (excluding individual artists)
Financial Statements Please provide a financial statement that shows your organisation's financial situation, including any funds you have already committed (such as a balance sheet). The documents must follow the rules set by: <ul style="list-style-type: none"> • Consumer Affairs Victoria • Australian Charities and Not-for-Profits Commission • Australian Securities and Investments Commission 	<ul style="list-style-type: none"> • Applicants (excluding individual artists)
Public Liability Insurance Certificate of Currency You will need to show proof of insurance, with a minimum level of cover to be determined based on the activity.	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Minor Capital Works <ul style="list-style-type: none"> • Council-owned property • Approval in Principle letter from Council or the landlord • Copy of your submitted Approval in Principle form Non-Council property <ul style="list-style-type: none"> • Approval letter from the landlord of the property • Photos and specifications of proposed fixtures or fittings • 2 quotes for all works in scope 	<ul style="list-style-type: none"> • Applicants to the Minor Capital Works category
Supplier quotes For examples, venue hire, marquee hire, entertainment, security, traffic management, etc.	<ul style="list-style-type: none"> • Applicants
Resumé and examples of recent work *for works of art only	<ul style="list-style-type: none"> • Applicants of the Arts Projects & Programs category, where the application is for creating an artwork
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	<ul style="list-style-type: none"> • Applicants, where relevant
Additional Support Material	Optional

For example, letters of support, media, photos, example promotional material	
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How are applications assessed?

Council officers will first check if you and the application meet the eligibility requirements. If your application is eligible, it will then be assessed by Council officers based on the funding priorities in these Program Guidelines and the assessment criteria.

Please note that Council uses the assessment criteria and weightings explicitly when assessing Community Bi-Annual Grants.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5

Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding decisions

All eligible applications will be reviewed by the Council in a formal meeting to decide who will receive funding.

You may be contacted during the assessment process if more information is needed before the final decision is made.

You will receive notification of an outcome as per the dates outlined in the Grants Available section of these Guidelines.

Funding availability

To ensure fair access to these grants, Council sets aside funds from its annual budget for two grant rounds each year.

Please note that the total dollar value of applications received may be more than available funds.

If your application is not successful for Round 1, you can reapply for Round 2, making sure to include any feedback you received, or if you are seeking funding for a different activity.

Acquittal Report

If you receive a grant, you must keep records of how you spend the funds and give Council copies of receipts. You will also need to write a report showing the impact of the funded activity. This is called an acquittal. Acquittal due dates are listed in the Grants Available section of these Guidelines and in your funding agreement.

You must also allow Council officers to visit or request an audit of your funded activity.

Payments will only be made once any past grants have been properly acquitted, and all funding requirements have been met.

Operational and Partnership Grants

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Operational & Partnership Grants

Amount available:

- Up to \$100k for Community Centres & Neighbourhood Houses;
- Up to \$90k for Specialist Community & Welfare Services;
- Up to \$20k for Community Interest Organisations; and
- Up to \$1k for regular social activities, up to \$4k for providing regular meals, and an additional amount based on specific circumstances for Multicultural and Seniors groups.

Funding is available per year for up to three years.

Who can apply:

Not-for-profit organisations

When to apply:

Open once a year. Please see Grants Available section of this document for dates.

Operational & Partnership Grants are grants that last for up to three years. They help support important community services and activities that match Council's main goals. These grants provide stable and ongoing funding for services and activities that are important to the Kingston community.

What can be funded

Operational & Partnership Grants can support different services and activities in the following categories:

Community Centres & Neighbourhood Houses	These grants help cover costs for the operations and services of Community Centres and Neighbourhood Houses to strengthen the communities where they are located. Funding available: Up to \$100,000 per year. The amount is decided using a set formula.
Specialist Community & Welfare Services	These grants support services that provide financial, legal, counselling, and other specialist help to people in Kingston. Funding available: Up to \$90,000 per year. The amount funded is based on specific criteria.
Community Interest Organisations	These grants help organisations and community groups that represent the diversity of Kingston, such as arts groups, municipal bands, historical groups, sports clubs, and environmental groups. Funding available: Up to \$20,000 per year. The amount funded is based on specific criteria.
Multicultural & Seniors Groups	These grants support activities for Kingston's multicultural and senior residents to promote inclusion, connectedness, and positive ageing. Funding available: Up to \$4,000 per year, with a possible extra amount, decided using a set formula.

Eligibility

Applicants must:

- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, Churches set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- 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
- Have demonstrated the financial means to operate for the duration of the funding period
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than

50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community. Provide current public liability insurance with a level of cover appropriate to the operations of the organisation and its activities

- Comply with all requirements within the tenancy agreement (applicable only to Council tenants)
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Have demonstrated the successful delivery of previous funding from Kingston City Council.

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Worship, congregation, secular promotion, protest, or religious or political campaigns
- School curriculum-based activities or where the outcome is confined to the school property or school community
- The operations or programs of organisations that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, or governance and inclusion programs. Please contact Council to discuss other ways Council can support your organisation
- Replacement or top-up of discontinued or reduced income from any other sources
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Payment of rent, or leases
- Recurrent or ongoing building maintenance costs
- Minor capital works (see Community Bi-annual Grants for Minor Capital Works funding)
- Capital works
- Arts projects or programs (see Community Bi-annual Grants for Minor Capital Works funding)
- Festivals and events (see Community Festivals, Events & Creative Activities funding)
- The purchase of trophies, prizes, awards or items related to fundraising activities
- 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
- Funding requests above the published amount available

- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Equipment replacement: where the equipment is still considered to be within its useful life; or the same equipment that has already been funded by Council in the past 24 months from July to June; or that should be covered by insurance or registration/participation fees
- Activities that duplicate support already available through other Council or external programs for the same audience support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises

Applicant contribution

No co-funding is required for Operational & Partnership grants. However, applicants should understand that the Council believes you may need to find additional financial or other support to successfully carry out your services or activities and achieve the expected results.

How to make an application

Applications can be submitted at any time.

We strongly recommend that you book an appointment with Council's Grants Officers to talk about your application before submitting it. They may also suggest that you to discuss your application with another relevant Council officer.

To apply, go to the [Kingston Grants Program](#) website and select apply. Then create an account in SmartyGrants if you don't have one already.

When you apply, you can expect to be asked for details about:

- Your organisation, including auspice organisation details if applicable
- Your operations (for all categories except Multicultural & Seniors) or regular social activities (for Multicultural & Seniors)
- The need for your service/activity
- The benefits of your service/activity
- How your service/activity will contribute to achieving Council's strategic priorities
- How you will deliver your service/activity
- How your service/activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your service/activity
- How you plan to evaluate the delivery and impact of your funded service/activity
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	<ul style="list-style-type: none"> • Applicants
Financial Statements	<ul style="list-style-type: none"> • Applicants

Attachment	Required by:
Provide a financial statement that demonstrates your organisations situation, including any committed funds held (i.e. a balance sheet) Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	<ul style="list-style-type: none"> Auspice
Public Liability Insurance Certificate of Currency Minimum cover of \$20 million is required.	<ul style="list-style-type: none"> Applicants
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	<ul style="list-style-type: none"> Applicants (Multicultural and Seniors category, unless their members are coming into contact with children through their funded operations and activities)
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

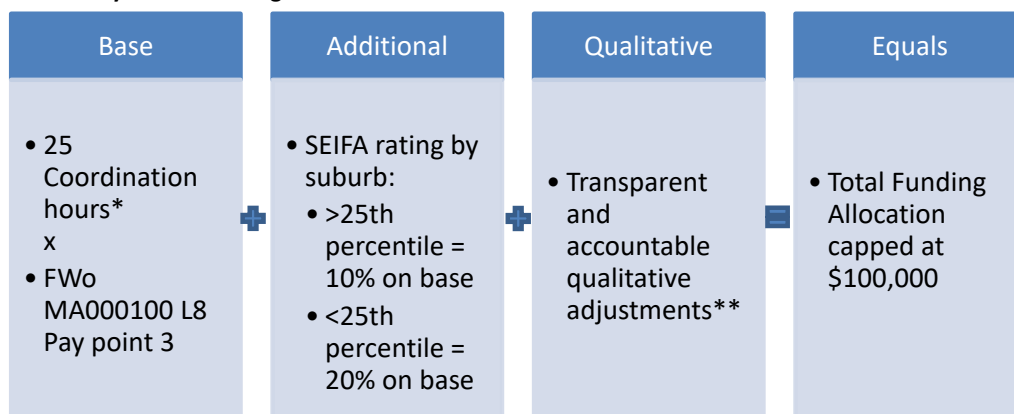
Formula Based Assessment

The formula-based funding method is used for two categories in the Kingston Grants Program's Operational & Development Grants. These categories are:

- Community Centres & Neighbourhood Houses
- Multicultural & Seniors

The formula is applied at Year 1 of the funding period and will be used for the entire funding term.

Community Centres & Neighbourhood Houses



* Matches the base funding given by DFFH for eligible community centres and neighbourhood houses.

** Qualitative adjustments are made to consider important factors that cannot be measured by a formula. The Assessment Panel reviews these adjustments and makes recommendations that must be approved by Council.

Multicultural and Seniors

Base		Additional		Qualitative		Total
<ul style="list-style-type: none"> • 2 meeting hours for social activities x • Number of Kingston residents who are active members* x • 12 meetings per year x • \$2.00 • Funding cap of \$1000 	+	<ul style="list-style-type: none"> • 12 meals per year** x • Number of Kingston residents who are active members* x • Meals of Wheels minimum cost of \$4.50 • Funding cap of \$3000 	+	<ul style="list-style-type: none"> • Transparent and accountable qualitative adjustments*** 	=	<ul style="list-style-type: none"> • Total funding allocation

* Organisations must meet minimum requirements for the percentage of active members who are Kingston residents or show significant benefit to the Kingston community, as outlined in the Kingston Grants Program Policy and Program Guidelines for Operational & Partnership Grants. Organisations that don't meet these requirements are not eligible for Multicultural & Seniors funding.

** Organisations that provide meals to members must commit to providing at least 6 meals per year. Funds can be used for any meals provided during the year.

*** Qualitative adjustments consider important factors that cannot be measured by a formula. The Assessment Panel reviews these adjustments and makes recommendations that must be approved by Council.

Multicultural and Seniors - Qualitative Adjustments

Qualitative Adjustments for Multicultural & Seniors Clubs are determined by the Kingston Grants Assessment Panel. They are applied based on the following criteria:

- the applicant meets in Kingston
- the applicant has more than 50% Kingston members

The funding amount allocated is based on the number of registered Kingston members:

- An additional \$1,000 is allocated to applicants with less than 249 Kingston members
- An additional \$2,000 is allocated to applicants with 250–499 Kingston members
- An additional \$3,000 is applied to applicants with more than 500 Kingston members.

Furthermore, the Assessment Panel may also prioritise applicants who: *have limited financial means or ability to access other sources of funding*. To determine this, balance sheets are reviewed to consider any significant available funds (i.e. in excess of \$50,000) that the Multicultural & Seniors group has, and whether a strategic objective for the future use of these funds was evident.

Consideration is also given to applicants where the above criteria conflicted. For example:

- a Multicultural & Seniors group that doesn't meet in Kingston, but has over 50% Kingston membership may be considered for a Qualitative Adjustment; and
- a Multicultural & Seniors group that has less than 50% Kingston members, however their number of Kingston members is comparably high to other clubs.

Quality-based Assessment

Applications will be assessed once a year. For Grant approval dates, please see the Grants Available section of these Guidelines.

Council Officers will first check if you and your application meet the eligibility requirements. If you are eligible, your application be reviewed by Council officers and a Grants Assessment Panel using the assessment criteria and funding priorities outlined in these Guidelines.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit/s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5

20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding decisions

Funding recommendations for all eligible applications will be presented to Council for decision at a formal meeting.

Applicants may be asked for more information during the assessment process or before the funding recommendations are made.

Applicants will receive notification of an outcome within 12 weeks from the start of the assessment process.

Funding availability

To ensure fair access to these grants, Council will set aside funds from a multi-year budget each year. Any funds not used in the first year can be carried over and used in the following year.

Payments

For larger operational grants (over \$50,000 per year), payments will be made in parts throughout the year, as explained in the funding agreement.

Acquittal Report

Successful applicants must keep records of how the grant money was spent and give Council copies of receipts and a report showing the impact of the funded activity (called an acquittal). Acquittal due dates are listed in the Grants Available section of these Guidelines.

Successful applicants must allow Council officers to visit or request an audit of the funded activity.

Payments will only be made once any overdue grant reports for past grants have been completed and approved.

Community Festivals, Events & Creative Activities Grants

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Community Festivals, Events & Creative Activities Grants

Amount available:	Up to \$25,000 per annum for up to three years
Who can apply:	Not-for-profit organisations, or community groups auspiced by not-for-profit organisations.
When to apply:	Open once a year. Please see Grants Available section of this document for assessment dates.

These grants support community festivals, events and creative activities that highlight Kingston's diversity, places, talents, cultures or unique features. These activities enhance Kingston's reputation as a great place to live, work, visit and play. This grant is for large scale activities that take place annually, or over a series of activities over the funding period.

What can be funded

These grants can support festivals, events or creative activities for up to three years, including:

- annual activities; or a series of different activities across the funding cycle
- larger scale activities
- established activities (if you're starting a new event, check out Community Bi-annual Grants).

Before you submit your application

Make sure you:

- Talk to Council's Festivals and Events team by calling 1300 653 356
- Use the '[Business Victoria Event Planner](#)' tool to help improve your application. [You can find it on the Business Victoria website.](#)

Eligibility Criteria

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, Church set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status
- 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
- Have the financial means to deliver the activity, if the total cost is more than the amount requested
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June

- Submit a complete application, including attachments or other supporting information requested by Council.
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Comply with public health directions, and human rights and responsibilities
- Have demonstrated the successful delivery of previous funding from Kingston City Council. If you are a new applicant, please apply to the Community Bi-annual Grants to establish a new funding relationship with Council

What can't be funded:

- Worship, congregation, secular promotion, protest, or or religious or political campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- The operations or activities of organisations that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, or governance and inclusion programs. Please contact Council to discuss other ways Council can partner with and support your organisation
- Replacement or top-up of discontinued or reduced income from any other sources for existing Community Festivals, Events and Creative Activities
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- The payment of rent or a lease
- Recurrent or ongoing building maintenance costs
- Minor capital works (see Community Bi-annual Grants for Minor Capital Works funding)
- Capital works
- Small Arts Projects & Programs (see Community Bi-annual Grants for Arts Project & Programs funding), small or once-off Festivals & Events (see Community Bi-annual Grants funding). Activities must occur once a year, or multiple times each year across the funded period
- The purchase of trophies, prizes, awards or items related to fundraising activities
- The 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
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Equipment replacement: where the equipment is still considered to be within its useful life; or the same equipment that has already been funded by Council in the past 24 months from July to June; or that should be covered by insurance or registration/participation fees
- Activities that duplicate support already available through other Council or external programs for the same audience

- Support to relocate your organisation or group currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises

Applicant contribution

Applicants should know that Council expects you to find other cash or in-kind-support to help deliver your activity and achieve the expected results.

How to make an application

Before you apply, you must talk to Council's Festivals and Events team about your application.

To apply, visit [Kingston's Grants Program](#) and select apply. Then create an account in SmartyGrants if you don't have one already.

When you apply, you will be asked information about:

- Your organisation, including details of any auspice organisation (if applicable)
- Your proposed activity
- Why your activity is needed
- The benefits of your activity
- How you will run your activity
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- How you will evaluate your activity
- Any supporting documents you need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants (without an auspice) • Auspice organisations
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an "Auspice Agreement" template on the website: www.kingston.vic.gov.au/communtv/grants	<ul style="list-style-type: none"> • Auspice organisations
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	<ul style="list-style-type: none"> • Applicants (without an auspice)
Financial Statements Provide a financial statement that demonstrates your organisations situation, including any committed funds held (i.e. a balance sheet) Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	<ul style="list-style-type: none"> • Applicants (without an auspice)

Public Liability Insurance Certificate of Currency Minimum cover of \$20 million is required.	<ul style="list-style-type: none"> Applicants (without an auspice) Auspice organisations
Supplier quotes For examples, marquee hire, entertainment, security, traffic management, etc.	<ul style="list-style-type: none"> Applicants
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	<ul style="list-style-type: none"> Applicants (where relevant)
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Applications will be assessed once a year.

First, Council Officers will check if you and your application meets the eligibility requirements. If you are eligible, your application will be assessed by Council Officers and a Grants Assessment Panel, using the funding priorities outlined in these Guidelines and the assessment criteria.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5

13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding Decisions

Funding recommendations for all eligible applications will be presented to Council for decision at a formal meeting.

Applicants may be asked for more information during the assessment process or before the funding recommendations are made.

Applicants will receive notification of an outcome within 12 weeks from the start of the assessment process.

Funding availability

To ensure fair access to these grants, Council will set aside funds from a multi-year budget each year. Any funds not used in the first year can be carried over and used in the following year.

Acquittal Report

Successful applicants must keep records of how the grant money was spent and give Council copies of receipts and a report showing the impact of the funded activity (called an acquittal). Acquittal due dates are listed in the 'Grants Available' section of these Guidelines.

Successful applicants must allow Council officers to visit or request an audit of the funded activity.

Payments will only be made once any overdue grant reports for past grants have been completed and approved.

Individual Development Grants

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Individual Development Grants

Individual Development Grants are one-off grants that support individual Kingston residents who are invited, selected, or have qualified 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 and seek to develop local leaders and positive role models.

Amount available:

\$200 – For state-level events held in Victoria (but not in Kingston)
 \$400 – For national-level events held in another state (not in Victoria)
 \$600 – For international-level events held overseas
 Plus 25% extra for financial hardship

Who can apply: Anyone who lives in Kingston (City of Kingston).

When to apply: Applications are always open and are reviewed every two weeks.

Individual Development Grants are one-time grants that help Kingston residents who are invited, selected or qualify to compete, perform, or represent at State, National, or International levels in their chosen field.

What can be funded?

Grants are available for activities in the following areas:

Arts & Culture	Support for individuals to grow their creative and professional skills. This can include crafts, study programs, workshops, mentoring, presenting at conferences, or showcasing work at cultural events.
Sport & Recreation	Support for athletes to compete in recognized sports events at State, National, or International levels, where the athlete is selected through a competitive process.
Environment & Climate Action	Support for individuals involved in important environmental activities. This can include presenting at conferences, study programs, or volunteering for environmental projects to help cover travel costs.
Humanitarian & Leadership	Support for individuals to take part in important humanitarian or leadership activities. This can include presenting at conferences, study programs, or volunteering for humanitarian projects to help cover travel costs.

Eligibility Criteria

Applicants must:

- Be an individual who is a Kingston resident (anyone who lives within the City of Kingston).
- Submit an application between 1 – 6 months prior to the activity
- Submit an application that aligns with the purpose of this grant stream and chosen category
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no overdue debts owing to Council, or have entered into a payment plan
- Have not received funding for an Individual Development Grant for the same activity in the past 24 months running on financial year from July to June
- Not be a Kingston Councillor or officer if the event/activity is considered part of their usual role or duties
- Comply with public health directions, and human rights and responsibilities
- Provide evidence of qualification or invitation in the event/activity by event organisers, governing

body, club or coach/instructor

- To demonstrate financial hardship, provide a copy of both sides of a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card (where applicable)

What can't be funded:

- Costs that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Participation in activities that undertake or promote gambling
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Costs to participate in the creation of permanent public art installations
- The purchase of gifts, trophies, prizes, awards or items related to fundraising activities
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not through the official Council application process
- The purchase of entry to tourist attractions or other entertainment, alcohol, tobacco, fireworks, or gambling activities or items
- Daily costs such as food, beverages, personal products and accommodation add-ons, such as mini bar expenses and incidental charges
- New equipment or materials not directly related to being able to compete or participate in the development event/activity
- Sporting training camps and coaching clinics
- School, TAFE or university fees
- Publishing, promotion or distribution of digital media or writing works
- Website development, website maintenance, software licences or social media activities
- Support to attend an activity where eligible costs are already covered by or the responsibility of the event/activity host, home club, or other involved party
- Travel and accommodation costs for an activity in the Kingston municipality
- More than two people from the same organisation, group or club who are selected to compete, perform or represent in their chosen discipline in the same event/activity

Applicant contribution

You don't need to provide any co-funding for these grants. However, please note that the Council's support is just a contribution, and it might not cover all costs for the event or activity you want to participate in. You may need to find other financial or in-kind support to help cover the full cost.

How to Apply

Applications can be made at any time.

To apply, go to the [Kingston Grants Program](#) website and click 'Apply'. Then create an account if you don't have one already.

When you apply, you'll need to provide the following details:

- You live in the City of Kingston
- You are 18 years or older, or if you're under 18, you have permission from a parent or guardian
- Proof that you've been selected, qualified, or invited to the event/activity by the event organizers, a governing body, your club, or coach/instructor
- Proof of financial hardship, such as a copy of both sides of a Centrelink Health Care Card, Pensioner Concession Card, or Veteran Card (if applicable)
- Your budget for the event/activity

Supporting Documents

Attachment	Required by:
Proof of identity and residence For example, both sides of your driver's licence, bank statement (financials redacted), or utility bill.	Applicants
Proof of competitive selection, qualification or invitation Letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor	Applicants
Proof of financial hardship Both sides of a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card to demonstrate financial hardship	Applicants with Financial Hardship applying for an extra 25% of funds
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Eligible applications will be assessed every four weeks.

Council Officers will check if the applicant and the application are eligible against the above Eligibility Criteria. If eligible, your application will be assessed against the Assessment Criteria to determine the funded amount.

Assessment Criteria

- Level and location of the activity
- Level of achievement and development potential in your chosen discipline
- Level of support from other sources
- Proof of financial hardship

If your application is incomplete or if there is a busy grant processing period, it may take longer to get a decision. All funding decisions will be shared with the Council every three months.

Applicants, or the event/activity organizer, club, group, coach, or governing body may be contacted for more details during the review process before the final funding decision is made.

Funding availability

To ensure fair access to these grants, the Council will try to keep funds available throughout the whole financial year. If the funds run out, this will be posted on the Council's website, and applications will be closed until the next financial quarter.

You can only receive one Individual Development Grant per financial year (from July to June). You cannot apply for the same activity if you have already received a grant for it in the past 24 months (from July to June).

If your application is not successful, you can re-apply in the next financial year, as long as you meet the eligibility requirements.

Applications for the financial year will close on May 30 each year. Applications submitted after this date will be considered for funding in the following financial year.

Acquittal Report

Successful applicants must keep records of how the grant money was spent. They need to provide receipts and a report to Council explaining the impact of their funded activity. This is called an acquittal and must be submitted within 2 months, after the activity took place.

Payments for new grants will only be made once any overdue reports for previous grants have been submitted and accepted.

Kingston Grants Program- 2025-27 Operational & Partnership Grants- Specialist Community and Welfare Services

Approved Funding (as per Council resolution on 26 May 2025)

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year		
						Funding Provided 2024/25	Funding Approved 2025/26	Funding Approved 2026/27
	Mentone Community Assistance & Information Bureau Inc	Emergency relief support, referral and counselling support, financial budgeting support, legal advisory service, advocacy service	The panel agreed that as per the February 2025 Council Resolution, \$54,903.90 was appropriate. MCAIB is a holistic emergency relief service with full CISVic membership. While the service has strong community impact and solid staff, concerns about financial reliance on grants and \$90K in reserves suggest the current funding is sufficient.	\$58,000.00	\$54,903.90	\$54,903.90	\$60,394.29	\$60,394.29

Funding Recommendations

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including 26 May 2025 Council resolutions; and where applicable, staged funding reductions		
						Funding Provided 2024/25	Funding Recommended 2025/26	Funding Recommended 2026/27
	Make a Difference Dingley Village	Emergency relief support and counselling	The panel highlighted a strong community need for emergency relief and financial counselling but raised concerns about MADDV's financial viability and reliance on Council grants*. The panel supported the previous funding allocation of \$40,000 to sustain current operations, given that financial counselling is available through other sources and access is limited.	\$90,000.00	\$40,000.00	\$40,000.00	\$44,000.00	\$44,000.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including 26 May 2025 Council resolutions; and where applicable, staged funding reductions		
						Funding Provided 2024/25	Funding Recommended 2025/26	Funding Recommended 2026/27
	Christian Resource Care Ltd	Emergency Food Relief	The panel highlighted a community need for emergency relief support in Kingston but raised concerns about the organisation's financial viability and reliance on donations. Partial funding of \$4,500 is recommended. The Council is exploring better ways to fund ER services.	\$9,000.00	\$4,500.00	N/A	\$4,500.00	\$4,500.00
	South East Community Links	Welfare services. Provision of group activities and individual support for young people	The applicant proposes delivering financial education events in Kingston but lacks detailed cost breakdowns and clear justification for funding, despite having significant reserves. The program benefits are acknowledged, but the need for support in Kingston is not well-articulated. Concerns include low local engagement and potential duplication in nearby areas. No funding was recommended by the panel. The applicant is encouraged to apply for a bi-annual grant for once off events to ensure better alignment with the funding priorities.	\$45,000.00	\$0.00	\$19,256.00	\$9,628.00	\$0.00
TOTAL				\$202,000.00	\$4,500.00	\$114,159.90	\$118,522.29	\$108,894.29

* As stated in Kingston Grants Program Guidelines, Council will not fund replacement or top-up of discontinued or reduced income from any other sources.

Priority Ranking Key
Full Funding
Partial Funding 80+
Partial Funding 70+
Partial Funding 50+
No funding

Kingston Grants Program – 2025-27 Operational & Partnership Grants – Community Interest Organisations – Funding Recommendations

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						Funding Provided 2024/25	Funding Recommended 2025/26	Funding Recommended 2026/27
	Chelsea & District Historical Society	Operational Support	Full funding recommended. The historical society provides a valuable service preserving local history, with clear strategic and annual plans. While the group faces financial sustainability challenges, the low funding request and volunteer-driven nature was noted by the panel. Whilst the group is committed to working with local partners, concerns about long-term viability remain.	\$3,500.00	\$3,500.00	\$3,477.83	\$3,500.00	\$3,500.00
	Dingley Village Historical Society	Operational Support	The historical society focuses on preserving Dingley Village's local history and provides benefits to the community, including family history research and educational support. However, it heavily relies on Council funding, with concerns about long-term sustainability. Digitizing their collection and increasing their digital presence is necessary. Full funding is recommended.	\$4,500.00	\$4,500.00	\$3,477.83	\$4,500.00	\$4,500.00

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year, including staged reduction where applicable (based on 2023/24 funding)		
						Funding Provided 2024/25	Funding Recommended 2025/26	Funding Recommended 2026/27
	Mordialloc & District Historical Society Inc	Operational Support	The historical society plays a vital role in preserving local history but faces challenges in sustainability and digital transformation. While they have cash reserves, the group heavily relies on Council grants for operations. Partial funding is recommended, with a focus on improving future applications, including diversification of funding and clear strategic planning.	\$6,000.00	\$3,500.00	\$3,477.83	\$3,500.00	\$3,500.00
	Golden Days Radio	Operational Support	The panel upheld the original decision, with no further funding recommended beyond the \$2,500 already allocated. The Panel noted the radio station's lack of clear data on Kingston's audience, with substantial reserves and a broad reach. Future applications should include stronger metrics demonstrating engagement with Kingston residents.	\$5,000.00	\$0.00	\$5,000.00	\$2,500.00	\$0.00
TOTAL				\$19,000	\$11,500.00	\$15,433.49	\$14,000.00	\$11,500.00

Priority Ranking Key
Full Funding
Partial Funding 80+
Partial Funding 70+
Partial Funding 50+
No funding

Kingston Grants Program – 2025-27 Operational & Partnership Grants – Multicultural & Seniors – Funding Recommendations

Name	Base – Social Activities (capped at \$1,000)	Additional – Meals (capped at \$3,000)	Qualitative	Qualitative – Panel Comments	Funding Recommended	Allocated Budget Per Year (including staged reduction where applicable)		
						Funding Provided 2024/25	Funding Recommended 2025/26	Funding Recommended 2026/27
Pilipino Elderly Association South East Region	\$1,000.00	\$0.00	\$430.00	Full funding is recommended for this Kingston-based group, providing valuable social connections to local members. The application is thorough, with a strong number of Kingston residents as members, and the activities align with community needs. Based on the application the group seems well-organised.	\$1,430.00	N/A	\$1,430.00	\$1,430.00
Probus Club of Edithvale	\$1,000.00	\$0.00	\$360.00	Full funding is recommended for this Kingston-based group, subject to the funding being used for activities not held at a venue with gambling, in line with Council's gambling policy. The funding will support bus trips and a Christmas event, contributing to the group's ongoing success.	\$1,360.00	N/A	\$1,360.00	\$1,360.00
Kingston Billiards Senior Citizens Club	\$1,000.00	\$0.00	\$230.00	Partial funding is recommended to match the amount outlined in their application's budget. They	\$1,000.00	\$900.00	\$1,000.00	\$1,000.00

Name	Base – Social Activities (capped at \$1,000)	Additional – Meals (capped at \$3,000)	Qualitative	Qualitative – Panel Comments	Funding Recommended	Allocated Budget Per Year (including staged reduction where applicable)		
						Funding Provided 2024/25	Funding Recommended 2025/26	Funding Recommended 2026/27
				have over 50% of members residing in Kingston. The grant will support activities like socialising, billiard games, and fostering multicultural connections. These initiatives help reduce isolation and promote well-being for seniors, aligning with the council's vision of improving the quality of life for Kingston residents.				
Clayton Seniors Snooker Group and Social Club	\$1,000.00	\$0.00	\$0.00	Full funding of \$1,000 is recommended due to the number of Kingston resident members in the group and the potential benefit to the Kingston community. It was acknowledged that the group is new to applying for funding from the Council.	\$1,000.00	NA	\$1,000.00	\$1,000.00
Friendship Australian Egyptian Association	\$1,000.00	\$0.00	\$0.00	The application lacks sufficient details, particularly regarding Kingston resident participation numbers and the group's meeting location. The Cheltenham address provided in the application does not appear to be a venue appropriate for group activities, unsuitable to regularly accommodate 100 active	\$0.00	NA	\$0.00	\$0.00

Name	Base – Social Activities (capped at \$1,000)	Additional – Meals (capped at \$3,000)	Qualitative	Qualitative – Panel Comments	Funding Recommended	Allocated Budget Per Year (including staged reduction where applicable)		
						Funding Provided 2024/25	Funding Recommended 2025/26	Funding Recommended 2026/27
				members. Without supporting documentation and clearer information on the group's Kingston-based activities, the recommendation is no funding at this time.				
TOTAL					\$4,790.00	\$5,040.00	\$4,790.00	\$4,790.00

Kingston Grants Program – 2024-27 Operational & Partnership Grants
As Approved at 24 June & 22 July 2024 & 26 May 2025

Name	Details	Approved funding per year		
		2024/25	2025/26	2026/27
Specialist Community & Welfare Services				
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	\$40,700.00	\$40,700.00
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	\$55,000.00	\$55,000.00
Chelsea Community Support Service	Welfare services. Provision of emergency relief, food parcels, energy hardship support, financial literacy workshops	\$90,000.00	\$99,000.00	\$99,000.00
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	\$61,669.00	\$61,669.00
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	\$45,088.25	\$30,000.00
Make a Difference Dingley Village	Emergency Relief support offering food items, grocery vouchers, vegetables from the veggie patch, pharmacy scripts, portion of utility bill payments, fuel cards and financial counselling	\$40,000.00	\$44,000.00	\$44,000.00
Mentone Community Assistance & Information Bureau Inc	Welfare services including emergency relief support (offering food, food vouchers, assistance with household bills, education and medical costs, transport costs and other material or financial support), budgeting, legal, advocacy, tax assistance, referral services and drop-in for a chat	\$54,903.90	\$60,394.29	\$60,394.29
Peninsula Community Legal Centre Inc	Legal support services at Chelsea and Westall Community centres. Family violence services	\$40,000.00	\$40,000.00	\$40,000.00
South East Community Links	Youth welfare program to increase client and community engagement, strengthen and achieve positive outcomes for young people's social participation, wellbeing, economic and social inclusion and creation of pathways for future employment	\$19,256.00	\$9,628.00	\$0.00
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	\$38,500.00	\$38,500.00
SC&WS Sub-total		\$454,505.39	\$493,979.54	\$469,263.29

Name	Details	Approved funding per year		
		2024/25	2025/26	2026/27
Community Interest Organisations				
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	\$2,250.00	\$1,500.00
Chelsea and District Historical Society	Operational costs to preserve Kingston's history	\$3,477.83	\$1,738.92	\$0.00
Chelsea Community Church of Christ Careworks Inc	Big Breakfast - A menu style, 3 course hot breakfast offered every Wednesday	\$12,000.00	\$13,200.00	\$13,200.00
Chelsea Concert Band	The Chelsea Concert Band provides musical entertainment at various events	\$8,500.00	\$8,500.00	\$8,500.00
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	\$2,988.92	\$2,500
Golden Days Radio	Community radio and internet broadcast service to 50+ citizens	\$5,000.00	\$2,500.00	\$0
Mentone Public Library	Writers Development Program involving author read-throughs, discussions, and idea development sessions	\$3,000.00	\$3,000.00	\$3,000.00
Mordialloc & District Historical Society	Redesign our display space and add several new displays to attract and educate visitors on local history	\$3,477.83	\$1,738.92	\$0.00
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	\$10,600.00	\$10,600.00
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	\$1,100.00	\$1,100.00
Radio Carrum	Radio Carrum Helping Hand - community internet radio station providing quality, state of the art service	\$3,200.00	\$3,200.00	\$3,200.00
Rotary Club of Chelsea	Vital Volunteers Night to thank the volunteers over an evening meal and festivities on 20/5/2025	\$3,000.00	\$3,000.00	\$3,000.00
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	\$7,000.00	\$7,000.00

Name	Details	Approved funding per year		
		2024/25	2025/26	2026/27
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	\$9,581.00	\$9,581.00
Southern Community Broadcasters Inc (88.3 Southern FM)	Enhancing radio coverage of Kingston news and Council activities	\$4,000.00	\$4,000.00	\$4,000.00
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	\$1,100.00	\$1,100.00
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	\$1,100.00	\$1,100.00
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	\$1,100.00	\$1,100.00
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	\$1,100.00	\$1,100.00
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	\$1,100.00	\$1,100.00
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	\$1,100.00	\$1,100.00
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	\$1,100.00	\$1,100.00
CIO Sub-total		\$78,814.49	\$73,597.76	\$66,381.00

Name	Details	Approved funding per year		
		2024/25	2025/26	2026/27
Multicultural & Seniors				
Anglo-Indian Australasian Association of Victoria				
	Argos & District Australian Greek Senior Citizens Club of Kastoria Inc.	\$4,000	\$4,000	\$4,000
		\$1,020	\$1,020	\$1,020
	Aspendale Senior Citizens Centre Inc.	\$2,000	\$2,000	\$2,000
	Associazione Pensionati Laziali Di Monash	\$1,890	\$1,302	\$714
	Avellino Circolo Pensioners of Springvale	\$2,674	\$2,674	\$2,674
	BBBQ Boys Carers Group	\$900	\$546	\$192
	Carrum Community Activity Centre	\$5,628	\$3,814	\$2,000
	Chelsea Men's Shed Inc	\$2,000	\$2,000	\$2,000
	Chelsea Probus Club	\$2,000	\$2,000	\$2,000
	Circolo Pensionati 'Don Bosco' Inc	\$1,122	\$1,122	\$1,122
	Circolo Pensionati Campani Italiani di Clayton	\$2,350	\$2,350	\$2,350
	Circolo Pensionati Italiani di Benteigh Inc	\$2,890	\$2,890	\$2,890
	Circolo Pensionati Italiani di Oakleigh e Clayton	\$3,484	\$3,484	\$3,484
	Clarinda Greek Seniors Citizens Club	\$4,214	\$4,214	\$4,214
	Clarinda Senior Social Group	\$3,646	\$3,646	\$3,646
	Cosenza Senior Citizens of Kingston	\$3,322	\$3,322	\$3,322
	Croatian Senior Citizens Group of Keysborough	\$2,188	\$2,188	\$2,188
	Cyprian Community of Southern Suburbs of Melbourne Senior Citizens Club	\$3,890	\$3,890	\$3,890
	Dingley Central Probus Club	\$2,000	\$2,000	\$2,000
	Dingley Village Men's Shed	\$5,000	\$5,000	\$5,000
	Dingley Village Senior Citizens Club	\$3,188	\$3,188	\$3,188
	El Hokamma Senior Citizens Group	\$3,376	\$3,376	\$3,376
	Ethnic Discussion Club	\$1,000	\$1,000	\$1,000
	Filipino Australian Seniors Association Inc	\$4,862	\$4,862	\$4,862
	Greek Elderly Citizens of Clayton & District	\$5,000	\$5,000	\$5,000
	Greek Orthodox Community of Clayton	\$4,160	\$4,160	\$4,160
	Greek Senior Citizens Association of Moorabbin	\$4,520	\$3,759	\$2,998
	Greek Senior Citizens of Southern Eastern Regions & Districts	\$4,140	\$2,988	\$1,836
	Greek Seniors & Pensioners Association of Clayton & District	\$4,000	\$4,000	\$4,000
	Greek Women's Senior Citizens Club of McKinnon "RHEA"	\$4,140	\$3,515	\$2,890
	Hellenic Community of the City of Moorabbin	\$5,000	\$5,000	\$5,000

Name	Details	Approved funding per year		
		2024/25	2025/26	2026/27
Invvrians' Society of Melbourne Inc		\$2,000	\$2,000	\$2,000
Independent Hellenic Senior Citizens Association of Clayton & District		\$4,520	\$3,543	\$2,566
Italian Social Club of Moorabbin		\$2,944	\$2,944	\$2,944
Kingston Billiards Senior Citizens Club		\$900	\$642	\$384
Hellenic Community of the City of Moorabbin		\$4,754	\$4,754	\$4,754
Kingston U3A		\$4,000	\$4,000	\$4,000
Kondia Limnos Senior Citizens Club		\$4,140	\$3,380	\$2,620
Ladies Probus Club of Cheltenham		\$2,000	\$2,000	\$2,000
Ladies Probus Club of Kingston Heath		\$2,000	\$2,000	\$2,000
Lemnian Community of Victoria (Seniors)		\$4,000	\$4,000	\$4,000
Life Activities Club Cheltenham		\$2,000	\$2,000	\$2,000
Moorabbin & District Radio Club		\$384	\$384	\$384
Moorabbin NG Wishart Senior Citizens Club		\$1,000	\$1,000	\$1,000
Mordialloc Men's Shed Inc		\$2,000	\$2,000	\$2,000
Multicultural Nature Guides Inc		\$2,000	\$2,000	\$2,000
Multicultural Senior Citizens Group of Kingston & Surrounding Districts		\$5,000	\$5,000	\$5,000
Mythri Social & Cultural Association		\$2,000	\$2,000	\$2,000
Oakleigh Coptic Senior Social Club		\$2,404	\$2,404	\$2,404
Open Russian Educational Hub (OREH SE)		\$1,000	\$1,000	\$1,000
Patterson Lakes Combined Probus Club		\$2,000	\$2,000	\$2,000
Peninsula Jazz Club		\$1,000	\$1,000	\$1,000
Probus Club of Parktone		\$2,000	\$2,000	\$2,000
Red Chamber Chinese Art Group Inc		\$3,566	\$3,566	\$3,566
Senior Citizens of Freccia Azzurra Club		\$5,000	\$5,000	\$5,000
Senior Citizens of Kingston la Baracca		\$3,376	\$3,376	\$3,376
Spanish Speaking Senior Club of Clayton		\$1,224	\$1,224	\$1,224
The Australian Greek Elderly Club of Mentone & District		\$4,916	\$4,916	\$4,916
The Three Hierarchs Greek Elderly Group		\$5,000	\$5,000	\$5,000
VIC Lankan Seniors Social Group Inc		\$3,040	\$3,040	\$3,040
Victorian Malayalee Seniors Association Inc		\$1,476	\$1,238	\$1,000
Zee Cheng Khor Moral Uplifting Society Inc		\$1,224	\$1,224	\$1,224
M&S Sub-total		\$182,472.00	\$174,945.00	\$167,418.00

Name	Details	Approved funding per year		
		2024/25	2025/26	2026/27
Community Centres & Neighbourhood Houses				
Cheltenham Community Centre	Operational Expenses	\$89,000.00	\$89,000.00	\$89,000.00
Mordialloc Neighbourhood House	Operational Expenses	\$89,000.00	\$89,000.00	\$89,000.00
Aspendale Gardens Community Centre	Operational Expenses	\$83,000.00	\$83,000.00	\$83,000.00
Mordialloc Community Centre	Operational Expenses	\$85,000.00	\$85,000.00	\$85,000.00
Chelsea Heights Community Centre	Operational Expenses	\$75,000.00	\$75,000.00	\$75,000.00
Dingley Village Neighbourhood Centre	Operational Expenses	\$75,000.00	\$75,000.00	\$75,000.00
Longbeach Place	Operational Expenses	\$72,000.00	\$72,000.00	\$72,000.00
CC&NH Sub-total		\$568,000.00	\$568,000.00	\$568,000.00
TOTAL		\$1,283,791.88	\$1,310,522.30	\$1,271,062.29

Agenda Item No: 8.2

KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR COMMUNITY FESTIVALS, EVENTS & CREATIVE ACTIVITIES GRANTS 2025-27

Contact Officer: Gillian Turnbull, Coordinator Community Capacity

Purpose of Report

The purpose of this report is to present Council with the funding recommendations, as determined by the Kingston Grants Program Assessment Panel, for the Community Festivals, Events & Creative Activities Grants 2025-27.

This is the second year of a three-year funding cycle (2024-27) for this grant stream.

As stated in the Kingston Grants Program Policy (Appendix 1):

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

The Kingston Grants Program is also supported by the Kingston Grants Program Guidelines (Appendix 2).

Disclosure of Officer / Contractor Conflict of Interest

The Kingston Grants Program Assessment Panel Terms of Reference have been established to guide the panel in their assessment of grants, addressing any potential conflict of interest that arises during the process:

The Local Government Act identifies material and general conflicts of interest which require disclosure as and when they arise. Panel members must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as Panel members.

All Panel members will be required to complete a Conflict of Interest Declaration and Deed of Confidentiality.

Conflict of Interest

- *Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chair prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.*
- *The Panel will be a forum for discussing information and making recommendations that may impact the Kingston community.*

No conflicts of interest were declared by the Kingston Grants Program Assessment Panel for the Community Festivals, Events & Creative Activities Grants.

All Assessment Panel meetings were observed by a Probity Advisor (Manager Governance, Risk and Integrity), who noted: "As the Probity Advisor at the Panel meeting of 27 March 2025, I

observed that the Panel adhered to the Policy and Terms of Reference, ensuring that roles and responsibilities were applied in accordance with the established criteria and limitations. The Panel engaged in robust discussions on the merits of the applications to form well-considered grant recommendations. No conflicts of interest were declared.”

RECOMMENDATION

That Council:

1. Approve the funding recommendations of the Kingston Grants Program Assessment Panel for the 2025-27 Community Festivals, Events & Creative Activities Grants, as outlined in Appendix 3.
2. Note all existing Community Festivals, Events & Creative Activities Grants, (excluding applicants that reapplied in the current funding round), as outlined in Appendix 4.
3. Close the Community Festivals, Events & Creative Activities Grants for applications in 2026-27 (Year 3) as the proposed budget for this stream is close to fully allocated (with \$103.63 remaining).

1. Executive Summary

This report presents Council with the funding recommendations, as determined by the Kingston Grants Program Assessment Panel for the Community Festivals, Events & Creative Activities Grants 2025-27.

This is the second year of a three-year funding cycle (2024-27) for the Community Festivals, Events & Creative Activities Grants.

Funding History

At the Council Meeting in June 2024, Council resolved on the funding outcomes for 2024-27 (as presented in Appendix 4). As part of this, Council resolved not to fund Mordialloc Jazz Orchestra, Eisteddfod by the Bay and Chabad House of Dingley Village. As previous grant recipients, Mordialloc Jazz Orchestra and Eisteddfod by the Bay were eligible for a staged funding reduction over the three-year grant period. The following funding amounts were approved by Council:

- Mordialloc Jazz Orchestra were allocated staged funding of \$13,600 in 2024/25, \$6,800 in 2025/26 and \$0 in 2026/27.
- Eisteddfod by the Bay were allocated staged funding of \$25,000 in 2024/25, \$12,500 in 2025/26 and \$0 in 2026/27.
- Chabad House of Dingley Village were not awarded any funding.

Applications for 2025-27

Three eligible applications were received in the 2025-27 round of Community Festivals, Events & Creative Activities grants, from Mordialloc Jazz Orchestra, Eisteddfod by the Bay and Chabad House of Dingley Village.

Assessment Process

As stated in the Kingston Grants Program Policy:

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

The Kingston Grants Program Assessment Panel was convened on 27 March 2025, to review, discuss and make funding recommendations for the 2025-27 Community Festivals, Events & Creative Activities Grants, for Council's consideration. The Manager Open Space and acting Manager Inclusive Communities attended the meeting as panel members in addition to three community representatives. The acting Manager City Economy & Innovation and the acting Manager Arts, Events & Libraries were apologies for the meeting, however both had completed assessments of the grant applications prior to the meeting. The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

Recommendations

After assessing the three applications, the Kingston Grants Program Assessment Panel's recommendations are as follows:

- Mordialloc Jazz Orchestra receives an additional \$6,800, taking their total funding in 2025/26 to \$13,600 (full funding).
- Eisteddfod by the Bay receives an additional \$12,500, taking their total funding in 2025/26 to \$25,000 (full funding).
- Chabad House of Dingley Village receives \$10,000 in 2025/26 (partial funding).

A total of \$29,300 is recommended to award, in addition to \$130,596.37 that was previously approved by Council for this stream. This would take the total funding commitment for this stream to \$159,896.37 in 2025/26.

The proposed budget available in 2025/26 is \$160,000. Grants panel funding recommendations would leave \$103.63 available in the budget for this stream.

The recommended total funding allocated to these applicants is presented in Appendix 3. It is recommended that funding allocations for Year 2 of funding (2025/26) are replicated in Year 3 (2026/27).

Appendix 4 outlines the existing 2024-2027 Community Festivals, Events & Creative Activities Grants recipients (excluding applicants that reapplied in the current funding round), as resolved at the Council Meeting in June 2024.

2. Background

Kingston City Council provides approximately \$1.8 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 development.

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 Plan and other strategic documents.

The following principles underpin Council's overall approach to the provision of grants:

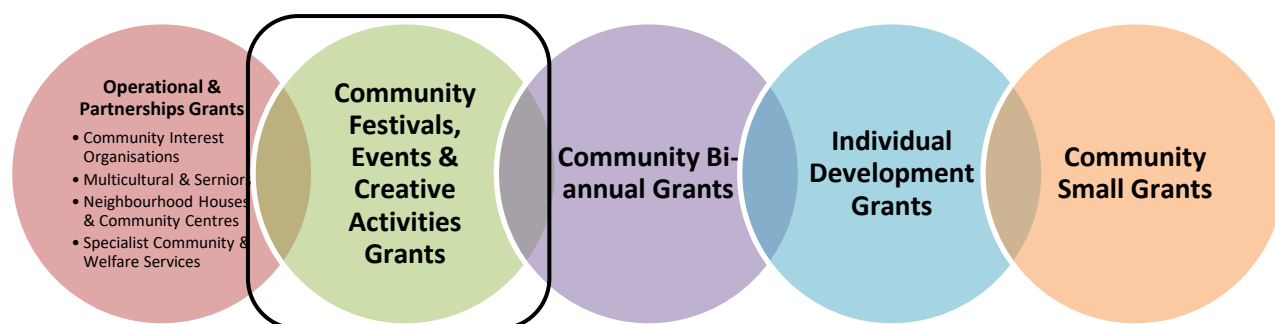
- Access: Our community should be aware of grant opportunities. The application process should be easy, and applicants should have the resources and support to apply.
- Equity: Our grants will meet the needs of those in the community who will get the greatest benefit from financial support.

- 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.

As endorsed at the Council Meeting on 23 October 2023, the Kingston Grants Program consists of five grant streams, as outlined in Figure 1 below.

This report relates to the Community Festivals, Events & Creative Activities Grants stream.

Figure 1. Kingston Grants Program Funding Streams



As endorsed at the Council Meeting on 20 November 2023, the Kingston Grants Program is governed by the Kingston Grants Program Policy (Appendix 1) and Guidelines (Appendix 2).

At the Council Meeting on 24 June 2024, Council endorsed a staged funding reduction for 2021-24 Partnership Festival & Event grant recipients where the amount funded in the 2024-27 Community Festival, Event & Creative Activity grants stream is reduced more than 25%, or an amount of \$10,000 or more.

At the 24 June 2024 Council Meeting, Council resolved to fund ten organisations (including staged funding reductions).

2.1 Community Festivals, Events & Creative Activities Grants Promotion

Community Festivals, Events & Creative Activities Grants were open for applications from mid-December 2024 to late February 2025. Note, Operational & Partnership Grants were also open, and Community Bi-annual grants opened in late January 2025.

Unsuccessful applicants, and applicants on a staged funding reduction, were invited to re-apply for funding in 2025/26 and 2026/27. New applicants to this stream were also able to apply.

2.2 Grant Application Support

Grants officers provided significant support to potential applicants, including:

- Three Grants Information Sessions and Grants Writing Workshops held on 4 and 6 February 2025:

Table 3: Workshop location and attendance

**City of Kingston
Ordinary Council Meeting**

Agenda

23 June 2025

Grants Workshop Location	People attending
Kingston Arts Centre	32
Westall Hub	2
Online	28

- For the 2025/26 round of the Community Festivals, Events & Creative Activity grants:
 - Five groups were supported with 11 points of contact.
 - Grants officers followed up with all three applicants for additional information and documentation that applicants had omitted to supply in their applications. To address these requests, Grants officers accepted supporting documents that were submitted after the closing date but prior to the staff assessment.

2.3 Assessment Process

Four steps guided assessment of the grant applications:

1. Applications were checked by Council's grants officers for compliance with the eligibility criteria outlined in the Kingston Grants Program Policy and Guidelines.
2. Applications were then reviewed by staff from teams across the organisation with relevant expertise against the assessment criteria.
3. The applications and supporting documents (including comments from staff with relevant expertise) are then reviewed by each Kingston Grants Program Assessment Panel members who make individual assessment comments, scores and funding recommendations.
4. The Kingston Grants Program Assessment Panel then meet to discuss each application and make collective recommendations for Council's consideration and decision.

The Kingston Grants Program Assessment Panel was convened on 27 March 2025, to review, discuss and make funding recommendations for the 2025-27 Community Festivals, Events & Creative Activities Grants, for Council's consideration. The Manager Open Space and acting Manager Inclusive Communities attended the meeting as panel members in addition to three community representatives. The acting Manager City Economy & Innovation and the acting Manager Arts, Events & Libraries were apologies for the meeting, however both had completed assessments of the grant applications prior to the meeting. The Assessment Panel was observed by a Probity Advisor (Manager Governance, Risk and Integrity) and supported by Grants officers.

2.4 Funding Priorities

As outlined in the Kingston Grants Program Guidelines, the Assessment Panel considered each application against the assessment criteria outlined in the Guidelines, which relate to:

- Community need
- Community benefit
- Capacity to deliver
- Capacity for sustainability
- Other considerations

When considering the assessment criteria, the panel gave higher priority to applications that:

- Directly respond and contribute to Council's strategic priorities and where the provision of a variety of different activities addresses multiple strategic objectives.
- Had a clear and consistent description of their activity and financial information
- Demonstrated that they require financial support

- Showed that they could deliver a well-run event
- Demonstrated sound financial management of their organisation
- Were connected to Kingston and benefited Kingston residents

The Assessment Panel make recommendations within the total budget available.

3. Discussion

3.1 Community Festivals, Events & Creative Activity Grants

Community Festivals, Events & Creative Activities Grants can support festivals, events and creative activities that showcase Kingston's diversity, places, talents, cultures or unique offerings. These festival, events or creative activities enhance Kingston's reputation as a great place to live, work, visit and play and are of larger scale. This grant stream is for annual activities, or a series of different activities across the funding cycle.

These grants operate on a 2024-27 triennial funding cycle offering up to \$25,000 per annum for festivals, events and creative activities:

- where the same activity is held annually; or that delivers a series of activities across the funding cycle
- that are of a larger scale
- that are already established (note, Community Bi-annual Grants provide support establishing a new festival, event or creative activity).

3.1.1 2024-2027 Funding Outcomes

At the Council Meeting on 24 June 2024, a three-year funding commitment was made to support 10 organisations in 2024/25, 2025/26 and 2026/27, as presented in Appendix 4 (excluding applicants that reapplied in the current funding round).

Council resolved not to fund Mordialloc Jazz Orchestra, Eisteddfod by the Bay and Chabad House of Dingley Village. As previous grant recipients, Mordialloc Jazz Orchestra and Eisteddfod by the Bay were eligible for a staged funding reduction over the three-year partnership. The following funding amounts were approved by Council:

- Mordialloc Jazz Orchestra were allocated staged funding of \$13,600 in 2024/25, \$6,800 in 2025/26 and \$0 in 2026/27.
- Eisteddfod by the Bay were allocated staged funding of \$25,000 in 2024/25, \$12,500 in 2025/26 and \$0 in 2026/27.
- Chabad House of Dingley Village were not awarded any funding.

3.1.2 2025-27 Assessment Panel Recommendations

Only the above three applicants re-submitted applications for funding in 2025/26 and 2026/27 – no other applications were received.

All three applications were eligible to be considered by the Kingston Grants Program Assessment Panel. All three applications are recommended for funding, specifically:

- Mordialloc Jazz Orchestra is recommended to receive an additional \$6,800, taking their total funding in 2025/26 to \$13,600 (full funding).
- Eisteddfod by the Bay is recommended to receive an additional \$12,500, taking their total funding in 2025/26 to \$25,000 (full funding).
- Chabad House of Dingley Village is recommended to receive \$10,000 in 2025/26 (partial funding).

A total of \$29,300 is recommended, in addition to \$130,596.37 that was previously approved by Council for this stream. This would take the total funding commitment for this stream to \$159,896.37 in 2025/26. The proposed budget available in 2025/26 is \$160,000.

The total recommended funding amounts for these applicants is presented in Appendix 3. It is recommended that funding allocations for Year 2 of funding (2025/26) are replicated in Year 3 (2026/27).

Grant applications were made available to Councillors to assist them with their role as decision maker.

4. Consultation

4.1 Internal Consultation:

Internal consultation has occurred in the grant assessment process with the following teams/departments:

- Finance
- Family Services
- Property Services
- Infrastructure
- Active Kingston
- Community Hubs
- Community Capacity & Partnerships
- Community Inclusion and Diversity
- Environmental Planning
- Open Space
- Arts, Events and Libraries
- Kingston Business
- Advocacy, Community and Engagement

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Support the inclusion of everyone in community life

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

The 2025/26 proposed budget for the Community Festivals, Events & Creative Activities Grants stream is \$160,000. The total recommended funding in this stream is \$159,896.37, leaving \$103.63 remaining in the budget.

Pending Council's decision, it is recommended to close the Community Festivals, Events & Creative Activities Grants for applications in 2026-27 (Year 3) as the budget for this stream is close to fully allocated.

5.4 Staff Resources

The Kingston Grants Program is administered within existing resources.

5.5 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, all Assessment Panel meetings were observed by a Probity Advisor (Manager Governance, Risk and Integrity), who noted: "As the Probity Advisor at the Panel meeting of 27 March 2025, I observed that the Panel adhered to the Policy and Terms of Reference, ensuring that roles and responsibilities were applied in accordance with the established criteria and limitations. The Panel engaged in robust discussions on the merits of the applications to form well-considered grant recommendations. No conflicts of interest were declared."

Appendices

Appendix 1 - Kingston Grants Program Policy (Ref 25/101827)  [↓](#)

Appendix 2 - Kingston Grants Program Guidelines (Ref 24/192594)  [↓](#)

Appendix 3 - Kingston Grants Program - Community Festivals, Events & Creative Activities 2025-27 - Funding Recommendations (Ref 25/83804)  [↓](#)

Appendix 4 - Community Festivals Events & Creative Activities Grants - All Funding - Year 2 (Ref 25/93446)  [↓](#)

Author/s:	Gillian Turnbull, Coordinator Community Capacity
Reviewed and Approved By:	Trent Carpenter, Team Leader Community Capacity and Partnerships
	Susan Quach, Acting Manager Inclusive Communities
	Kate Waters, Acting General Manager Community Strengthening

8.2

KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR COMMUNITY FESTIVALS, EVENTS & CREATIVE ACTIVITIES GRANTS 2025-27

1	Kingston Grants Program Policy	149
2	Kingston Grants Program Guidelines	165
3	Kingston Grants Program - Community Festivals, Events & Creative Activities 2025-27 - Funding Recommendations	209
4	Community Festivals Events & Creative Activities Grants - All Funding - Year 2	211




Kingston Grants Program Policy

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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 on 24 February 2025
EFFECTIVE DATE (If different from approval date)	24 February 2025
SIGNATURE	
REVIEW DATE	24/02/2029
CM REF AND VERSION	25/101827 V2
VERSION HISTORY	This Policy Replaces Version 23/251230 & 25/101827 (21/11/2023)

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 Small Grants
- Community Bi-Annual Grants
- Operational & Partnership Grants
- Community Festivals, Events & Creative Activities Grants
- Individual Development Grants.

This Policy also applies to any additional *grants* to those listed above that Council approves provision of in response to community need at any given time.

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 strategic directions, objectives and priorities (*strategic priorities*) as identified in the Council Plan and other strategic documents.

4.1 Strategic Context

Council provides *grants* consistent with the following Council *strategic priorities* under the Council Plan 2021-2025:

- **Liveable:** Our city will be a vibrant, enjoyable, and easy place to live.
- **Sustainable:** We prioritise our environment and reduce our impact on the earth.
- **Prosperous:** We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.
- **Healthy and Inclusive:** We are progressive, inclusive and prioritise 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, well-informed and efficient.

The latest published Council Plan, 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 *strategic priorities*
- Provide fair, inclusive, and equitable opportunity for the Kingston community to seek financial assistance through *grants* from Council
- Support a diverse range of *organisations*, 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 supports the best use of funds through *grants* to maximise benefits for the Kingston community. Council may establish funding priorities from year-to-year for consideration in the *assessment* process across the Kingston Grants Program and available *grant streams*. Any applicable funding priorities will be set out in published Program Guidelines.

4.5 Eligibility

Grants provided by Council have minimum eligibility requirements set out below. Detailed guidance on who can apply and what can be applied for in each applicable *grant stream* is set out in published Program Guidelines.

4.5.1 Minimum eligibility for organisations

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (*auspice*) for the *activity* proposed in the *application*
- Be not-for-profit and managed by a volunteer board/committee of management or auspiced by a not-for-profit organisation managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program (new community group *applicants* seeking start-up support are exempt)
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue *grant acquittals* and have successfully acquitted previous *grants* received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a *grant* for the same or similar *activity* from another Kingston Grants Program *grant stream* or other Council funding source in the same financial year running July to June

- Submit a complete *application* within the advertised application opening period, including attachments or other supporting information requested by Council. Late applications due to exceptional circumstances can be assessed by the Manager Inclusive Communities. Further information is outlined in the published Program Guidelines
- Meet any nominated co-funding requirement set out in published Program Guidelines

4.5.2 Minimum eligibility for individuals

Individuals must:

- Be a resident of the City of Kingston, meaning anyone who lives in Kingston
- Have no overdue *grant acquittals* and have successfully acquitted previous *grants* received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have not received a *grant* for the same pursuit or *activity* from the Kingston Grants Program or other Council funding source in the same financial year running July to June.

4.5.3 Ineligibility for organisations and individuals

Council will not consider:

- *Applications* to different *grant streams* by any one *applicant* for the same *activity* in any one financial year running July to June
- *Applications* that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to the *activity*
- Religious or political organisations for *activities* related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based *activities* or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an *applicant* in preparing an *application* or due by an *applicant* if

their *application* is successful, including professional grant writer fees¹

- Recurrent or ongoing building maintenance costs
- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- 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
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for *activities* that have already occurred before notification of a *grant* being approved and a *funding agreement* entered into
- *Applications* not made through the official Council *application* process.

4.6 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 community².
 - 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 able to seek feedback on the reasons their *application* was unsuccessful.
 - *Recipients* must enter into a *funding agreement* with Council before any

¹ Council officers can provide support to interested *applicants* with writing an *application* to the Kingston Grants Program.

² Council will not publish the names or other details of individual *recipients* without permission, for privacy and safety reasons.

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* 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* 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 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**

- 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, Community Bi-Annual Grants, and Community Festivals, Events and Creative Activities 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.
- As recommended in the VAGO Fraud Control Over Local Government Grants report, Council will develop 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.
- **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 *strategic priorities* set out in the Council Plan, and in alignment with published Program Guidelines and agreed processes set out in Council's Grants Practice Manual.
 - *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.

4.7 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 *strategic priorities* or other identified emerging need. The community will be notified of such preferences through published Program Guidelines.

4.8 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.

4.9 Relationship to Other Funding Programs

4.9.1 Kingston Charitable Fund

Established in 2006, the Kingston's Charitable Fund operates as a not-for-profit independent organisation 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).

The Kingston Charitable Fund is responsible for setting its own guidelines regarding its funding priorities, application methods, assessment and approval processes, and final distribution of funds. While Council is represented on the Charitable Fund Committee and

plays an integral supporting role including promotion of funding opportunities available, it does not have direct management over the use and distribution of the funding pool.

4.9.2 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.

4.10 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 *strategic priorities* aligned to the latest Council Plan, 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 *strategic priorities* and the community's 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.

Every four years, in line with Council Plan timeframes, Council will undertake a formal review of its *grants* against an evaluation framework. This evaluation will help guide future decisions about *grants* by Council.

5 Delegation Authority and Decision Guidelines

Authority for any decisions in relation to this Policy vests with:

- General Manager Community Strengthening.

5.1 Delegations/Authorisations

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events and Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Council delegates the making of funding decisions to:

- The Manager Inclusive Communities, Team Leader Community Capacity and partnerships, and Coordinator Community Capacity for Individual Development Grants; and as per below for Community Small Grants: Successful funding outcomes by Council officer(s)
 - Not recommended funding outcomes to be by decision at a meeting of Council.
- 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 4.8 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 is subject to consideration in accordance with Council's Grants Practice Manual 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)
- Australian Standard AS 8000
- *Charities Act 2013* (Cth)
- Charter of Human Rights and Responsibilities
- Child Safe Standards
- *Corporations Act 2001* (Cth)

- *Emergency Management Victoria Act 2005* (Vic)
- *Equal Opportunity Act 2010* (Vic)
- *Gender Equality Act 2020* (Vic)
- *Associations Incorporation Reform Act 2012* (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)

Internal Documents

Key relevant internal documents include (but are not limited to):

- Child Safe Policy
- Complaints Policy
- Conflict of Interest Policy
- Council Plan 2021-2025 and supporting policies, strategies and action plans
- Election Period Policy
- Fraud and Corruption Policy
- Grants Practice Manual
- Grants Assessment Panel Terms of Reference
- *Grant stream:*
 - Application form
 - Eligibility check form
 - Assessment form
 - Funding agreement
 - Acquittal form
 - Conflict of interest declaration
- Instruments of Delegation
- Leasing Policy
- 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, festival, event, or other pursuit that is the subject of an <i>application</i> or <i>grant</i> .
Acquittal	Information provided by a <i>recipient</i> that ensures that funds have been spent and administered in line with the conditions of the <i>grant</i> .
Applicant	An organisation or individual who applies for a <i>grant</i> .
Application	The formal documented request for a <i>grant</i> submitted by an <i>applicant</i> , typically in response to a set of questions and information requested.
Auspice	An agreement where one organisation agrees to apply for and manage a <i>grant</i> on behalf of another organisation. The auspice is responsible for financial and <i>acquittal</i> requirements.
Funding agreement	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded <i>activity</i> .
Grant	Money given to organisations 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 category	Refers to a specific offering under a <i>grant stream</i> . At times, they may have further specified objectives.
Grant stream	A specific offering under an umbrella <i>grants</i> program tied to specific objectives.
Incorporated	Incorporated under the <i>Associations Incorporation Reform Act 2012</i> (Vic) or other relevant legislation.
Major capital works	In the context of this Policy, includes any one-off new, extension, or improvement works to buildings or grounds assets where: <ul style="list-style-type: none"> the value of the works is more than 5% of the value of the asset that would be received at the time of disposal by Council, and/or Council has already committed budget for the works in Council's forward Capital Works Program.
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 \$50k.
Organisation	An entity consisting of a group of people that has a shared purpose and carries out <i>activities</i> 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 <i>grant</i> .

Strategic priorities	Collective term referring to Council’s strategic directions, objectives and priorities as set out in the Council Plan and supporting policies, strategies, and action plans.
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Appendix A: Kingston Grants Program - Grant Streams Overview					
Grant stream	Operational & Partnership Grants	Community Bi-Annual Grants	Community Small Grants	Individual Development Grants	Community Festivals, Events & Creative Activities Grants
Focus	Operational/activity support	One-off activity support	One-off activity support	One-off activity support	Festival/event support
Description	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.	Support event organisers to establish and deliver safe, successful, and sustainably operated festivals events in Kingston that showcase Kingston's diversity, talents, and uniqueness.
Who the grants are for	Incorporated not-for-profit organisations	Incorporated, not-for-profit organisations; & Incorporated artists/creative businesses	Not-for-profit organisations; & community groups seeking Incorporation	Individual residents	Incorporated, not-for-profit organisations
Categories	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural / Seniors (all groups will be invited) Specialist Community & Welfare Service Organisations Community Interest Organisations 	<ul style="list-style-type: none"> Community Projects & Programs Small Community Festivals & Events Minor Capital Works Arts Projects & Programs 	<ul style="list-style-type: none"> Community Projects & Programs Community Celebrations Small Equipment Capacity Building Start-up Support 	<ul style="list-style-type: none"> Achievement 	No categories but can support larger community festivals, events and creative activities.
Amount (ex GST unless specified)	Council will commit 3 years of funding to be paid annually. No Annual Indexation will be applied to the funding amount granted. Funding amounts will be determined by category. The following categories will be based on funding formula: <ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural / Seniors (all groups will be invited) The following categories will be based on the amount requested and assessment against funding criteria: <ul style="list-style-type: none"> Community Welfare Service Organisations Community Interest Organisations 	\$2,001-\$10,000	Up to \$2,000	Up to \$600 incl. GST (+25% financial hardship benefit, if applicable)	Up to \$25,000 per annum. No Annual Indexation will be applied to the funding amount granted.
Term	3 years in the first year, 2 years in the second year, 1 year in the third year of the 3 yearly funding cycle.	1 year	1 year	On activity completion	3 years in the first year, 2 years in the second year, 1 year in the third year of the 3 yearly funding cycle.
Frequency offered	Always open (assessed once a year)	Bi-annual (assessed every 6 months)	Always open (assessed every month until monthly funding pool is exhausted)	Always open (assessed every 4 weeks or until quarterly funding pool is exhausted)	Always open (assessed once a year)
Application process	Invited, formula-based funding allocation	Open, merit-based assessment Application form, online.	Targeted, merit-based assessment	Open, merit-based assessment Application form, online.	Targeted, merit-based assessment

	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural & Seniors Open, merit-based assessment Specialist Community & Welfare Services Community Interest Organisations <p>Application form, online. Assistance by request.</p>	Assistance by request.	Assistance by request.	Assistance by request.	Assistance by request.	Assistance by request.
Assessment process	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>	<p>Council officer(s) eligibility due diligence check. Successful funding outcomes by Council officer(s) per delegations. Not recommended funding outcomes by Councillors at a meeting of Council. Report provided to Council on funding all outcomes.</p>	<p>Council officer(s) eligibility due diligence check. Decision by Council officer(s) per delegations. Report provided to Council on funding outcomes.</p>	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>	<p>Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.</p>
Contract type	Funding Agreement	Funding Agreement	Letter of Offer	Letter of Offer	Funding Agreement	Funding Agreement
Report type	Yearly Report Financial Acquitall	Final Report Financial Acquitall	Final Report (Light) Financial Acquitall (Light)	Final Report (Light) Financial Acquitall (Light)	Yearly Report Financial Acquitall	Yearly Report Financial Acquitall
Responsible department	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities
Note: The Kingston Charitable Fund is a separate, related funding source administered under independent governance arrangements to the above <i>grant streams</i> .						

City of Kingston

Kingston Grants Program Guidelines 2024-2025

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Contact Us

For more details about the Kingston Grants Program, please contact Kingston City Council.

PO Box 1000, Mentone VIC 3194

T: 1300 653 356

E: community@kingston.vic.gov.au

W: kingston.vic.gov.au

If you want to apply for a grant, it's a good idea to talk to Council first. Council staff can help you understand the grant guidelines, check if you are eligible, and answer questions you have about the application process. Book an appointment with Council's Grants Officers on 1300 653 356 or community@kingston.vic.gov.au

About These Guidelines

These Kingston Grants Program Guidelines 2024-25 explain the funding opportunities offered by Kingston City Council.

The Guidelines cover:

- Types of grants available
- Important dates
- Who can apply
- What can't be funded
- How to apply
- How applications are assessed
- General rules for grants
- Available support

Support is Available

Kingston City Council is dedicated to ensuring that everyone, no matter their abilities, has equal access to grant information.

Multilingual Support Services

If you need help with language, please call our Translating and Interpreting Service on 131 450. Tell them you are contacting the City of Kingston and give our phone number 1300 653 356.

Ελληνικά

Εάν χρειάζεσθε βοήθεια στην Αγγλική γλώσσα, παρακαλώ τηλεφωνήστε την υπηρεσία Διερμηνέων μας στον αριθμό 131 450, δηλώστε το όνομα του οργανισμού ως City of Kingston και παραθέστε τον αριθμό μας 1300 653 356.

中文

如果您需要语言帮助, 请致电131 450致电我们的口译服务, 将机构称为金斯顿市, 并引用我们的电话号码1300 653 356.

Italiano

Se avete bisogno di assistenza linguistica, per favore contattate il servizio d'interpretariato al numero 131 450, indicate il nome dell'organizzazione come City of Kingston e comunicate il nostro numero telefonico 1300 653 356.

русский

Если вам нужна языковая помощь вы можете позвонить по нашей телефонной линии по службе языкового перевода 131 450, сказать что организация - Кингстон и дать наш номер телефона 1300 653 356.

Tiếng Việt

Nếu bạn cần sự hỗ trợ về ngôn ngữ, vui lòng gọi cho dịch vụ phiên dịch của chúng tôi theo số điện thoại 131 450, nói rõ tổ chức là the City of Kensington và báo số điện thoại của chúng tôi là 1300 653 356.

Communication Access

Support services are available for people with a hearing, speech or communication difficulties, as well as for internet, text or telephone users. **Please call the National Relay Service at 133 677** and give the Kingston City Council phone number 1300 653 356, or **visit the [National Relay Service online](#)**, and follow the instructions.

Before You Apply

Before you apply, make sure you have:

- Read these Guidelines
- Attended a free grant writing workshop (recommended)
- Spoken to Council staff about what you want to apply for
- Found the grants that best suit your needs
- Confirmed that you are eligible to apply
- Completed relevant Council processes (i.e. Festival, Event or Creative Activity: Events Process, Minor Capital Works: Approval in Principle)
- Made sure you can provide all required supporting documents
- Booked your venue
- If your community group is not incorporated, contact an auspice organisation

Remember you can [contact us](#) if you need more information or help.

Grant Writing Workshops

If you want to apply for a grant, we encourage you to attend one of our grant writing workshops. All workshops will be listed on the Kingston website.

For more details please visit the Kingston website closer to the date:

kingston.vic.gov.au/community/grants.

Small group workshops will be held on request, or you can get individual help.

If you have any questions or want to request a small group or individual workshop, please contact Council's Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

Kingston's Grants Program

Kingston's Grants Program helps fund activities that benefit the Kingston community. It also recognises the important role our community plays in leading and working with us to meet local needs, bring people together, improve experiences, protect the environment, and make life better for Kingston residents.

The Grants Program follows the Kingston Grants Program Policy and supports Council's main goals in the Council Plan and other key documents.

Objectives

The main goal of the Kingston Grants Program is to provide benefits and positive outcomes for the Kingston community. The objectives of the program are to:

- Offer fair and equal opportunities for the Kingston community to apply for financial help through Council grants
- Support a variety of organisations, individuals, and activities, that meet local needs and create positive results for the community
- Help achieve Council's main goals
- Ensure grants are well managed and follow good governance

Guiding Principles

The following principles guide how Council provides grants:

- **Access** - The community should know about grant opportunities. The application process should be easy, and applicants should have the help they need to apply
- **Equity** - Grants should meet the needs of those who will benefit most from the support
- **Inclusion** – The application and assessment process should be fair and include everyone, including people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from different cultural backgrounds
- **Diversity** - People from diverse backgrounds should be made aware of grants, and recipients should reflect the diversity of Kingston's community
- **Good Governance** - Grant management should be fair and reduce risk to Council
- **Strategic Alignment** - Grants should align with Council's main goals

Council's Strategic Priorities

Council provides grants that support the following priorities in the Council Plan 2021-2025:

- **Liveable:** Our city will be a vibrant, enjoyable, and easy place to live
- **Sustainable:** We prioritise our environment and reduce our impact on the earth
- **Prosperous:** We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally
- **Healthy and Inclusive:** We are progressive, inclusive and prioritise 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, well-informed and efficient.

You can find the latest Council Plan and other supporting documents on Council's website at: [Plans, policies, and reports - City of Kingston](#).

Funding Priorities

When receiving grant applications, the following factors are important, especially since there is a limited amount of funding available.

Higher priority will be given to applications that:

- Support and align with Council's main goals
- Show clear evidence of local community needs
- Show that they work together with local organisations and partners, where needed
- Help build skills, independence, and leadership for individuals, community groups, or organisations in Kingston
- Present new and creative ways to solve local challenges

Priority will also be given to applicants with limited financial resources or who cannot get funding from other sources.

The Assessment Panel and Council will consider funding a variety of different activities to ensure all Council goals are met.

Funding Agreement

If you are successful, you will need to sign a funding agreement with Council. This agreement explains the conditions for receiving the grant. Funding cannot be provided until the agreement is signed and a valid invoice is received with bank details provided in the name of your organisation.

Payments

Payments for all new grants funding will not be made until:

1. All overdue debts to Council are paid.
2. You have provided an up-to-date Certificate of Currency for Public Liability Insurance.
3. For Minor Capital Works, no funding will be given until all required permits and approvals are in place.

For larger operational grants (over \$50,000 per year), payments will be made in parts throughout the year, as explained in the funding agreement.

Funding Variation

Grant recipients must follow the plan agreed upon in the funding agreement. If you need to change the activity, you must apply for a funding variation. Contact Council's Grants Officers early if you need to make changes.

Legislation

Successful applicants must follow all relevant laws, including:

- *Associations Incorporation Reform Act 2012 (Vic)*
- *Charities Act 2013 (Cth)*
- Charter of Human Rights and Responsibilities
- Child Safe Standards
- *Corporations Act 2001 (Cth)*
- *Emergency Management Victoria Act 2013 (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)*
- And other relevant laws.

Funding Acquittal (Report) and Audit

Successful applicants must keep records of how the grant money was spent, including receipts. You will need to provide a report to Council about the results of your funded activity. If requested, you may also need to allow Council officers to visit or audit your activity.

Payments for new grants will only be made once previous grant reports have been completed successfully.

Council Contacts

For help with understanding the grant application process, timelines or eligibility, please contact Council's Grants Officers on 1300 653 356 or community@kingston.vic.gov.au

Other Important Information

Receipt of Application

Applications are submitted online using SmartyGrants. When you submit your application, you will receive a confirmation email from SmartyGrants.

Funding is not guaranteed. All applications will be reviewed according to the Kingston Grants Program Policy and these Guidelines.

Incomplete Applications

Your application will be assessed on the information you provide. Make sure all sections are completed and that you have attached all required documents and supporting information.

Late Applications

You must submit your completed application within the open application period, including any requested attachments. Late applications may be accepted or rejected by the Manager of Inclusive Communities in special cases. Special cases do not include illness, leave, or holidays of one community group or family member. If your group needs help applying for a grant, please contact Council's Grants Officers early.

Multiple Applications

You can submit more than one application to different grant streams. However, Council can only support one grant per financial year in each stream, and you cannot be funded twice for the same activity.

Acknowledgement of Council Support

If you receive a grant, you must acknowledge Council's support in any publications or advertisements related to your project.

Funding Decisions are Final

The Council's decisions about funding are final. If your application is not successful, we will explain why. You can also ask for feedback. If you have a complaint, it will be processed according to Council's [Complaints Policy](#).

Grants Available

Funding is available through the following grant streams:

Grant Stream	Categories	Funding Available	When Available
Community Small Grants For not-for-profit organisations or auspiced by not-for-profit organisations	<ul style="list-style-type: none"> Community Projects & Programs Community Celebrations Small Equipment Capacity Building Start-Up Support 	One-time funding of up to \$2,000	Always open (until funding is exhausted) - Assessed every month
Community Bi-Annual Grants For not-for-profit organisations or auspiced by not-for-profit organisations	<ul style="list-style-type: none"> Community Projects & Programs Small Community Festivals & Events Minor Capital Works Arts Projects & Programs 	One-time funding of \$2,001-\$10,000	Bi-annual - Assessed every 6 months Round 1 2024/25 Funding Report Due: 31 July 2025 Round 2 2024/25 Applications: CLOSED Decision: 16 December 2024 Funding Paid: From January 2025 Funding Report Due: 28 February 2026 Round 1 2025/26 Opens: 20 January 2025 Closes: 28 February 2025 Decision: June 2025 Funding Paid: From July 2025 Funding Report Due: 31 August 2026
Operational & Partnership Grants For not-for-profit organisations	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses (CC&NH) Specialist Community & Welfare Services (SC&WS) Community Interest Organisations (CIO) Multicultural & Seniors Groups (M&S) 	Up to 3 years of funding, based on the category; <ul style="list-style-type: none"> CC&NH: Up to \$100,000 per year SC&WS: Up to \$90,000 per year CIO: Up to \$20,000 per year M&S: Up to \$4,000 per year 	Year 1: 2024/25 (3 years of funding) Applications: CLOSED Year 1 Report Due: 31 August 2025 Year 2 Report Due: 31 August 2026 Year 3 Final Report Due: 31 August 2027 Year 2: 2025/26 (2 years of funding) Opens: December 2024 Closes: 28 February 2025 Decision: June 2025 Funding Paid: Yearly, from July 2025 Year 1 Report Due: 31 August 2026 Year 2 Final Report Due: 31 August 2027 Year 3: 2026/27 (1 year of funding) Opens: December 2025 Closes: 28 February 2026 Decision: June 2026 Funding Paid: From July 2026 Report Due: 31 August 2027
Community Festivals, Events & Creative Activities Grants	One category to support community festivals, events and	Up to 3 years of funding of up to \$25,000 per annum	Year 1: 2024/25 (3 years of funding) Applications: CLOSED Year 1 Report Due: 31 August 2025

For not-for-profit organisations or auspiced by not-for-profit organisations	creative activities		<p>Year 2 Report Due: 31 August 2026 Year 3 Final Report Due: 31 August 2027</p> <p>Year 2: 2025/26 (2 years of funding) Opens: December 2024 Closes: 28 February 2025 Decision: June 2025 Funding Paid: Yearly, from July 2025 Year 1 Report Due: 31 August 2026 Year 2 Final Report Due: 31 August 2027</p> <p>Year 3: 2026/27 (1 year of funding) Opens: December 2025 Closes: 28 February 2026 Decision: June 2026 Funding Paid: From July 2026 Report Due: 31 August 2027</p>
<p>Individual Development Grants</p> <p>For individuals</p>	<ul style="list-style-type: none"> Achievement 	<p>One-off funding of up to \$600</p> <p>Plus financial hardship benefit, if applicable</p>	<p>Always open (until funding is exhausted)</p> <p>-</p> <p>Assessed every month</p>

Community Small Grants

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Community Small Grants

Amount available:	Up to \$2,000
Who can apply:	Not-for-profit organisations or community groups auspiced by not-for-profit organisations
When to apply:	Always open – Assessed every month To be considered for funding within the current financial year, applications must be submitted by 31 May. Applications received from 1 June onwards will be considered for the following year's budget.

Community Small Grants are one-time grants that support smaller scale activities aimed at strengthening the community, helping the environment, and improving local organisations. These grants show that sometimes a small amount of funding can make a big difference for the Kingston community.

What can be funded

Community Small Grants can support activities in the following categories.

Community Projects & Programs	Activities that help organisations and community groups reach their goals and strengthen the Kingston community. For example , activities related to arts, culture, environment, climate action, community safety, health and wellbeing, minor infrastructure improvements (including minor building upgrades, cameras and community gardens), sports, family violence prevention, and support for children, young people, people from culturally diverse backgrounds, LGBTQIA+, gender diverse, people with disabilities or seniors.
Community Celebrations	Small activities that help organisations and community groups in Kingston celebrate national or state festivals, or honour significant contributions to the community. Celebrations can include milestones such as anniversaries (e.g., 10 th or 20 th anniversary). For example , a community group's anniversary events, a publication for a club's 100 th year, or a Children's Week event.
Small Equipment	Purchase of small equipment that helps organisations and community groups maintain or improve their activities, make them more accessible, or contribute to better environmental outcomes. The equipment must be standalone and not need installation. For example , tools, defibrillators, appliances, safety items, uniforms, or technology like iPads or communication devices.
Capacity Building	Activities that help organisations and community groups grow and improve in line with their goals and needs. For example , activities can be for training, volunteer recruitment, volunteer management, planning for future leadership, or improving governance.
Start-Up Support	Help to set up a new community group in Kingston that reflects the city's diverse community. For example , Start-up costs can include things like fees for incorporation, insurance, stationery, materials, equipment, member recruitment, or meeting spaces. The group can be unincorporated at the time of application but must provide a bank account in the group's name and evidence of incorporation in the final acquittal report.

Eligibility

Applicants must:

- Submit an application between 1-6 months prior to the activity
- Submit an application that aligns with the purpose of this grant stream
- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or Church set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status. New community group applicants seeking start-up support are exempted, however must indicate an intention to apply for incorporation
- 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
- Have the financial means to deliver the activity
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity. New community group applicants seeking start-up support are exempted, however must indicate an intention to apply for relevant insurances
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Have not applied for more than one year of start-up support for new community groups
- Comply with public health directions, and human rights and responsibilities

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Activities that do not comply with the requirements of the tenancy agreement (if a Council tenant)
- Worship, congregation, secular promotion, protest, or campaigns
- Schools' curriculum-based activities or where the outcome is confined to the school property or school community
- Activities considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, governance and inclusion programs of relevant organisations
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative

- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Recurrent or ongoing building maintenance costs
- Permanent public art installations (murals must have an end-of-life removal date and maintenance plan)
- The purchase of trophies, prizes, awards or items related to fundraising activities
- The 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
- Leases or rent
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Activities that are not open to the general community
- Operational and administrative costs, recurrent or ongoing salaries and on-costs, or project management or project administration costs
- Equipment replacement where the equipment is still considered to be within its useful life, or the same equipment that has already been funded by Council in the past 24 months from July to June
- Equipment insurance or storage fees
- Equipment replacement that should be covered by insurance or registration/participation fees
- More than \$1000 for digital equipment including laptops, tablets or mobile phones
- Subscriptions, software licences, or plans
- Website or social media maintenance costs. Website establishment costs will be considered
- Activities that duplicate support already available through other Council or external programs for the same audience
- Support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises.

Venue Booking

If your grant includes the cost of hiring a venue, please note that receiving a grant does not mean that Council will automatically provide or book the venue for you. It is your responsibility to book the venue yourself and ensure the grant amount covers all venue hire costs. If you change the venue or if the venue hire costs increase after the grant is awarded, you will not receive additional funding, and you must advise Council of the change.

Further Information

You will be asked for additional information if you apply for minor infrastructure upgrades, such as minor building works, community gardens, and cameras. Council officers may also ask you for more information prior to payment of a successful grant application.

How to make an application

Applications can be submitted any time, but may be paused at specific times in line with the funds available.

It is a good idea to book an appointment with Council's Grants Officers before you submit your application. They may also suggest you speak with another Council officer about your activity.

To apply:

- Visit [Grants program - City of Kingston](#) and click the 'Apply' button.
- Create a SmartyGrants account if you don't already have one.

When you apply, you will need to provide details about:

- Your organisation, including details of your auspice organisation, if applicable
- Your proposed activity
- Why your activity is needed and the benefits it will bring
- How you plan to carry out your activity
- Your GST exclusive activity budget
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- Any supporting documents you need to provide.

Supporting Documents

Here is a list of documents you may need to provide:

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an Auspice Agreement template on our website: www.kingston.vic.gov.au/community/grants	<ul style="list-style-type: none"> • Auspice organisations
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission. AGM minutes are acceptable where Consumer Affairs Victoria accepts these instead of an Annual Report	<ul style="list-style-type: none"> • Applicants
Financial Statements Please provide a financial statement that shows your organisation's financial situation, including any funds you have already committed (such as a balance sheet). The documents must follow the rules set by: <ul style="list-style-type: none"> • Consumer Affairs Victoria • Australian Charities and Not-for-Profits Commission • Australian Securities and Investments Commission 	<ul style="list-style-type: none"> • Applicants
Public Liability Insurance Certificate of Currency You will need to show proof of insurance, with a cover level based on the activity or program	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards, where applicable	<ul style="list-style-type: none"> • Applicants

How are applications assessed?

Council officers will first check if your application meets the eligibility requirements. If your application is eligible, it will then be assessed by Council officers based on the funding priorities in these Program Guidelines and the assessment criteria.

Please note: Council uses the assessment criteria as a general guide when assessing Community Small Grant applications

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ is provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5

20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Notification of Outcome

Council aims to let applicants know the outcome of their application within 1 month. However, incomplete applications or busy periods may cause delays. All funding outcomes are shared with Council quarterly, where Council will endorse all unsuccessful applications.

Funding availability

To make sure everyone has fair access to grants, Council will keep funds available throughout the whole year. This is assessed every 3 months. If the funds run out, this will be posted on the Council's website: www.kingston.vic.gov.au/community/grants, and applications will be paused until the next quarter.

Applications for the financial year close on 30 May each year. Applications after this date will be considered for the next financial year.

Acquittal Report

If you receive a grant, you must keep records of how you spent the funds and give Council copies of receipts. You will also need to write a report showing the impact of the funded activity. This is called an acquittal. Acquittal due dates are listed in the 'Grants Available' section of these Guidelines and are included in your funding agreement.

You must also allow Council officers to visit or request an audit of your funded activity.

Payments will only be made once any past grants have been properly acquitted and all funding requirements have been met.

Community Bi-Annual Grants

community inspired leadership



Community Bi-Annual Grants

- Amount available:** \$2,001-\$10,000
- Who can apply:** Not-for-profit organisations, or community groups auspiced by not-for-profit organisations, and auspiced artists.
- When to apply:** Bi-annual – assessed every 6 months. Please see [Council's website](#) for dates.

Community Bi-Annual Grants support activities that help the Kingston community and align with Council's strategic priorities.

What can be funded:

Community Projects & Programs	Activities that help organisations and community groups strengthen Kingston. These can be focused on arts, culture, health, climate action, sports, and more. For example, Community programs, arts initiatives, or environmental projects.
Small Community Festivals & Events	Support for events that connect, strengthen, and celebrate Kingston's diverse community. For example, cultural festivals or local climate action events.
Minor Capital Works	Funding for minor upgrades or improvements to buildings or grounds used by not-for-profit organisations or auspiced community groups. For example, Kitchen upgrades, energy-efficient fixtures, or new flooring.
Arts Projects & Programs	Funding for creating and presenting arts activities in Kingston. For example, public art installations, exhibitions, or creative workshops.

Before You Apply:

- Consult with Council teams:
 - Festivals and Events team for Small Community Festivals & Events
 - Arts team for Arts Projects & Programs
 - Property team for Minor Capital Works
 - Active Kingston for sport-related grants (and Youth Services where appropriate)
- For Festivals and Events, if your festival or event is to be held on Council land complete the Events process via the [website](#). You will need to have Approval in Principle from the Events team
- For Arts Projects and Programs, identify an auspice organisation and complete an auspice agreement
- For Minor Capital Works, ensure you have an Approval in Principle from Council's Property Team. Also, check if you need any Building or Planning Permits required for the work
- Ensure your activity aligns with the grant stream
- Check eligibility: Make sure your activity is not already funded by a Kingston Council grant and verify that Council or other providers are not already offering the activity you plan to apply for.

Eligibility Criteria

Applicants must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, Statutory Authority, and Church set up as a statutory entity or by legislation, or auspiced

by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status.

- 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
- Have demonstrated the financial means to deliver the activity if successful
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council. Quotes for all costs are required for this grant stream
- Implement and maintain policies relating to the Child Safe Standards, where applicable

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Activities that do not comply with the requirements of the tenancy agreement (if a Council tenant)
- Worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Activities or operational costs that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, governance and inclusion programs of relevant organisations
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- Purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Professional grant writer fees
- Recurrent or ongoing building maintenance costs
- The purchase of trophies, prizes, awards or items related to fundraising activities
- The 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
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before

notification of a grant being approved and a funding agreement entered into

- Applications not made through the official Council application process
- More than \$2,000 in equipment, such as uniforms and defibrillators; or more than \$1000 for televisions, laptops, tablets or mobile phones
- Equipment replacement: where the equipment is still considered to be within its useful life; or the same equipment that has already been funded by Council in the past 24 months from July to June; or that should be covered by insurance or registration/participation fees
- Equipment insurance or storage fees
- Subscriptions, software licences, or plans
- Website or social media maintenance costs. Website establishment costs will be considered
- Recurrent or ongoing salaries and staffing on-costs that are the responsibility of the applicant organisation. For the Arts Projects & Programs category, artist fees are exempt from this criterion
- Activities that duplicate support already available through other Council or external programs for the same audience
- Support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises
- Activities that are not publicly accessible or open to the general Kingston community
- Permanent public art installations
- More than the following percentages of the funding requested:
 - 10% of administration costs (e.g. stationery, postage)
 - 20% of food costs
 - 10% of project management or coordination costs specifically for the activity
 - 60% of artist fees
 - 5% of the cost of an auspice organisation (for Arts Projects and Programs category only)

Minor Capital Works Category:

- Applications that do not comply with co-funding requirements
- For Council-owned property, applications that do not provide a copy of an Approval in Principle from Council's Property Team
- For non-Council property, applications that do not provide a letter of approval from the landlord
- Applications that do not provide photos and specifications of proposed fixtures or fittings
- Applications that do not provide 2 quotes for all works in scope
- Works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Works where the total works value is more than 5% of the value of the asset that would be received at the time of disposal
- Works that are already budgeted in Council's latest Capital Works Program
- Works on areas of a property where gaming is operating
- Camera installations that do not comply with the following conditions:
 - Relevant laws, such as privacy laws
 - Footage must be securely stored
 - Footage cannot be stored for more than 30 days

Applicant contribution for Minor Capital Works

A co-funding contribution is required for minor capital works.

Group 1 Council Lease (without a liquor licence)	No co-funding is required.
Group 1 Council Lease (with a liquor licence) or Group 2 Council Lease (with or without a liquor licence)	You must match the funding 1:1. The co-funding can be cash or in-kind support.
Other eligible private property: (Not-for-profits leasing private property)	You must match the funding 1:1 with cash only.

*Definitions of applicant organisations (as defined in Council's Lease and Licence Policy):

- **Group 1 Council Lease:** Community not-for-profit group with limited ability to get income.
- **Group 2 Council Lease:** A community sports or recreation not-for-profit group with some ability to get income.

No co-funding is needed for other categories of grants.

Please note the maximum funding available from Council for these grants is \$10,000. You may need to find additional cash or in-kind-support to fully fund your activity.

Venue Booking

Where the activity funded includes the hire of a venue: Applicants are required to provide relevant quotes (including venue hire) to justify the funding amount requested. Please note that the provision of these quotes or receipt of a grant does not constitute or guarantee a venue booking. It is the applicant's responsibility to book the venue and ensure the grant applied for covers all venue hire costs. If you change the venue or if the venue hire costs increase after the grant is awarded, you will not receive additional funding, and you must advise Council of the change.

How to make an application

Applications are accepted during the open round until 11:59pm on the closing date. There are two rounds each year for these grants, but you can only be funded for one round per financial year. If you are unsuccessful for an application in Round 1, you can reapply in Round 2 – ensuring you address any feedback that you received or, for a different activity.

Check the Grants Available section in the Program Guidelines or visit Council's website:

www.kingston.vic.gov.au/community/grants for important dates.

You are encouraged to book an appointment with Council's Grants Officers before applying. They may also direct you to speak with another Council officer if needed.

To apply:

1. Visit the [Kingston website](http://www.kingston.vic.gov.au) and click the 'Apply' button
2. Create a SmartyGrants account if you don't have one already

When you apply, you will need to provide details about:

- Your organisation, including details of your auspice organisation if applicable
- Your proposed activity
- Why your activity is needed and the benefits it will bring

- How you plan to carry out your activity
- Your GST exclusive activity budget
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- Any supporting documents you need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an "Auspice Agreement" template on the website: www.kingston.vic.gov.au/community/grants .	<ul style="list-style-type: none"> • Artists • Applicants with an auspice
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	<ul style="list-style-type: none"> • Applicants (excluding individual artists)
Financial Statements Please provide a financial statement that shows your organisation's financial situation, including any funds you have already committed (such as a balance sheet). The documents must follow the rules set by: <ul style="list-style-type: none"> • Consumer Affairs Victoria • Australian Charities and Not-for-Profits Commission • Australian Securities and Investments Commission 	<ul style="list-style-type: none"> • Applicants (excluding individual artists)
Public Liability Insurance Certificate of Currency You will need to show proof of insurance, with a minimum level of cover to be determined based on the activity.	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Minor Capital Works <ul style="list-style-type: none"> • Council-owned property • Approval in Principle letter from Council or the landlord • Copy of your submitted Approval in Principle form Non-Council property <ul style="list-style-type: none"> • Approval letter from the landlord of the property • Photos and specifications of proposed fixtures or fittings • 2 quotes for all works in scope 	<ul style="list-style-type: none"> • Applicants to the Minor Capital Works category
Supplier quotes For examples, venue hire, marquee hire, entertainment, security, traffic management, etc.	<ul style="list-style-type: none"> • Applicants
Resumé and examples of recent work *for works of art only	<ul style="list-style-type: none"> • Applicants of the Arts Projects & Programs category, where the application is for creating an artwork
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	<ul style="list-style-type: none"> • Applicants, where relevant
Additional Support Material	Optional

For example, letters of support, media, photos, example promotional material	
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How are applications assessed?

Council officers will first check if you and the application meet the eligibility requirements. If your application is eligible, it will then be assessed by Council officers based on the funding priorities in these Program Guidelines and the assessment criteria.

Please note that Council uses the assessment criteria and weightings explicitly when assessing Community Bi-Annual Grants.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5

Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding decisions

All eligible applications will be reviewed by the Council in a formal meeting to decide who will receive funding.

You may be contacted during the assessment process if more information is needed before the final decision is made.

You will receive notification of an outcome as per the dates outlined in the Grants Available section of these Guidelines.

Funding availability

To ensure fair access to these grants, Council sets aside funds from its annual budget for two grant rounds each year.

Please note that the total dollar value of applications received may be more than available funds.

If your application is not successful for Round 1, you can reapply for Round 2, making sure to include any feedback you received, or if you are seeking funding for a different activity.

Acquittal Report

If you receive a grant, you must keep records of how you spend the funds and give Council copies of receipts. You will also need to write a report showing the impact of the funded activity. This is called an acquittal. Acquittal due dates are listed in the Grants Available section of these Guidelines and in your funding agreement.

You must also allow Council officers to visit or request an audit of your funded activity.

Payments will only be made once any past grants have been properly acquitted, and all funding requirements have been met.

Operational and Partnership Grants

community inspired leadership



Operational & Partnership Grants

Amount available:

- Up to \$100k for Community Centres & Neighbourhood Houses;
- Up to \$90k for Specialist Community & Welfare Services;
- Up to \$20k for Community Interest Organisations; and
- Up to \$1k for regular social activities, up to \$4k for providing regular meals, and an additional amount based on specific circumstances for Multicultural and Seniors groups.

Funding is available per year for up to three years.

Who can apply:

Not-for-profit organisations

When to apply:

Open once a year. Please see Grants Available section of this document for dates.

Operational & Partnership Grants are grants that last for up to three years. They help support important community services and activities that match Council's main goals. These grants provide stable and ongoing funding for services and activities that are important to the Kingston community.

What can be funded

Operational & Partnership Grants can support different services and activities in the following categories:

Community Centres & Neighbourhood Houses	These grants help cover costs for the operations and services of Community Centres and Neighbourhood Houses to strengthen the communities where they are located. Funding available: Up to \$100,000 per year. The amount is decided using a set formula.
Specialist Community & Welfare Services	These grants support services that provide financial, legal, counselling, and other specialist help to people in Kingston. Funding available: Up to \$90,000 per year. The amount funded is based on specific criteria.
Community Interest Organisations	These grants help organisations and community groups that represent the diversity of Kingston, such as arts groups, municipal bands, historical groups, sports clubs, and environmental groups. Funding available: Up to \$20,000 per year. The amount funded is based on specific criteria.
Multicultural & Seniors Groups	These grants support activities for Kingston's multicultural and senior residents to promote inclusion, connectedness, and positive ageing. Funding available: Up to \$4,000 per year, with a possible extra amount, decided using a set formula.

Eligibility

Applicants must:

- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, Churches set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- 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
- Have demonstrated the financial means to operate for the duration of the funding period
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than

50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community. Provide current public liability insurance with a level of cover appropriate to the operations of the organisation and its activities.

- Comply with all requirements within the tenancy agreement (applicable only to Council tenants)
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Have demonstrated the successful delivery of previous funding from Kingston City Council.

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Worship, congregation, secular promotion, protest, or religious or political campaigns
- School curriculum-based activities or where the outcome is confined to the school property or school community
- The operations or programs of organisations that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, or governance and inclusion programs. Please contact Council to discuss other ways Council can support your organisation
- Replacement or top-up of discontinued or reduced income from any other sources
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Payment of rent, or leases
- Recurrent or ongoing building maintenance costs
- Minor capital works (see Community Bi-annual Grants for Minor Capital Works funding)
- Capital works
- Arts projects or programs (see Community Bi-annual Grants for Minor Capital Works funding)
- Festivals and events (see Community Festivals, Events & Creative Activities funding)
- The purchase of trophies, prizes, awards or items related to fundraising activities
- 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
- Funding requests above the published amount available

- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Equipment replacement: where the equipment is still considered to be within its useful life; or the same equipment that has already been funded by Council in the past 24 months from July to June; or that should be covered by insurance or registration/participation fees
- Activities that duplicate support already available through other Council or external programs for the same audience support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises

Applicant contribution

No co-funding is required for Operational & Partnership grants. However, applicants should understand that the Council believes you may need to find additional financial or other support to successfully carry out your services or activities and achieve the expected results.

How to make an application

Applications can be submitted at any time.

We strongly recommend that you book an appointment with Council's Grants Officers to talk about your application before submitting it. They may also suggest that you to discuss your application with another relevant Council officer.

To apply, go to the [Kingston Grants Program](#) website and select apply. Then create an account in SmartyGrants if you don't have one already.

When you apply, you can expect to be asked for details about:

- Your organisation, including auspice organisation details if applicable
- Your operations (for all categories except Multicultural & Seniors) or regular social activities (for Multicultural & Seniors)
- The need for your service/activity
- The benefits of your service/activity
- How your service/activity will contribute to achieving Council's strategic priorities
- How you will deliver your service/activity
- How your service/activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your service/activity
- How you plan to evaluate the delivery and impact of your funded service/activity
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	<ul style="list-style-type: none"> • Applicants
Financial Statements	<ul style="list-style-type: none"> • Applicants

Attachment	Required by:
Provide a financial statement that demonstrates your organisations situation, including any committed funds held (i.e. a balance sheet) Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	<ul style="list-style-type: none"> Auspice
Public Liability Insurance Certificate of Currency Minimum cover of \$20 million is required.	<ul style="list-style-type: none"> Applicants
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	<ul style="list-style-type: none"> Applicants (Multicultural and Seniors category, unless their members are coming into contact with children through their funded operations and activities)
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

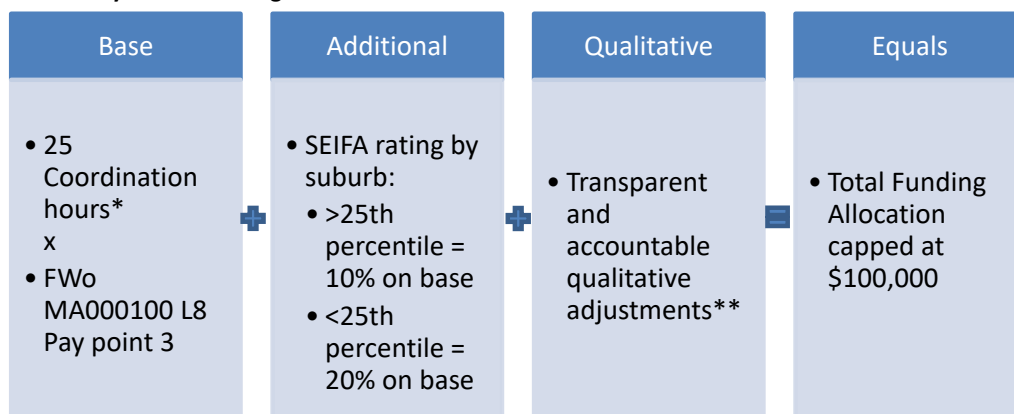
Formula Based Assessment

The formula-based funding method is used for two categories in the Kingston Grants Program's Operational & Development Grants. These categories are:

- Community Centres & Neighbourhood Houses
- Multicultural & Seniors

The formula is applied at Year 1 of the funding period and will be used for the entire funding term.

Community Centres & Neighbourhood Houses



* Matches the base funding given by DFFH for eligible community centres and neighbourhood houses.

** Qualitative adjustments are made to consider important factors that cannot be measured by a formula. The Assessment Panel reviews these adjustments and makes recommendations that must be approved by Council.

Multicultural and Seniors

Base		Additional		Qualitative		Total
<ul style="list-style-type: none"> • 2 meeting hours for social activities x • Number of Kingston residents who are active members* x • 12 meetings per year x • \$2.00 • Funding cap of \$1000 	+	<ul style="list-style-type: none"> • 12 meals per year** x • Number of Kingston residents who are active members* x • Meals of Wheels minimum cost of \$4.50 • Funding cap of \$3000 	+	<ul style="list-style-type: none"> • Transparent and accountable qualitative adjustments*** 	=	<ul style="list-style-type: none"> • Total funding allocation

* Organisations must meet minimum requirements for the percentage of active members who are Kingston residents or show significant benefit to the Kingston community, as outlined in the Kingston Grants Program Policy and Program Guidelines for Operational & Partnership Grants. Organisations that don't meet these requirements are not eligible for Multicultural & Seniors funding.

** Organisations that provide meals to members must commit to providing at least 6 meals per year. Funds can be used for any meals provided during the year.

*** Qualitative adjustments consider important factors that cannot be measured by a formula. The Assessment Panel reviews these adjustments and makes recommendations that must be approved by Council.

Multicultural and Seniors - Qualitative Adjustments

Qualitative Adjustments for Multicultural & Seniors Clubs are determined by the Kingston Grants Assessment Panel. They are applied based on the following criteria:

- the applicant meets in Kingston
- the applicant has more than 50% Kingston members

The funding amount allocated is based on the number of registered Kingston members:

- An additional \$1,000 is allocated to applicants with less than 249 Kingston members
- An additional \$2,000 is allocated to applicants with 250–499 Kingston members
- An additional \$3,000 is applied to applicants with more than 500 Kingston members.

Furthermore, the Assessment Panel may also prioritise applicants who: *have limited financial means or ability to access other sources of funding*. To determine this, balance sheets are reviewed to consider any significant available funds (i.e. in excess of \$50,000) that the Multicultural & Seniors group has, and whether a strategic objective for the future use of these funds was evident.

Consideration is also given to applicants where the above criteria conflicted. For example:

- a Multicultural & Seniors group that doesn't meet in Kingston, but has over 50% Kingston membership may be considered for a Qualitative Adjustment; and
- a Multicultural & Seniors group that has less than 50% Kingston members, however their number of Kingston members is comparably high to other clubs.

Quality-based Assessment

Applications will be assessed once a year. For Grant approval dates, please see the Grants Available section of these Guidelines.

Council Officers will first check if you and your application meet the eligibility requirements. If you are eligible, your application be reviewed by Council officers and a Grants Assessment Panel using the assessment criteria and funding priorities outlined in these Guidelines.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit/s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5

20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding decisions

Funding recommendations for all eligible applications will be presented to Council for decision at a formal meeting.

Applicants may be asked for more information during the assessment process or before the funding recommendations are made.

Applicants will receive notification of an outcome within 12 weeks from the start of the assessment process.

Funding availability

To ensure fair access to these grants, Council will set aside funds from a multi-year budget each year. Any funds not used in the first year can be carried over and used in the following year.

Payments

For larger operational grants (over \$50,000 per year), payments will be made in parts throughout the year, as explained in the funding agreement.

Acquittal Report

Successful applicants must keep records of how the grant money was spent and give Council copies of receipts and a report showing the impact of the funded activity (called an acquittal). Acquittal due dates are listed in the Grants Available section of these Guidelines.

Successful applicants must allow Council officers to visit or request an audit of the funded activity.

Payments will only be made once any overdue grant reports for past grants have been completed and approved.

Community Festivals, Events & Creative Activities Grants

community inspired leadership



Community Festivals, Events & Creative Activities Grants

Amount available:	Up to \$25,000 per annum for up to three years
Who can apply:	Not-for-profit organisations, or community groups auspiced by not-for-profit organisations.
When to apply:	Open once a year. Please see Grants Available section of this document for assessment dates.

These grants support community festivals, events and creative activities that highlight Kingston's diversity, places, talents, cultures or unique features. These activities enhance Kingston's reputation as a great place to live, work, visit and play. This grant is for large scale activities that take place annually, or over a series of activities over the funding period.

What can be funded

These grants can support festivals, events or creative activities for up to three years, including:

- annual activities; or a series of different activities across the funding cycle
- larger scale activities
- established activities (if you're starting a new event, check out Community Bi-annual Grants).

Before you submit your application

Make sure you:

- Talk to Council's Festivals and Events team by calling 1300 653 356
- Use the '[Business Victoria Event Planner](#)' tool to help improve your application. [You can find it on the Business Victoria website.](#)

Eligibility Criteria

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, Church set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status
- 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
- Have the financial means to deliver the activity, if the total cost is more than the amount requested
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June

- Submit a complete application, including attachments or other supporting information requested by Council.
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Comply with public health directions, and human rights and responsibilities
- Have demonstrated the successful delivery of previous funding from Kingston City Council. If you are a new applicant, please apply to the Community Bi-annual Grants to establish a new funding relationship with Council

What can't be funded:

- Worship, congregation, secular promotion, protest, or or religious or political campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- The operations or activities of organisations that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, or governance and inclusion programs. Please contact Council to discuss other ways Council can partner with and support your organisation
- Replacement or top-up of discontinued or reduced income from any other sources for existing Community Festivals, Events and Creative Activities
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- The payment of rent or a lease
- Recurrent or ongoing building maintenance costs
- Minor capital works (see Community Bi-annual Grants for Minor Capital Works funding)
- Capital works
- Small Arts Projects & Programs (see Community Bi-annual Grants for Arts Project & Programs funding), small or once-off Festivals & Events (see Community Bi-annual Grants funding). Activities must occur once a year, or multiple times each year across the funded period
- The purchase of trophies, prizes, awards or items related to fundraising activities
- The 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
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Equipment replacement: where the equipment is still considered to be within its useful life; or the same equipment that has already been funded by Council in the past 24 months from July to June; or that should be covered by insurance or registration/participation fees
- Activities that duplicate support already available through other Council or external programs for the same audience

- Support to relocate your organisation or group currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises

Applicant contribution

Applicants should know that Council expects you to find other cash or in-kind-support to help deliver your activity and achieve the expected results.

How to make an application

Before you apply, you must talk to Council's Festivals and Events team about your application.

To apply, visit [Kingston's Grants Program](#) and select apply. Then create an account in SmartyGrants if you don't have one already.

When you apply, you will be asked information about:

- Your organisation, including details of any auspice organisation (if applicable)
- Your proposed activity
- Why your activity is needed
- The benefits of your activity
- How you will run your activity
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- How you will evaluate your activity
- Any supporting documents you need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants (without an auspice) • Auspice organisations
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an "Auspice Agreement" template on the website: www.kingston.vic.gov.au/communtv/grants	<ul style="list-style-type: none"> • Auspice organisations
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	<ul style="list-style-type: none"> • Applicants (without an auspice)
Financial Statements Provide a financial statement that demonstrates your organisations situation, including any committed funds held (i.e. a balance sheet) Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	<ul style="list-style-type: none"> • Applicants (without an auspice)

Public Liability Insurance Certificate of Currency Minimum cover of \$20 million is required.	<ul style="list-style-type: none"> Applicants (without an auspice) Auspice organisations
Supplier quotes For examples, marquee hire, entertainment, security, traffic management, etc.	<ul style="list-style-type: none"> Applicants
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	<ul style="list-style-type: none"> Applicants (where relevant)
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Applications will be assessed once a year.

First, Council Officers will check if you and your application meets the eligibility requirements. If you are eligible, your application will be assessed by Council Officers and a Grants Assessment Panel, using the funding priorities outlined in these Guidelines and the assessment criteria.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5

13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding Decisions

Funding recommendations for all eligible applications will be presented to Council for decision at a formal meeting.

Applicants may be asked for more information during the assessment process or before the funding recommendations are made.

Applicants will receive notification of an outcome within 12 weeks from the start of the assessment process.

Funding availability

To ensure fair access to these grants, Council will set aside funds from a multi-year budget each year. Any funds not used in the first year can be carried over and used in the following year.

Acquittal Report

Successful applicants must keep records of how the grant money was spent and give Council copies of receipts and a report showing the impact of the funded activity (called an acquittal). Acquittal due dates are listed in the 'Grants Available' section of these Guidelines.

Successful applicants must allow Council officers to visit or request an audit of the funded activity.

Payments will only be made once any overdue grant reports for past grants have been completed and approved.

Individual Development Grants

community inspired leadership



Individual Development Grants

Individual Development Grants are one-off grants that support individual Kingston residents who are invited, selected, or have qualified 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 and seek to develop local leaders and positive role models.

Amount available:

\$200 – For state-level events held in Victoria (but not in Kingston)
 \$400 – For national-level events held in another state (not in Victoria)
 \$600 – For international-level events held overseas
 Plus 25% extra for financial hardship

Who can apply: Anyone who lives in Kingston (City of Kingston).

When to apply: Applications are always open and are reviewed every two weeks.

Individual Development Grants are one-time grants that help Kingston residents who are invited, selected or qualify to compete, perform, or represent at State, National, or International levels in their chosen field.

What can be funded?

Grants are available for activities in the following areas:

Arts & Culture	Support for individuals to grow their creative and professional skills. This can include crafts, study programs, workshops, mentoring, presenting at conferences, or showcasing work at cultural events.
Sport & Recreation	Support for athletes to compete in recognized sports events at State, National, or International levels, where the athlete is selected through a competitive process.
Environment & Climate Action	Support for individuals involved in important environmental activities. This can include presenting at conferences, study programs, or volunteering for environmental projects to help cover travel costs.
Humanitarian & Leadership	Support for individuals to take part in important humanitarian or leadership activities. This can include presenting at conferences, study programs, or volunteering for humanitarian projects to help cover travel costs.

Eligibility Criteria

Applicants must:

- Be an individual who is a Kingston resident (anyone who lives within the City of Kingston).
- Submit an application between 1 – 6 months prior to the activity
- Submit an application that aligns with the purpose of this grant stream and chosen category
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no overdue debts owing to Council, or have entered into a payment plan
- Have not received funding for an Individual Development Grant for the same activity in the past 24 months running on financial year from July to June
- Not be a Kingston Councillor or officer if the event/activity is considered part of their usual role or duties
- Comply with public health directions, and human rights and responsibilities
- Provide evidence of qualification or invitation in the event/activity by event organisers, governing

body, club or coach/instructor

- To demonstrate financial hardship, provide a copy of both sides of a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card (where applicable)

What can't be funded:

- Costs that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Participation in activities that undertake or promote gambling
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Costs to participate in the creation of permanent public art installations
- The purchase of gifts, trophies, prizes, awards or items related to fundraising activities
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not through the official Council application process
- The purchase of entry to tourist attractions or other entertainment, alcohol, tobacco, fireworks, or gambling activities or items
- Daily costs such as food, beverages, personal products and accommodation add-ons, such as mini bar expenses and incidental charges
- New equipment or materials not directly related to being able to compete or participate in the development event/activity
- Sporting training camps and coaching clinics
- School, TAFE or university fees
- Publishing, promotion or distribution of digital media or writing works
- Website development, website maintenance, software licences or social media activities
- Support to attend an activity where eligible costs are already covered by or the responsibility of the event/activity host, home club, or other involved party
- Travel and accommodation costs for an activity in the Kingston municipality
- More than two people from the same organisation, group or club who are selected to compete, perform or represent in their chosen discipline in the same event/activity

Applicant contribution

You don't need to provide any co-funding for these grants. However, please note that the Council's support is just a contribution, and it might not cover all costs for the event or activity you want to participate in. You may need to find other financial or in-kind support to help cover the full cost.

How to Apply

Applications can be made at any time.

To apply, go to the [Kingston Grants Program](#) website and click 'Apply'. Then create an account if you don't have one already.

When you apply, you'll need to provide the following details:

- You live in the City of Kingston
- You are 18 years or older, or if you're under 18, you have permission from a parent or guardian
- Proof that you've been selected, qualified, or invited to the event/activity by the event organizers, a governing body, your club, or coach/instructor
- Proof of financial hardship, such as a copy of both sides of a Centrelink Health Care Card, Pensioner Concession Card, or Veteran Card (if applicable)
- Your budget for the event/activity

Supporting Documents

Attachment	Required by:
Proof of identity and residence For example, both sides of your driver's licence, bank statement (financials redacted), or utility bill.	Applicants
Proof of competitive selection, qualification or invitation Letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor	Applicants
Proof of financial hardship Both sides of a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card to demonstrate financial hardship	Applicants with Financial Hardship applying for an extra 25% of funds
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Eligible applications will be assessed every four weeks.

Council Officers will check if the applicant and the application are eligible against the above Eligibility Criteria. If eligible, your application will be assessed against the Assessment Criteria to determine the funded amount.

Assessment Criteria

- Level and location of the activity
- Level of achievement and development potential in your chosen discipline
- Level of support from other sources
- Proof of financial hardship

If your application is incomplete or if there is a busy grant processing period, it may take longer to get a decision. All funding decisions will be shared with the Council every three months.

Applicants, or the event/activity organizer, club, group, coach, or governing body may be contacted for more details during the review process before the final funding decision is made.

Funding availability

To ensure fair access to these grants, the Council will try to keep funds available throughout the whole financial year. If the funds run out, this will be posted on the Council's website, and applications will be closed until the next financial quarter.

You can only receive one Individual Development Grant per financial year (from July to June). You cannot apply for the same activity if you have already received a grant for it in the past 24 months (from July to June).

If your application is not successful, you can re-apply in the next financial year, as long as you meet the eligibility requirements.

Applications for the financial year will close on May 30 each year. Applications submitted after this date will be considered for funding in the following financial year.

Acquittal Report

Successful applicants must keep records of how the grant money was spent. They need to provide receipts and a report to Council explaining the impact of their funded activity. This is called an acquittal and must be submitted within 2 months, after the activity took place.

Payments for new grants will only be made once any overdue reports for previous grants have been submitted and accepted.

Kingston Grants Program – 2025-27 Community Festivals, Events & Creative Activities – Funding Recommendations

Priority Ranking	Name	Details	Assessment Panel Comment	Funding Requested	Funding Recommended	Allocated budget per year		
						Funding Provided 2024/25	Funding Recommended 2025/26	Funding Recommended 2026/27
	Mordialloc Jazz Orchestra	Big Bands Sunsets Festival	Full funding is recommended due to the event's strong community benefit, proven success, and alignment with council priorities. While the applicant is reliant on council funding, supporting this well-established, free event provides high value for a relatively low cost.	\$13,600.00	\$13,600.00	\$13,600.00	\$13,600.00	\$13,600.00
	Eisteddfod by the Bay	Eisteddfod by the Bay performing arts	Full funding is recommended (noting the \$25,000 limit in this stream) to cover the applicant's shortfall for venue hire, tech support, and piano hire. The event has strong community benefit and a 70-year history but raises concerns about financial sustainability due to low ticket prices and reliance on council funding. The application lacks detailed financial data.	\$36,359.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
	Chabad House of Dingley Village	Annual Jewish Community Festivals: Celebrating Unity Pride and Harmony	Partial funding is recommended due to uncertainties in event logistics, budget details and attendance, particularly to the broader Kingston community. The applicant has a strong track record and community benefit but needs to clarify financials, attendance metrics, and event specifics. Further clarification would strengthen the application.	\$24,000.00	\$10,000.00	\$0	\$10,000.00	\$10,000.00
TOTAL				\$73,959.00	\$48,600.00	\$38,600.00	\$48,600.00	\$48,600.00

Priority Ranking Key
Full Funding
Partial Funding 80+
Partial Funding 70+
Partial Funding 50+
No funding

Kingston Grants Program 2024-27 - Community Festivals, Events & Creative Activities
As Approved June 2024

Name	Details	Approved funding per year		
		2024/25	2025/26	2026/27
Aspendale Gardens Residents Association	Biennial community fun day	\$12,500.00	\$0.00	\$12,500.00
Australia Mission of SAI (AUMSAI) Inc	Kingston Diwali – Festival of Lights	\$25,000.00	\$25,000.00	\$25,000.00
Druze Community Charity of Victoria	Druze Community of Victoria Fete	\$25,000.00	\$25,000.00	\$25,000.00
Hellenic Community of the City of Moorabbin	Greek carnival	\$11,592.74	\$5,796.37	\$0.00
L'Chaim Chabad Inc	Chanukah @The Foreshore	\$10,000.00	\$10,000.00	\$10,000.00
Melbourne Shwetambar Jain Sangh Inc	Paryushan Maha Parva - Festival of Kshamapana (forgiveness)	\$10,000.00	\$10,000.00	\$10,000.00
Parkdale (Beachside) Gift	Beachside Gift and Sand Classics	\$25,000.00	\$25,000.00	\$25,000.00
Waterways Residents Association Inc	Waterways Community Festival	\$10,500.00	\$10,500.00	\$10,500.00
TOTAL		\$129,592.74	\$111,296.37	\$118,000.00

Agenda Item No: 8.3

KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR ROUND 1 COMMUNITY BI- ANNUAL GRANTS 2025-26

Contact Officer: Gillian Turnbull, Coordinator Community Capacity

Purpose of Report

The purpose of this report is to present Council with the funding recommendations, as determined by the Kingston Grants Program Assessment Panel, for Round 1 of the 2025-26 Community Bi-annual Grants.

As stated in the Kingston Grants Program Policy (Appendix 1):

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

The Kingston Grants Program is also supported by the Kingston Grants Program Guidelines (Appendix 2).

Disclosure of Officer / Contractor Conflict of Interest

The Kingston Grants Program Assessment Panel Terms of Reference have been established to guide the panel in their assessment of grants, addressing any potential conflict of interest that arises during the process:

The Local Government Act identifies material and general conflicts of interest which require disclosure as and when they arise. Panel members must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as Panel members.

All Panel members will be required to complete a Conflict of Interest Declaration and Deed of Confidentiality.

Conflict of Interest

- *Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chair prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.*
- *The Panel will be a forum for discussing information and making recommendations that may impact the Kingston community.*

Three members of the Kingston Grants Program Assessment Panel declared a conflict of interest for Round 1 of the 2025-26 Community Bi-annual Grants, including Emily Boucher, Manager Open Space for Cheltenham Community Centre; a Community Representative for Mentone Pre-School; and Nick Lund, Manager City Economy and Innovation for Ms Kathryn Watt. All members completed a Conflict of Interest form and removed themselves from the assessment of relevant grants.

All Assessment Panel meetings were observed by a Probity Advisor (Risk Management Coordinator), who noted:

“As Probity Advisor I attended the Community Bi-annual Grants panel. During the discussions, I observed the Panel refer to the Policy and Terms of Reference and apply this to ensure that roles and responsibilities were applied as required by criteria and limitations to all grant applications. The Panel shared a robust discussion of the merits of each application while considering the sustainability and budget in forming their recommendations of awarding grants. I observed that conflicts of interest were well managed with prompt and clear declarations and removal of involvement as panel members at the respective points. All members of the panel were respectful of the applications and discussed areas where support for applications could be awarded in the future if key information was provided”.

Conflicts of Interest

- Nick Lund left the room at 1:12 pm before the discussion of Grant application Kathryn Watt (Auspiced by National Council of Women of Victoria) - Photography exhibition - returned at 1:22 pm after the grant recommendation was agreed upon.
- Emily Boucher left the room at 2:10 pm before the discussion of the Cheltenham Community Centre Community kitchen oven upgrade. Returned at 2:16 pm after the grant recommendation was agreed upon.
- The Community Representative left the room at 3:29 pm before the discussion of the Mentone Preschool Sports education program. Returned at 3:36 pm after the grant recommendation was agreed upon.

RECOMMENDATION

That Council approve the funding recommendations of the Kingston Grants Program Assessment Panel for Round 1 of the 2025-26 Community Bi-annual Grants as outlined in Appendix 3.

1. Executive Summary

This report presents Council with the funding recommendations, as determined by the Kingston Grants Program Assessment Panel for Round 1 of the 2025-26 Community Bi-annual Grants.

35 applications were received, one application was withdrawn. 33 applications were eligible.

Assessment Process and Recommendations

As stated in the Kingston Grants Program Policy:

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events & Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Where funding decisions differ from Assessment Panel recommendations, Council will provide their reasons for amending recommendations.

The Kingston Grants Program Assessment Panel is comprised of four Senior Officers (Manager Open Space, Manager City Economy and Innovation, Acting Manager Arts, Events and Libraries and Acting Manager Inclusive Communities) and three community representatives. The Assessment Panel met on 14 April 2025 to review, discuss and make funding recommendations for Round 1 of the 2025-26 Community Bi-annual Grants, for

**City of Kingston
Ordinary Council Meeting**

Agenda

23 June 2025

Council's consideration. The meeting was observed by a Probity Advisor (Risk Management Coordinator) and supported by Grants officers.

The Kingston Grants Program Assessment Panel recommends:

- Five Community Bi-annual Grant applications receive full funding
- 21 receive partial funding
- Seven receive no funding

The total funding amount recommended to allocate for Round 1 of the 2025-26 Community Bi-annual Grants is \$118,609.

Table 1 below provides a snapshot of the applications received and the recommended funding.

Table 1. Community Bi-annual Grants applications and recommendation summary

Grant stream	Grant stream budget	Eligible applications received	Funding requested	Number of applications recommended for funding (full or partial)	Total funding recommended
Community Bi-annual (Round 1, 2025-26)	\$131,983.50 (approx. 50% of total budget of \$263,967)*	33	\$270,490	26	\$118,609

*The proposed annual budget available for Community Bi-annual Grants is \$263,967. Given the stream has two rounds per financial year, approximately 50% of the total budget was allocated to round 1 (\$131,983.50).

2. Background

Kingston City Council provides approximately \$1.8 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 development.

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 Plan 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.

As endorsed at the Council Meeting on 23 October 2023, the Kingston Grants Program consists of five grant streams, as outlined in Figure 1 below.

This report relates to the Community Bi-annual Grants stream.

Figure 1. Kingston Grants Program Funding Streams



As endorsed at the Council Meeting on 20 November 2023, the Kingston Grants Program is governed by the Kingston Grants Program Policy (Appendix 1) and Guidelines (Appendix 2).

2.1 Kingston Grants Program Promotion

Round 1 of the 2025-26 Community Bi-annual Grants was open for applications from 25 January to 21 February 2025.

The Kingston Grants Program was widely promoted via the following avenues:

- Mailchimp email advising grants opening to 288 recipients.
- Mailchimp email advising grants closing soon to 273 recipients.
- Social posts on Facebook and Instagram collectively reaching approximately 2,595 people.
 - 43 people actively engaged with the posts across both platforms.
- Posters distributed to Community Hubs and Libraries.
- Articles in:
 - Interfaith Newsletter
 - Our Place Newsletter
 - Kingston Active newsletter
 - Kingston News

2.2 Grant Application Support

Grant officers provided significant support to applicants, including:

- Three Grants Information Sessions and Grants Writing Workshops held on 4 and 6 February 2025:

Table 2: Workshop location and attendance

Grants Workshop Location	People attending
Kingston Arts Centre	32
Westall Hub	2
Online	28

For Round 1 of the 2025-26 Community Bi-annual Grants:

- 23 groups were supported with 26 points of contact; and
- In person meetings were held with Chinese and Filipino seniors groups at Westall Hub.

2.3 Assessment Process

Four steps guided assessment of the grant applications:

1. Applications were checked by Council's grants officers for compliance with the eligibility criteria outlined in the Kingston Grants Program Policy and Guidelines.
2. Applications were then reviewed by staff from teams across the organisation with relevant expertise against the assessment criteria.
3. The applications and supporting documents (including comments from staff with relevant expertise) are then reviewed by each Kingston Grants Program Assessment Panel members who make individual assessment comments, scores and funding recommendations.
4. The Kingston Grants Program Assessment Panel then meet to discuss each application and make collective recommendations for Council's consideration and decision.

The Kingston Grants Program Assessment Panel consists of four Senior Officers (Manager Open Space, Manager City Economy and Innovation, Acting Manager Arts, Events and Libraries and Acting Manager Inclusive Communities) and three community representatives.

The Assessment Panel met on 14 April 2025 to review, discuss and make funding recommendations for Round 1 of the 2025-26 Community Bi-annual Grants, for Council's consideration. The meeting was observed by a Probity Advisor (Risk Management Coordinator) and supported by Grants officers.

2.4 Funding Priorities

As outlined in the Kingston Grants Program Guidelines, the Assessment Panel considered each application against the assessment criteria, which relate to:

- Community need
- Community benefit
- Capacity to deliver
- Capacity for sustainability
- Other considerations

When considering the assessment criteria, the panel gave higher priority to applications that:

- Directly respond to assessment criteria and comply with requirements outlined in the Grant Guidelines.
- Contribute to Council's strategic priorities.
- Provide clear and consistent descriptions of proposed funding activities that aligned with financial information provided.
- Demonstrate a need for funding.

- Demonstrate relevant partnerships.
- Have activities located in Kingston or that benefit Kingston residents.
- Provide a mix of programs, projects and organisations.
- Build self-sufficiency, capacity, governance and skills of individuals, community groups, or organisations in Kingston.
- Propose evidence-based new and innovative approaches to help solve challenging local needs.

3. Discussion

3.1 Community Bi-annual Grants

Community Bi-annual Grants are one-off grants that support activities that align with and activate Council's strategic priorities for the benefit of the Kingston community.

They provide between \$2,001-\$10,000 to not-for-profit organisations and community groups, incorporated or auspiced artists and creative businesses.

The Community Bi-annual Grants stream has four categories:

- Community Projects & Programs - Activities that help organisations and community groups to achieve their goals and strengthen the Kingston community. These activities can be for specific communities or Kingston-wide. For example, activities can be for arts, culture, environment, community safety, health and wellbeing, sport and recreation, family violence prevention, access and equity, children, young people, or seniors.
- Community Small Festivals & Events - Supports organisations and community groups to play a role in connecting, strengthening, promoting, and celebrating Kingston's diverse community, places and environment through festivals and events that primarily attract local audiences. For example, cultural festivals, First Nations community events, or event-based promotion of the natural environment.
- Minor Capital Works - Supports the delivery of minor upgrades or improvement works to buildings or grounds leased from Council by organisations and community groups or private property leased by not-for-profit organisations, for the benefit of their members and the Kingston community. An applicant contribution may be required depending on the type of lease with Council. For example, kitchen upgrade, replacement of an old fitting or fixture for a more energy efficient one, or new flooring.
- Arts Projects & Programs - Supports the creation and presentation of arts activities and works in the City of Kingston with a focus on developing artistic endeavour and local creative industries through:
 - Creation of arts projects that extend the practice of an emerging or established artist. For these projects, the outcomes must be presented within the City of Kingston.
 - Supporting local makers and creative business owners who live and work in the City of Kingston to develop, showcase and market a product to the public within a creative or business space.

For example, temporary interactive public art installation, exhibition in a pop-up gallery space in a local shopfront, or open studio series with artist floor talks.

Round 1 of the 2025-26 Community Bi-annual Grants, received 35 applications, of which:

- One was withdrawn.
- One was ineligible.
- 33 were eligible.
- Five applications are recommended for full funding.
- 21 applications are recommended for partial funding.
- Seven applications are not recommended for funding.

The funding recommendations of the Kingston Grants Program Assessment Panel are presented in Appendix 3.

The proposed budget available for 2025-26 Community Bi-annual Grants is \$263,967. Given the stream has two rounds per financial year, the Assessment Panel agreed to make approximately 50% of the total budget available in this round (\$131,983.50).

The total funding requested for this stream was \$270,490 and the total amount recommended to fund for Round 1 of the 2025-26 Community Bi-annual Grants is \$118,609. Based on the recommendations of the Assessment Panel, \$145,358 would remain in the budget for Round 2 of the 2025-26 Community Bi-annual Grants.

Grant applications were made available to Councillors to assist them with their role as decision maker.

Pending Council's decision, unsuccessful applicants will be provided with feedback and are able to re-apply in future rounds. The next round of the 2025-26 Community Bi-annual Grants will open in July 2025, with the funding recommendations presented to the Council Meeting in December 2025.

3.2 Partial Funding

Historically, the Assessment Panel recommends a combination of full funding, partial funding or no funding. Given the total amount of funding requested, the Assessment Panel sought to maximise the impact of available resources and support a larger number of projects through partial funding.

Partial funding provides support to applicants while also encouraging applicants to seek additional funding from other sources, fostering a more sustainable and diversified financial base for their projects. Partial funding may also encourage collaboration amongst local community organisations and groups.

3.3 Multiple Grant Streams

The Kingston Grants Program accepts applications from the same applicant in multiple grant streams, but the applicant cannot be funded for the same activity in multiple grant streams.

4. Consultation

4.1 Internal Consultation:

Internal consultation has occurred in the grant assessment process with the following teams/departments:

- Finance
- Family Services

- Property Services
- Infrastructure
- Active Kingston
- Community Hubs
- Community Capacity and Partnerships
- Community Inclusion and Diversity
- Environmental Planning
- Open Space
- Arts, Events and Libraries
- Kingston Business
- Advocacy, Community and Engagement

5. Compliance Checklist

5.1 Council Plan Alignment

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

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

The Kingston Grants Program provides grant funds to organisations, groups and individuals whose activities help deliver against the Council Plan. Responsibly managing the allocation of this funding contributes towards the long-term continuation of a robust grants program that will continue to meet community needs.

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

The below table provides a summary of Round 1 of the 2025-26 Community Bi-annual Grants:

Table 3: Community Bi-annual Grants funding summary

Grant stream	Grant stream Round 1 budget	Funding requested	Total funding recommended	Impact – pending Council's Decision
Community Bi-annual (Round 1, 2025-26)	\$131,983.50 (approx. 50% of annual total budget of \$263,967)*	\$270,490	\$118,609	\$145,358 remaining for Round 2

*The proposed annual budget available for Community Bi-annual Grants was \$263,967. Given the stream has two rounds per financial year, approximately 50% of the total budget was allocated to round 1 (\$131,983.50).

\$145,358 of the Community Bi-annual Grants budget is available for the next round, which will be open for applications from 14 July – 10 August 2025.

Unsuccessful applicants will be provided feedback and are eligible to re-apply for future funding. Funding will continue to be competitive with applications assessed by the Assessment Panel and considered within the funding priorities and available budget. The Kingston Grants Program Assessment Panel will meet in October 2025 to assess Round 2, 2025-26 and their recommendations will be presented for Council's consideration at the Council Meeting in December 2025.

5.4 Staff Resources

The Kingston Grants Program is administered within existing resources.



5.5 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, all Assessment Panel meetings were observed by a Probity Advisor (Risk Management Coordinator), who noted: *"As Probity Advisor I attended the Community Bi-annual Grants panel. During the discussions, I observed the Panel refer to the Policy and Terms of Reference and apply this to ensure that roles and responsibilities were applied as required by criteria and limitations to all grant applications. The Panel shared a robust discussion of the merits of each application while considering the sustainability and budget in forming their recommendations of awarding grants. I observed that conflicts of interest were well managed with prompt and clear declarations and removal of involvement as panel members at the respective points. All members of the panel were respectful of the applications and discussed areas where support for applications could be awarded in the future if key information was provided."*

Appendices

Appendix 1 - Kingston Grants Program Policy (Ref 25/101827)  

Appendix 2 - Kingston Grants Program Guidelines (Ref 24/192594)  

Appendix 3 - Kingston Grants Program - 2025/26 Community Bi-annual Grants - Round 1 Funding Recommendations (Ref 25/105284)  

Author/s:	Gillian Turnbull, Coordinator Community Capacity
Reviewed and Approved By:	Trent Carpenter, Team Leader Community Capacity and Partnerships
	Susan Quach, Acting Manager Inclusive Communities
	Kate Waters, Acting General Manager Community Strengthening

8.3

KINGSTON GRANTS PROGRAM - FUNDING RECOMMENDATIONS FOR ROUND 1 COMMUNITY BI- ANNUAL GRANTS 2025-26

1	Kingston Grants Program Policy	225
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3	Kingston Grants Program - 2025/26 Community Bi-annual Grants - Round 1 Funding Recommendations	285



Kingston Grants Program Policy

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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 on 24 February 2025
EFFECTIVE DATE (If different from approval date)	24 February 2025
SIGNATURE	
REVIEW DATE	24/02/2029
CM REF AND VERSION	25/101827 V2
VERSION HISTORY	This Policy Replaces Version 23/251230 & 25/101827 (21/11/2023)

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 Small Grants
- Community Bi-Annual Grants
- Operational & Partnership Grants
- Community Festivals, Events & Creative Activities Grants
- Individual Development Grants.

This Policy also applies to any additional *grants* to those listed above that Council approves provision of in response to community need at any given time.

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 strategic directions, objectives and priorities (*strategic priorities*) as identified in the Council Plan and other strategic documents.

4.1 Strategic Context

Council provides *grants* consistent with the following Council *strategic priorities* under the Council Plan 2021-2025:

- **Liveable:** Our city will be a vibrant, enjoyable, and easy place to live.
- **Sustainable:** We prioritise our environment and reduce our impact on the earth.
- **Prosperous:** We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.
- **Healthy and Inclusive:** We are progressive, inclusive and prioritise 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, well-informed and efficient.

The latest published Council Plan, 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 *strategic priorities*
- Provide fair, inclusive, and equitable opportunity for the Kingston community to seek financial assistance through *grants* from Council
- Support a diverse range of *organisations*, 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 supports the best use of funds through *grants* to maximise benefits for the Kingston community. Council may establish funding priorities from year-to-year for consideration in the *assessment* process across the Kingston Grants Program and available *grant streams*. Any applicable funding priorities will be set out in published Program Guidelines.

4.5 Eligibility

Grants provided by Council have minimum eligibility requirements set out below. Detailed guidance on who can apply and what can be applied for in each applicable *grant stream* is set out in published Program Guidelines.

4.5.1 Minimum eligibility for organisations

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, or auspiced by another legally constituted organisation (*auspice*) for the *activity* proposed in the *application*
- Be not-for-profit and managed by a volunteer board/committee of management or auspiced by a not-for-profit organisation managed by a volunteer board/committee of management
- Be financially solvent
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program (new community group *applicants* seeking start-up support are exempt)
- If a Council tenant, be in compliance with all requirements within the tenancy agreement
- Have no overdue *grant acquittals* and have successfully acquitted previous *grants* received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a *grant* for the same or similar *activity* from another Kingston Grants Program *grant stream* or other Council funding source in the same financial year running July to June

- Submit a complete *application* within the advertised application opening period, including attachments or other supporting information requested by Council. Late applications due to exceptional circumstances can be assessed by the Manager Inclusive Communities. Further information is outlined in the published Program Guidelines
- Meet any nominated co-funding requirement set out in published Program Guidelines

4.5.2 Minimum eligibility for individuals

Individuals must:

- Be a resident of the City of Kingston, meaning anyone who lives in Kingston
- Have no overdue *grant acquittals* and have successfully acquitted previous *grants* received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have not received a *grant* for the same pursuit or *activity* from the Kingston Grants Program or other Council funding source in the same financial year running July to June.

4.5.3 Ineligibility for organisations and individuals

Council will not consider:

- *Applications* to different *grant streams* by any one *applicant* for the same *activity* in any one financial year running July to June
- *Applications* that do not comply with public health directions, and human rights and responsibilities
- Religious or political organisations for core operating and administration costs not directly related to the *activity*
- Religious or political organisations for *activities* related to worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based *activities* or where the outcome is confined to the school property or school community
- Operational funding for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Activities for Organisations where this is considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Organisations that receive a direct income from gambling activities, undertake or promote gambling
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an *applicant* in preparing an *application* or due by an *applicant* if

their *application* is successful, including professional grant writer fees¹

- Recurrent or ongoing building maintenance costs
- Capital works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Major capital works
- Permanent public art installations
- The purchase of trophies, prizes, awards or items related to fundraising activities
- 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
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for *activities* that have already occurred before notification of a *grant* being approved and a *funding agreement* entered into
- *Applications* not made through the official Council *application* process.

4.6 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 community².
 - 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 able to seek feedback on the reasons their *application* was unsuccessful.
 - *Recipients* must enter into a *funding agreement* with Council before any

¹ Council officers can provide support to interested *applicants* with writing an *application* to the Kingston Grants Program.

² Council will not publish the names or other details of individual *recipients* without permission, for privacy and safety reasons.

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* 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* 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 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**

- 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, Community Bi-Annual Grants, and Community Festivals, Events and Creative Activities 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.
- As recommended in the VAGO Fraud Control Over Local Government Grants report, Council will develop 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.
- **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 *strategic priorities* set out in the Council Plan, and in alignment with published Program Guidelines and agreed processes set out in Council's Grants Practice Manual.
 - *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.

4.7 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 *strategic priorities* or other identified emerging need. The community will be notified of such preferences through published Program Guidelines.

4.8 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.

4.9 Relationship to Other Funding Programs

4.9.1 Kingston Charitable Fund

Established in 2006, the Kingston's Charitable Fund operates as a not-for-profit independent organisation 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).

The Kingston Charitable Fund is responsible for setting its own guidelines regarding its funding priorities, application methods, assessment and approval processes, and final distribution of funds. While Council is represented on the Charitable Fund Committee and

plays an integral supporting role including promotion of funding opportunities available, it does not have direct management over the use and distribution of the funding pool.

4.9.2 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.

4.10 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 *strategic priorities* aligned to the latest Council Plan, 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 *strategic priorities* and the community's 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.

Every four years, in line with Council Plan timeframes, Council will undertake a formal review of its *grants* against an evaluation framework. This evaluation will help guide future decisions about *grants* by Council.

5 Delegation Authority and Decision Guidelines

Authority for any decisions in relation to this Policy vests with:

- General Manager Community Strengthening.

5.1 Delegations/Authorisations

Operational & Partnership Grants, Community Bi-Annual Grants, and Community Festivals, Events and Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.

Council delegates the making of funding decisions to:

- The Manager Inclusive Communities, Team Leader Community Capacity and partnerships, and Coordinator Community Capacity for Individual Development Grants; and as per below for Community Small Grants: Successful funding outcomes by Council officer(s)
 - Not recommended funding outcomes to be by decision at a meeting of Council.
- 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 4.8 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 is subject to consideration in accordance with Council's Grants Practice Manual 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)
- Australian Standard AS 8000
- *Charities Act 2013* (Cth)
- Charter of Human Rights and Responsibilities
- Child Safe Standards
- *Corporations Act 2001* (Cth)

- *Emergency Management Victoria Act 2005* (Vic)
- *Equal Opportunity Act 2010* (Vic)
- *Gender Equality Act 2020* (Vic)
- *Associations Incorporation Reform Act 2012* (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)

Internal Documents

Key relevant internal documents include (but are not limited to):

- Child Safe Policy
- Complaints Policy
- Conflict of Interest Policy
- Council Plan 2021-2025 and supporting policies, strategies and action plans
- Election Period Policy
- Fraud and Corruption Policy
- Grants Practice Manual
- Grants Assessment Panel Terms of Reference
- *Grant stream:*
 - Application form
 - Eligibility check form
 - Assessment form
 - Funding agreement
 - Acquittal form
 - Conflict of interest declaration
- Instruments of Delegation
- Leasing Policy
- 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, festival, event, or other pursuit that is the subject of an <i>application</i> or <i>grant</i> .
Acquittal	Information provided by a <i>recipient</i> that ensures that funds have been spent and administered in line with the conditions of the <i>grant</i> .
Applicant	An organisation or individual who applies for a <i>grant</i> .
Application	The formal documented request for a <i>grant</i> submitted by an <i>applicant</i> , typically in response to a set of questions and information requested.
Auspice	An agreement where one organisation agrees to apply for and manage a <i>grant</i> on behalf of another organisation. The auspice is responsible for financial and <i>acquittal</i> requirements.
Funding agreement	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded <i>activity</i> .
Grant	Money given to organisations 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 category	Refers to a specific offering under a <i>grant stream</i> . At times, they may have further specified objectives.
Grant stream	A specific offering under an umbrella <i>grants</i> program tied to specific objectives.
Incorporated	Incorporated under the <i>Associations Incorporation Reform Act 2012</i> (Vic) or other relevant legislation.
Major capital works	In the context of this Policy, includes any one-off new, extension, or improvement works to buildings or grounds assets where: <ul style="list-style-type: none"> the value of the works is more than 5% of the value of the asset that would be received at the time of disposal by Council, and/or Council has already committed budget for the works in Council's forward Capital Works Program.
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 \$50k.
Organisation	An entity consisting of a group of people that has a shared purpose and carries out <i>activities</i> 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 <i>grant</i> .

**Strategic
priorities**

Collective term referring to Council's strategic directions, objectives and priorities as set out in the Council Plan and supporting policies, strategies, and action plans.

Appendix A: Kingston Grants Program - Grant Streams Overview					
Grant stream	Operational & Partnership Grants	Community Bi-Annual Grants	Community Small Grants	Individual Development Grants	Community Festivals, Events & Creative Activities Grants
Focus	Operational/activity support	One-off activity support	One-off activity support	One-off activity support	Festival/event support
Description	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.	Support event organisers to establish and deliver safe, successful, and sustainably operated festivals events in Kingston that showcase Kingston's diversity, talents, and uniqueness.
Who the grants are for	Incorporated not-for-profit organisations	Incorporated, not-for-profit organisations; & Incorporated artists/creative businesses	Not-for-profit organisations; & community groups seeking Incorporation	Individual residents	Incorporated, not-for-profit organisations
Categories	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural / Seniors (all groups will be invited) Specialist Community & Welfare Service Organisations Community Interest Organisations 	<ul style="list-style-type: none"> Community Projects & Programs Small Community Festivals & Events Minor Capital Works Arts Projects & Programs 	<ul style="list-style-type: none"> Community Projects & Programs Community Celebrations Small Equipment Capacity Building Start-up Support 	<ul style="list-style-type: none"> Achievement 	No categories but can support larger community festivals, events and creative activities.
Amount (ex GST unless specified)	Council will commit 3 years of funding to be paid annually. No Annual Indexation will be applied to the funding amount granted. Funding amounts will be determined by category. The following categories will be based on funding formula: <ul style="list-style-type: none"> Community Centres & Neighbourhood Houses Multicultural / Seniors (all groups will be invited) The following categories will be based on the amount requested and assessment against funding criteria: <ul style="list-style-type: none"> Community Welfare Service Organisations Community Interest Organisations 	\$2,001-\$10,000	Up to \$2,000	Up to \$600 incl. GST (+25% financial hardship benefit, if applicable)	Up to \$25,000 per annum. No Annual Indexation will be applied to the funding amount granted.
Term	3 years in the first year, 2 years in the second year, 1 year in the third year of the 3 yearly funding cycle.	1 year	1 year	On activity completion	3 years in the first year, 2 years in the second year, 1 year in the third year of the 3 yearly funding cycle.
Frequency offered	Always open (assessed once a year)	Bi-annual (assessed every 6 months)	Always open (assessed every month until monthly funding pool is exhausted)	Always open (assessed every 4 weeks or until quarterly funding pool is exhausted)	Always open (assessed once a year)
Application process	Invited, formula-based funding allocation	Open, merit-based assessment Application form, online.	Targeted, merit-based assessment	Open, merit-based assessment Application form, online.	Targeted, merit-based assessment

	<ul style="list-style-type: none">Community Centres & Neighbourhood HousesMulticultural & Seniors Open, merit-based assessment <ul style="list-style-type: none">Specialist Community & Welfare ServicesCommunity Interest Organisations Application form, online. Assistance by request.	Assistance by request.	Assistance by request.	Assistance by request.	Assistance by request.
Assessment process	Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.	Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.	Council officer(s) eligibility due diligence check. Successful funding outcomes by Council officer(s) per delegations. Not recommended funding outcomes by Councillors at a meeting of Council. Report provided to Council on funding all outcomes.	Council officer(s) eligibility due diligence check. Decision by Council officer(s) per delegations. Report provided to Council on funding outcomes.	Council officer(s) assessment and Panel recommendation. Decision by Councillors at a meeting of Council.
Contract type	Funding Agreement	Funding Agreement	Letter of Offer	Letter of Offer	Funding Agreement
Report type	Yearly Report Financial Acquitall	Final Report Financial Acquitall	Final Report (Light) Financial Acquitall (Light)	Final Report (Light) Financial Acquitall (Light)	Yearly Report Financial Acquitall
Responsible department	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities	Inclusive Communities
Note: The Kingston Charitable Fund is a separate, related funding source administered under independent governance arrangements to the above <i>grant streams</i> .					

City of Kingston

Kingston Grants Program Guidelines 2024-2025

community inspired leadership



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Contact Us

For more details about the Kingston Grants Program, please contact Kingston City Council.

PO Box 1000, Mentone VIC 3194

T: 1300 653 356

E: community@kingston.vic.gov.au

W: kingston.vic.gov.au

If you want to apply for a grant, it's a good idea to talk to Council first. Council staff can help you understand the grant guidelines, check if you are eligible, and answer questions you have about the application process. Book an appointment with Council's Grants Officers on 1300 653 356 or community@kingston.vic.gov.au

About These Guidelines

These Kingston Grants Program Guidelines 2024-25 explain the funding opportunities offered by Kingston City Council.

The Guidelines cover:

- Types of grants available
- Important dates
- Who can apply
- What can't be funded
- How to apply
- How applications are assessed
- General rules for grants
- Available support

Support is Available

Kingston City Council is dedicated to ensuring that everyone, no matter their abilities, has equal access to grant information.

Multilingual Support Services

If you need help with language, please call our Translating and Interpreting Service on 131 450. Tell them you are contacting the City of Kingston and give our phone number 1300 653 356.

Ελληνικά

Εάν χρειάζεσθε βοήθεια στην Αγγλική γλώσσα, παρακαλώ τηλεφωνήστε την υπηρεσία Διερμηνέων μας στον αριθμό 131 450, δηλώστε το όνομα του οργανισμού ως City of Kingston και παραθέστε τον αριθμό μας 1300 653 356.

中文

如果您需要语言帮助, 请致电131 450致电我们的口译服务, 将机构称为金斯顿市, 并引用我们的电话号码1300 653 356.

Italiano

Se avete bisogno di assistenza linguistica, per favore contattate il servizio d'interpretariato al numero 131 450, indicate il nome dell'organizzazione come City of Kingston e comunicate il nostro numero telefonico 1300 653 356.

русский

Если вам нужна языковая помощь вы можете позвонить по нашей телефонной линии по службе языкового перевода 131 450, сказать что организация - Кингстон и дать наш номер телефона 1300 653 356.

Tiếng Việt

Nếu bạn cần sự hỗ trợ về ngôn ngữ, vui lòng gọi cho dịch vụ phiên dịch của chúng tôi theo số điện thoại 131 450, nói rõ tổ chức là the City of Kensington và báo số điện thoại của chúng tôi là 1300 653 356.

Communication Access

Support services are available for people with a hearing, speech or communication difficulties, as well as for internet, text or telephone users. **Please call the National Relay Service at 133 677** and give the Kingston City Council phone number 1300 653 356, or **visit the [National Relay Service online](#)**, and follow the instructions.

Before You Apply

Before you apply, make sure you have:

- Read these Guidelines
- Attended a free grant writing workshop (recommended)
- Spoken to Council staff about what you want to apply for
- Found the grants that best suit your needs
- Confirmed that you are eligible to apply
- Completed relevant Council processes (i.e. Festival, Event or Creative Activity: Events Process, Minor Capital Works: Approval in Principle)
- Made sure you can provide all required supporting documents
- Booked your venue
- If your community group is not incorporated, contact an auspice organisation

Remember you can [contact us](#) if you need more information or help.

Grant Writing Workshops

If you want to apply for a grant, we encourage you to attend one of our grant writing workshops. All workshops will be listed on the Kingston website.

For more details please visit the Kingston website closer to the date:

kingston.vic.gov.au/community/grants.

Small group workshops will be held on request, or you can get individual help.

If you have any questions or want to request a small group or individual workshop, please contact Council's Grants Officers on 1300 653 356 or email community@kingston.vic.gov.au

Kingston's Grants Program

Kingston's Grants Program helps fund activities that benefit the Kingston community. It also recognises the important role our community plays in leading and working with us to meet local needs, bring people together, improve experiences, protect the environment, and make life better for Kingston residents.

The Grants Program follows the Kingston Grants Program Policy and supports Council's main goals in the Council Plan and other key documents.

Objectives

The main goal of the Kingston Grants Program is to provide benefits and positive outcomes for the Kingston community. The objectives of the program are to:

- Offer fair and equal opportunities for the Kingston community to apply for financial help through Council grants
- Support a variety of organisations, individuals, and activities, that meet local needs and create positive results for the community
- Help achieve Council's main goals
- Ensure grants are well managed and follow good governance

Guiding Principles

The following principles guide how Council provides grants:

- **Access** - The community should know about grant opportunities. The application process should be easy, and applicants should have the help they need to apply
- **Equity** - Grants should meet the needs of those who will benefit most from the support
- **Inclusion** – The application and assessment process should be fair and include everyone, including people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from different cultural backgrounds
- **Diversity** - People from diverse backgrounds should be made aware of grants, and recipients should reflect the diversity of Kingston's community
- **Good Governance** - Grant management should be fair and reduce risk to Council
- **Strategic Alignment** - Grants should align with Council's main goals

Council's Strategic Priorities

Council provides grants that support the following priorities in the Council Plan 2021-2025:

- **Liveable:** Our city will be a vibrant, enjoyable, and easy place to live
- **Sustainable:** We prioritise our environment and reduce our impact on the earth
- **Prosperous:** We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally
- **Healthy and Inclusive:** We are progressive, inclusive and prioritise 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, well-informed and efficient.

You can find the latest Council Plan and other supporting documents on Council's website at: [Plans, policies, and reports - City of Kingston](#).

Funding Priorities

When receiving grant applications, the following factors are important, especially since there is a limited amount of funding available.

Higher priority will be given to applications that:

- Support and align with Council's main goals
- Show clear evidence of local community needs
- Show that they work together with local organisations and partners, where needed
- Help build skills, independence, and leadership for individuals, community groups, or organisations in Kingston
- Present new and creative ways to solve local challenges

Priority will also be given to applicants with limited financial resources or who cannot get funding from other sources.

The Assessment Panel and Council will consider funding a variety of different activities to ensure all Council goals are met.

Funding Agreement

If you are successful, you will need to sign a funding agreement with Council. This agreement explains the conditions for receiving the grant. Funding cannot be provided until the agreement is signed and a valid invoice is received with bank details provided in the name of your organisation.

Payments

Payments for all new grants funding will not be made until:

1. All overdue debts to Council are paid.
2. You have provided an up-to-date Certificate of Currency for Public Liability Insurance.
3. For Minor Capital Works, no funding will be given until all required permits and approvals are in place.

For larger operational grants (over \$50,000 per year), payments will be made in parts throughout the year, as explained in the funding agreement.

Funding Variation

Grant recipients must follow the plan agreed upon in the funding agreement. If you need to change the activity, you must apply for a funding variation. Contact Council's Grants Officers early if you need to make changes.

Legislation

Successful applicants must follow all relevant laws, including:

- *Associations Incorporation Reform Act 2012 (Vic)*
- *Charities Act 2013 (Cth)*
- Charter of Human Rights and Responsibilities
- Child Safe Standards
- *Corporations Act 2001 (Cth)*
- *Emergency Management Victoria Act 2013 (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)*
- And other relevant laws.

Funding Acquittal (Report) and Audit

Successful applicants must keep records of how the grant money was spent, including receipts. You will need to provide a report to Council about the results of your funded activity. If requested, you may also need to allow Council officers to visit or audit your activity.

Payments for new grants will only be made once previous grant reports have been completed successfully.

Council Contacts

For help with understanding the grant application process, timelines or eligibility, please contact Council's Grants Officers on 1300 653 356 or community@kingston.vic.gov.au

Other Important Information

Receipt of Application

Applications are submitted online using SmartyGrants. When you submit your application, you will receive a confirmation email from SmartyGrants.

Funding is not guaranteed. All applications will be reviewed according to the Kingston Grants Program Policy and these Guidelines.

Incomplete Applications

Your application will be assessed on the information you provide. Make sure all sections are completed and that you have attached all required documents and supporting information.

Late Applications

You must submit your completed application within the open application period, including any requested attachments. Late applications may be accepted or rejected by the Manager of Inclusive Communities in special cases. Special cases do not include illness, leave, or holidays of one community group or family member. If your group needs help applying for a grant, please contact Council's Grants Officers early.

Multiple Applications

You can submit more than one application to different grant streams. However, Council can only support one grant per financial year in each stream, and you cannot be funded twice for the same activity.

Acknowledgement of Council Support

If you receive a grant, you must acknowledge Council's support in any publications or advertisements related to your project.

Funding Decisions are Final

The Council's decisions about funding are final. If your application is not successful, we will explain why. You can also ask for feedback. If you have a complaint, it will be processed according to Council's [Complaints Policy](#).

Grants Available

Funding is available through the following grant streams:

Grant Stream	Categories	Funding Available	When Available
Community Small Grants For not-for-profit organisations or auspiced by not-for-profit organisations	<ul style="list-style-type: none"> Community Projects & Programs Community Celebrations Small Equipment Capacity Building Start-Up Support 	One-time funding of up to \$2,000	Always open (until funding is exhausted) - Assessed every month
Community Bi-Annual Grants For not-for-profit organisations or auspiced by not-for-profit organisations	<ul style="list-style-type: none"> Community Projects & Programs Small Community Festivals & Events Minor Capital Works Arts Projects & Programs 	One-time funding of \$2,001-\$10,000	Bi-annual - Assessed every 6 months Round 1 2024/25 Funding Report Due: 31 July 2025 Round 2 2024/25 Applications: CLOSED Decision: 16 December 2024 Funding Paid: From January 2025 Funding Report Due: 28 February 2026 Round 1 2025/26 Opens: 20 January 2025 Closes: 28 February 2025 Decision: June 2025 Funding Paid: From July 2025 Funding Report Due: 31 August 2026
Operational & Partnership Grants For not-for-profit organisations	<ul style="list-style-type: none"> Community Centres & Neighbourhood Houses (CC&NH) Specialist Community & Welfare Services (SC&WS) Community Interest Organisations (CIO) Multicultural & Seniors Groups (M&S) 	Up to 3 years of funding, based on the category; <ul style="list-style-type: none"> CC&NH: Up to \$100,000 per year SC&WS: Up to \$90,000 per year CIO: Up to \$20,000 per year M&S: Up to \$4,000 per year 	Year 1: 2024/25 (3 years of funding) Applications: CLOSED Year 1 Report Due: 31 August 2025 Year 2 Report Due: 31 August 2026 Year 3 Final Report Due: 31 August 2027 Year 2: 2025/26 (2 years of funding) Opens: December 2024 Closes: 28 February 2025 Decision: June 2025 Funding Paid: Yearly, from July 2025 Year 1 Report Due: 31 August 2026 Year 2 Final Report Due: 31 August 2027 Year 3: 2026/27 (1 year of funding) Opens: December 2025 Closes: 28 February 2026 Decision: June 2026 Funding Paid: From July 2026 Report Due: 31 August 2027
Community Festivals, Events & Creative Activities Grants	One category to support community festivals, events and	Up to 3 years of funding of up to \$25,000 per annum	Year 1: 2024/25 (3 years of funding) Applications: CLOSED Year 1 Report Due: 31 August 2025

For not-for-profit organisations or auspiced by not-for-profit organisations	creative activities		<p>Year 2 Report Due: 31 August 2026 Year 3 Final Report Due: 31 August 2027</p> <p>Year 2: 2025/26 (2 years of funding) Opens: December 2024 Closes: 28 February 2025 Decision: June 2025 Funding Paid: Yearly, from July 2025 Year 1 Report Due: 31 August 2026 Year 2 Final Report Due: 31 August 2027</p> <p>Year 3: 2026/27 (1 year of funding) Opens: December 2025 Closes: 28 February 2026 Decision: June 2026 Funding Paid: From July 2026 Report Due: 31 August 2027</p>
<p>Individual Development Grants</p> <p>For individuals</p>	<ul style="list-style-type: none"> Achievement 	<p>One-off funding of up to \$600</p> <p>Plus financial hardship benefit, if applicable</p>	<p>Always open (until funding is exhausted)</p> <p>-</p> <p>Assessed every month</p>

Community Small Grants

community inspired leadership



Community Small Grants

Amount available:	Up to \$2,000
Who can apply:	Not-for-profit organisations or community groups auspiced by not-for-profit organisations
When to apply:	Always open – Assessed every month To be considered for funding within the current financial year, applications must be submitted by 31 May. Applications received from 1 June onwards will be considered for the following year's budget.

Community Small Grants are one-time grants that support smaller scale activities aimed at strengthening the community, helping the environment, and improving local organisations. These grants show that sometimes a small amount of funding can make a big difference for the Kingston community.

What can be funded

Community Small Grants can support activities in the following categories.

Community Projects & Programs	Activities that help organisations and community groups reach their goals and strengthen the Kingston community. For example , activities related to arts, culture, environment, climate action, community safety, health and wellbeing, minor infrastructure improvements (including minor building upgrades, cameras and community gardens), sports, family violence prevention, and support for children, young people, people from culturally diverse backgrounds, LGBTQIA+, gender diverse, people with disabilities or seniors.
Community Celebrations	Small activities that help organisations and community groups in Kingston celebrate national or state festivals, or honour significant contributions to the community. Celebrations can include milestones such as anniversaries (e.g., 10 th or 20 th anniversary). For example , a community group's anniversary events, a publication for a club's 100 th year, or a Children's Week event.
Small Equipment	Purchase of small equipment that helps organisations and community groups maintain or improve their activities, make them more accessible, or contribute to better environmental outcomes. The equipment must be standalone and not need installation. For example , tools, defibrillators, appliances, safety items, uniforms, or technology like iPads or communication devices.
Capacity Building	Activities that help organisations and community groups grow and improve in line with their goals and needs. For example , activities can be for training, volunteer recruitment, volunteer management, planning for future leadership, or improving governance.
Start-Up Support	Help to set up a new community group in Kingston that reflects the city's diverse community. For example , Start-up costs can include things like fees for incorporation, insurance, stationery, materials, equipment, member recruitment, or meeting spaces. The group can be unincorporated at the time of application but must provide a bank account in the group's name and evidence of incorporation in the final acquittal report.

Eligibility

Applicants must:

- Submit an application between 1-6 months prior to the activity
- Submit an application that aligns with the purpose of this grant stream
- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or Church set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status. New community group applicants seeking start-up support are exempted, however must indicate an intention to apply for incorporation
- 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
- Have the financial means to deliver the activity
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity. New community group applicants seeking start-up support are exempted, however must indicate an intention to apply for relevant insurances
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Have not applied for more than one year of start-up support for new community groups
- Comply with public health directions, and human rights and responsibilities

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Activities that do not comply with the requirements of the tenancy agreement (if a Council tenant)
- Worship, congregation, secular promotion, protest, or campaigns
- Schools' curriculum-based activities or where the outcome is confined to the school property or school community
- Activities considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, governance and inclusion programs of relevant organisations
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative

- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Recurrent or ongoing building maintenance costs
- Permanent public art installations (murals must have an end-of-life removal date and maintenance plan)
- The purchase of trophies, prizes, awards or items related to fundraising activities
- The 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
- Leases or rent
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Activities that are not open to the general community
- Operational and administrative costs, recurrent or ongoing salaries and on-costs, or project management or project administration costs
- Equipment replacement where the equipment is still considered to be within its useful life, or the same equipment that has already been funded by Council in the past 24 months from July to June
- Equipment insurance or storage fees
- Equipment replacement that should be covered by insurance or registration/participation fees
- More than \$1000 for digital equipment including laptops, tablets or mobile phones
- Subscriptions, software licences, or plans
- Website or social media maintenance costs. Website establishment costs will be considered
- Activities that duplicate support already available through other Council or external programs for the same audience
- Support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises.

Venue Booking

If your grant includes the cost of hiring a venue, please note that receiving a grant does not mean that Council will automatically provide or book the venue for you. It is your responsibility to book the venue yourself and ensure the grant amount covers all venue hire costs. If you change the venue or if the venue hire costs increase after the grant is awarded, you will not receive additional funding, and you must advise Council of the change.

Further Information

You will be asked for additional information if you apply for minor infrastructure upgrades, such as minor building works, community gardens, and cameras. Council officers may also ask you for more information prior to payment of a successful grant application.

How to make an application

Applications can be submitted any time, but may be paused at specific times in line with the funds available.

It is a good idea to book an appointment with Council's Grants Officers before you submit your application. They may also suggest you speak with another Council officer about your activity.

To apply:

- Visit [Grants program - City of Kingston](#) and click the 'Apply' button.
- Create a SmartyGrants account if you don't already have one.

When you apply, you will need to provide details about:

- Your organisation, including details of your auspice organisation, if applicable
- Your proposed activity
- Why your activity is needed and the benefits it will bring
- How you plan to carry out your activity
- Your GST exclusive activity budget
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- Any supporting documents you need to provide.

Supporting Documents

Here is a list of documents you may need to provide:

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an Auspice Agreement template on our website: www.kingston.vic.gov.au/community/grants	<ul style="list-style-type: none"> • Auspice organisations
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission. AGM minutes are acceptable where Consumer Affairs Victoria accepts these instead of an Annual Report	<ul style="list-style-type: none"> • Applicants
Financial Statements Please provide a financial statement that shows your organisation's financial situation, including any funds you have already committed (such as a balance sheet). The documents must follow the rules set by: <ul style="list-style-type: none"> • Consumer Affairs Victoria • Australian Charities and Not-for-Profits Commission • Australian Securities and Investments Commission 	<ul style="list-style-type: none"> • Applicants
Public Liability Insurance Certificate of Currency You will need to show proof of insurance, with a cover level based on the activity or program	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards, where applicable	<ul style="list-style-type: none"> • Applicants

How are applications assessed?

Council officers will first check if your application meets the eligibility requirements. If your application is eligible, it will then be assessed by Council officers based on the funding priorities in these Program Guidelines and the assessment criteria.

Please note: Council uses the assessment criteria as a general guide when assessing Community Small Grant applications

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\’s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5

20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Notification of Outcome

Council aims to let applicants know the outcome of their application within 1 month. However, incomplete applications or busy periods may cause delays. All funding outcomes are shared with Council quarterly, where Council will endorse all unsuccessful applications.

Funding availability

To make sure everyone has fair access to grants, Council will keep funds available throughout the whole year. This is assessed every 3 months. If the funds run out, this will be posted on the Council's website: www.kingston.vic.gov.au/community/grants, and applications will be paused until the next quarter.

Applications for the financial year close on 30 May each year. Applications after this date will be considered for the next financial year.

Acquittal Report

If you receive a grant, you must keep records of how you spent the funds and give Council copies of receipts. You will also need to write a report showing the impact of the funded activity. This is called an acquittal. Acquittal due dates are listed in the 'Grants Available' section of these Guidelines and are included in your funding agreement.

You must also allow Council officers to visit or request an audit of your funded activity.

Payments will only be made once any past grants have been properly acquitted and all funding requirements have been met.

Community Bi-Annual Grants

community inspired leadership



Community Bi-Annual Grants

- Amount available:** \$2,001-\$10,000
- Who can apply:** Not-for-profit organisations, or community groups auspiced by not-for-profit organisations, and auspiced artists.
- When to apply:** Bi-annual – assessed every 6 months. Please see [Council's website](#) for dates.

Community Bi-Annual Grants support activities that help the Kingston community and align with Council's strategic priorities.

What can be funded:

Community Projects & Programs	Activities that help organisations and community groups strengthen Kingston. These can be focused on arts, culture, health, climate action, sports, and more. For example, Community programs, arts initiatives, or environmental projects.
Small Community Festivals & Events	Support for events that connect, strengthen, and celebrate Kingston's diverse community. For example, cultural festivals or local climate action events.
Minor Capital Works	Funding for minor upgrades or improvements to buildings or grounds used by not-for-profit organisations or auspiced community groups. For example, Kitchen upgrades, energy-efficient fixtures, or new flooring.
Arts Projects & Programs	Funding for creating and presenting arts activities in Kingston. For example, public art installations, exhibitions, or creative workshops.

Before You Apply:

- Consult with Council teams:
 - Festivals and Events team for Small Community Festivals & Events
 - Arts team for Arts Projects & Programs
 - Property team for Minor Capital Works
 - Active Kingston for sport-related grants (and Youth Services where appropriate)
- For Festivals and Events, if your festival or event is to be held on Council land complete the Events process via the [website](#). You will need to have Approval in Principle from the Events team
- For Arts Projects and Programs, identify an auspice organisation and complete an auspice agreement
- For Minor Capital Works, ensure you have an Approval in Principle from Council's Property Team. Also, check if you need any Building or Planning Permits required for the work
- Ensure your activity aligns with the grant stream
- Check eligibility: Make sure your activity is not already funded by a Kingston Council grant and verify that Council or other providers are not already offering the activity you plan to apply for.

Eligibility Criteria

Applicants must:

- Be legally constituted as an incorporated association, company limited by guarantee, or Aboriginal Corporation, Statutory Authority, and Church set up as a statutory entity or by legislation, or auspiced

by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status.

- 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
- Have demonstrated the financial means to deliver the activity if successful
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council. Quotes for all costs are required for this grant stream
- Implement and maintain policies relating to the Child Safe Standards, where applicable

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Activities that do not comply with the requirements of the tenancy agreement (if a Council tenant)
- Worship, congregation, secular promotion, protest, or campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- Activities or operational costs that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, governance and inclusion programs of relevant organisations
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- Purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Professional grant writer fees
- Recurrent or ongoing building maintenance costs
- The purchase of trophies, prizes, awards or items related to fundraising activities
- The 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
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before

notification of a grant being approved and a funding agreement entered into

- Applications not made through the official Council application process
- More than \$2,000 in equipment, such as uniforms and defibrillators; or more than \$1000 for televisions, laptops, tablets or mobile phones
- Equipment replacement: where the equipment is still considered to be within its useful life; or the same equipment that has already been funded by Council in the past 24 months from July to June; or that should be covered by insurance or registration/participation fees
- Equipment insurance or storage fees
- Subscriptions, software licences, or plans
- Website or social media maintenance costs. Website establishment costs will be considered
- Recurrent or ongoing salaries and staffing on-costs that are the responsibility of the applicant organisation. For the Arts Projects & Programs category, artist fees are exempt from this criterion
- Activities that duplicate support already available through other Council or external programs for the same audience
- Support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises
- Activities that are not publicly accessible or open to the general Kingston community
- Permanent public art installations
- More than the following percentages of the funding requested:
 - 10% of administration costs (e.g. stationery, postage)
 - 20% of food costs
 - 10% of project management or coordination costs specifically for the activity
 - 60% of artist fees
 - 5% of the cost of an auspice organisation (for Arts Projects and Programs category only)

Minor Capital Works Category:

- Applications that do not comply with co-funding requirements
- For Council-owned property, applications that do not provide a copy of an Approval in Principle from Council's Property Team
- For non-Council property, applications that do not provide a letter of approval from the landlord
- Applications that do not provide photos and specifications of proposed fixtures or fittings
- Applications that do not provide 2 quotes for all works in scope
- Works for assets that are of a commercial nature, not accessible to the community, or outside the geographical boundaries of the City of Kingston
- Works where the total works value is more than 5% of the value of the asset that would be received at the time of disposal
- Works that are already budgeted in Council's latest Capital Works Program
- Works on areas of a property where gaming is operating
- Camera installations that do not comply with the following conditions:
 - Relevant laws, such as privacy laws
 - Footage must be securely stored
 - Footage cannot be stored for more than 30 days

Applicant contribution for Minor Capital Works

A co-funding contribution is required for minor capital works.

Group 1 Council Lease (without a liquor licence)	No co-funding is required.
Group 1 Council Lease (with a liquor licence) or Group 2 Council Lease (with or without a liquor licence)	You must match the funding 1:1. The co-funding can be cash or in-kind support.
Other eligible private property: (Not-for-profits leasing private property)	You must match the funding 1:1 with cash only.

*Definitions of applicant organisations (as defined in Council's Lease and Licence Policy):

- **Group 1 Council Lease:** Community not-for-profit group with limited ability to get income.
- **Group 2 Council Lease:** A community sports or recreation not-for-profit group with some ability to get income.

No co-funding is needed for other categories of grants.

Please note the maximum funding available from Council for these grants is \$10,000. You may need to find additional cash or in-kind-support to fully fund your activity.

Venue Booking

Where the activity funded includes the hire of a venue: Applicants are required to provide relevant quotes (including venue hire) to justify the funding amount requested. Please note that the provision of these quotes or receipt of a grant does not constitute or guarantee a venue booking. It is the applicant's responsibility to book the venue and ensure the grant applied for covers all venue hire costs. If you change the venue or if the venue hire costs increase after the grant is awarded, you will not receive additional funding, and you must advise Council of the change.

How to make an application

Applications are accepted during the open round until 11:59pm on the closing date. There are two rounds each year for these grants, but you can only be funded for one round per financial year. If you are unsuccessful for an application in Round 1, you can reapply in Round 2 – ensuring you address any feedback that you received or, for a different activity.

Check the Grants Available section in the Program Guidelines or visit Council's website:

www.kingston.vic.gov.au/community/grants for important dates.

You are encouraged to book an appointment with Council's Grants Officers before applying. They may also direct you to speak with another Council officer if needed.

To apply:

1. Visit the [Kingston website](http://www.kingston.vic.gov.au) and click the 'Apply' button
2. Create a SmartyGrants account if you don't have one already

When you apply, you will need to provide details about:

- Your organisation, including details of your auspice organisation if applicable
- Your proposed activity
- Why your activity is needed and the benefits it will bring

- How you plan to carry out your activity
- Your GST exclusive activity budget
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- Any supporting documents you need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an "Auspice Agreement" template on the website: www.kingston.vic.gov.au/community/grants .	<ul style="list-style-type: none"> • Artists • Applicants with an auspice
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	<ul style="list-style-type: none"> • Applicants (excluding individual artists)
Financial Statements Please provide a financial statement that shows your organisation's financial situation, including any funds you have already committed (such as a balance sheet). The documents must follow the rules set by: <ul style="list-style-type: none"> • Consumer Affairs Victoria • Australian Charities and Not-for-Profits Commission • Australian Securities and Investments Commission 	<ul style="list-style-type: none"> • Applicants (excluding individual artists)
Public Liability Insurance Certificate of Currency You will need to show proof of insurance, with a minimum level of cover to be determined based on the activity.	<ul style="list-style-type: none"> • Applicants • Auspice organisations (if applicant is not incorporated)
Minor Capital Works <ul style="list-style-type: none"> • Council-owned property • Approval in Principle letter from Council or the landlord • Copy of your submitted Approval in Principle form Non-Council property <ul style="list-style-type: none"> • Approval letter from the landlord of the property • Photos and specifications of proposed fixtures or fittings • 2 quotes for all works in scope 	<ul style="list-style-type: none"> • Applicants to the Minor Capital Works category
Supplier quotes For examples, venue hire, marquee hire, entertainment, security, traffic management, etc.	<ul style="list-style-type: none"> • Applicants
Resumé and examples of recent work *for works of art only	<ul style="list-style-type: none"> • Applicants of the Arts Projects & Programs category, where the application is for creating an artwork
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	<ul style="list-style-type: none"> • Applicants, where relevant
Additional Support Material	Optional

For example, letters of support, media, photos, example promotional material	
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How are applications assessed?

Council officers will first check if you and the application meet the eligibility requirements. If your application is eligible, it will then be assessed by Council officers based on the funding priorities in these Program Guidelines and the assessment criteria.

Please note that Council uses the assessment criteria and weightings explicitly when assessing Community Bi-Annual Grants.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5

Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding decisions

All eligible applications will be reviewed by the Council in a formal meeting to decide who will receive funding.

You may be contacted during the assessment process if more information is needed before the final decision is made.

You will receive notification of an outcome as per the dates outlined in the Grants Available section of these Guidelines.

Funding availability

To ensure fair access to these grants, Council sets aside funds from its annual budget for two grant rounds each year.

Please note that the total dollar value of applications received may be more than available funds.

If your application is not successful for Round 1, you can reapply for Round 2, making sure to include any feedback you received, or if you are seeking funding for a different activity.

Acquittal Report

If you receive a grant, you must keep records of how you spend the funds and give Council copies of receipts. You will also need to write a report showing the impact of the funded activity. This is called an acquittal. Acquittal due dates are listed in the Grants Available section of these Guidelines and in your funding agreement.

You must also allow Council officers to visit or request an audit of your funded activity.

Payments will only be made once any past grants have been properly acquitted, and all funding requirements have been met.

Operational and Partnership Grants

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Operational & Partnership Grants

Amount available:

- Up to \$100k for Community Centres & Neighbourhood Houses;
- Up to \$90k for Specialist Community & Welfare Services;
- Up to \$20k for Community Interest Organisations; and
- Up to \$1k for regular social activities, up to \$4k for providing regular meals, and an additional amount based on specific circumstances for Multicultural and Seniors groups.

Funding is available per year for up to three years.

Who can apply:

Not-for-profit organisations

When to apply:

Open once a year. Please see Grants Available section of this document for dates.

Operational & Partnership Grants are grants that last for up to three years. They help support important community services and activities that match Council's main goals. These grants provide stable and ongoing funding for services and activities that are important to the Kingston community.

What can be funded

Operational & Partnership Grants can support different services and activities in the following categories:

Community Centres & Neighbourhood Houses	These grants help cover costs for the operations and services of Community Centres and Neighbourhood Houses to strengthen the communities where they are located. Funding available: Up to \$100,000 per year. The amount is decided using a set formula.
Specialist Community & Welfare Services	These grants support services that provide financial, legal, counselling, and other specialist help to people in Kingston. Funding available: Up to \$90,000 per year. The amount funded is based on specific criteria.
Community Interest Organisations	These grants help organisations and community groups that represent the diversity of Kingston, such as arts groups, municipal bands, historical groups, sports clubs, and environmental groups. Funding available: Up to \$20,000 per year. The amount funded is based on specific criteria.
Multicultural & Seniors Groups	These grants support activities for Kingston's multicultural and senior residents to promote inclusion, connectedness, and positive ageing. Funding available: Up to \$4,000 per year, with a possible extra amount, decided using a set formula.

Eligibility

Applicants must:

- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, Churches set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application
- 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
- Have demonstrated the financial means to operate for the duration of the funding period
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than

50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community. Provide current public liability insurance with a level of cover appropriate to the operations of the organisation and its activities

- Comply with all requirements within the tenancy agreement (applicable only to Council tenants)
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June
- Submit a complete application, including attachments or other supporting information requested by Council
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Have demonstrated the successful delivery of previous funding from Kingston City Council.

What can't be funded:

- Activities that do not comply with public health directions, and human rights and responsibilities
- Worship, congregation, secular promotion, protest, or religious or political campaigns
- School curriculum-based activities or where the outcome is confined to the school property or school community
- The operations or programs of organisations that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, or governance and inclusion programs. Please contact Council to discuss other ways Council can support your organisation
- Replacement or top-up of discontinued or reduced income from any other sources
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Payment of rent, or leases
- Recurrent or ongoing building maintenance costs
- Minor capital works (see Community Bi-annual Grants for Minor Capital Works funding)
- Capital works
- Arts projects or programs (see Community Bi-annual Grants for Minor Capital Works funding)
- Festivals and events (see Community Festivals, Events & Creative Activities funding)
- The purchase of trophies, prizes, awards or items related to fundraising activities
- 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
- Funding requests above the published amount available

- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Equipment replacement: where the equipment is still considered to be within its useful life; or the same equipment that has already been funded by Council in the past 24 months from July to June; or that should be covered by insurance or registration/participation fees
- Activities that duplicate support already available through other Council or external programs for the same audience support to relocate established groups currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises

Applicant contribution

No co-funding is required for Operational & Partnership grants. However, applicants should understand that the Council believes you may need to find additional financial or other support to successfully carry out your services or activities and achieve the expected results.

How to make an application

Applications can be submitted at any time.

We strongly recommend that you book an appointment with Council's Grants Officers to talk about your application before submitting it. They may also suggest that you to discuss your application with another relevant Council officer.

To apply, go to the [Kingston Grants Program](#) website and select apply. Then create an account in SmartyGrants if you don't have one already.

When you apply, you can expect to be asked for details about:

- Your organisation, including auspice organisation details if applicable
- Your operations (for all categories except Multicultural & Seniors) or regular social activities (for Multicultural & Seniors)
- The need for your service/activity
- The benefits of your service/activity
- How your service/activity will contribute to achieving Council's strategic priorities
- How you will deliver your service/activity
- How your service/activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your service/activity
- How you plan to evaluate the delivery and impact of your funded service/activity
- Supporting attachments that you will need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	<ul style="list-style-type: none"> • Applicants
Financial Statements	<ul style="list-style-type: none"> • Applicants

Attachment	Required by:
Provide a financial statement that demonstrates your organisations situation, including any committed funds held (i.e. a balance sheet) Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	<ul style="list-style-type: none"> Auspice
Public Liability Insurance Certificate of Currency Minimum cover of \$20 million is required.	<ul style="list-style-type: none"> Applicants
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	<ul style="list-style-type: none"> Applicants (Multicultural and Seniors category, unless their members are coming into contact with children through their funded operations and activities)
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

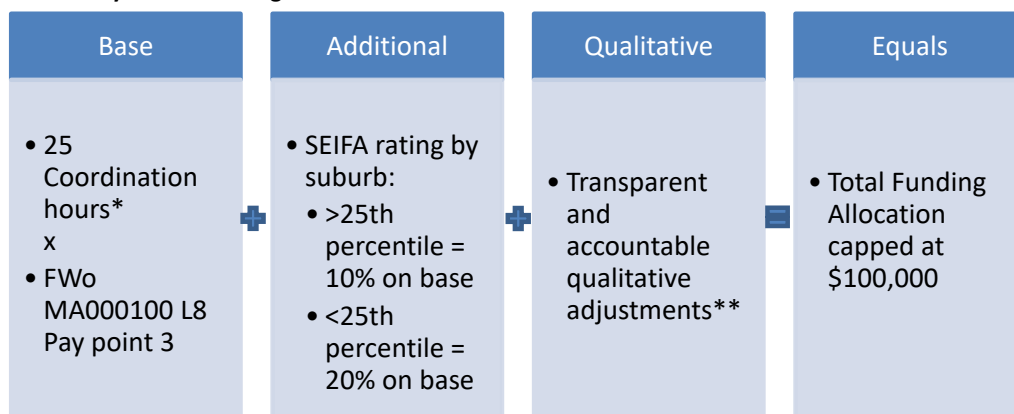
Formula Based Assessment

The formula-based funding method is used for two categories in the Kingston Grants Program's Operational & Development Grants. These categories are:

- Community Centres & Neighbourhood Houses
- Multicultural & Seniors

The formula is applied at Year 1 of the funding period and will be used for the entire funding term.

Community Centres & Neighbourhood Houses



* Matches the base funding given by DFFH for eligible community centres and neighbourhood houses.

** Qualitative adjustments are made to consider important factors that cannot be measured by a formula. The Assessment Panel reviews these adjustments and makes recommendations that must be approved by Council.

Multicultural and Seniors

Base		Additional		Qualitative		Total
<ul style="list-style-type: none"> • 2 meeting hours for social activities x • Number of Kingston residents who are active members* x • 12 meetings per year x • \$2.00 • Funding cap of \$1000 	+	<ul style="list-style-type: none"> • 12 meals per year** x • Number of Kingston residents who are active members* x • Meals of Wheels minimum cost of \$4.50 • Funding cap of \$3000 	+	<ul style="list-style-type: none"> • Transparent and accountable qualitative adjustments*** 	=	<ul style="list-style-type: none"> • Total funding allocation

* Organisations must meet minimum requirements for the percentage of active members who are Kingston residents or show significant benefit to the Kingston community, as outlined in the Kingston Grants Program Policy and Program Guidelines for Operational & Partnership Grants. Organisations that don't meet these requirements are not eligible for Multicultural & Seniors funding.

** Organisations that provide meals to members must commit to providing at least 6 meals per year. Funds can be used for any meals provided during the year.

*** Qualitative adjustments consider important factors that cannot be measured by a formula. The Assessment Panel reviews these adjustments and makes recommendations that must be approved by Council.

Multicultural and Seniors - Qualitative Adjustments

Qualitative Adjustments for Multicultural & Seniors Clubs are determined by the Kingston Grants Assessment Panel. They are applied based on the following criteria:

- the applicant meets in Kingston
- the applicant has more than 50% Kingston members

The funding amount allocated is based on the number of registered Kingston members:

- An additional \$1,000 is allocated to applicants with less than 249 Kingston members
- An additional \$2,000 is allocated to applicants with 250–499 Kingston members
- An additional \$3,000 is applied to applicants with more than 500 Kingston members.

Furthermore, the Assessment Panel may also prioritise applicants who: *have limited financial means or ability to access other sources of funding*. To determine this, balance sheets are reviewed to consider any significant available funds (i.e. in excess of \$50,000) that the Multicultural & Seniors group has, and whether a strategic objective for the future use of these funds was evident.

Consideration is also given to applicants where the above criteria conflicted. For example:

- a Multicultural & Seniors group that doesn't meet in Kingston, but has over 50% Kingston membership may be considered for a Qualitative Adjustment; and
- a Multicultural & Seniors group that has less than 50% Kingston members, however their number of Kingston members is comparably high to other clubs.

Quality-based Assessment

Applications will be assessed once a year. For Grant approval dates, please see the Grants Available section of these Guidelines.

Council Officers will first check if you and your application meet the eligibility requirements. If you are eligible, your application be reviewed by Council officers and a Grants Assessment Panel using the assessment criteria and funding priorities outlined in these Guidelines.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit/s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5
13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5

20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding decisions

Funding recommendations for all eligible applications will be presented to Council for decision at a formal meeting.

Applicants may be asked for more information during the assessment process or before the funding recommendations are made.

Applicants will receive notification of an outcome within 12 weeks from the start of the assessment process.

Funding availability

To ensure fair access to these grants, Council will set aside funds from a multi-year budget each year. Any funds not used in the first year can be carried over and used in the following year.

Payments

For larger operational grants (over \$50,000 per year), payments will be made in parts throughout the year, as explained in the funding agreement.

Acquittal Report

Successful applicants must keep records of how the grant money was spent and give Council copies of receipts and a report showing the impact of the funded activity (called an acquittal). Acquittal due dates are listed in the Grants Available section of these Guidelines.

Successful applicants must allow Council officers to visit or request an audit of the funded activity.

Payments will only be made once any overdue grant reports for past grants have been completed and approved.

Community Festivals, Events & Creative Activities Grants

community inspired leadership



Community Festivals, Events & Creative Activities Grants

Amount available:	Up to \$25,000 per annum for up to three years
Who can apply:	Not-for-profit organisations, or community groups auspiced by not-for-profit organisations.
When to apply:	Open once a year. Please see Grants Available section of this document for assessment dates.

These grants support community festivals, events and creative activities that highlight Kingston's diversity, places, talents, cultures or unique features. These activities enhance Kingston's reputation as a great place to live, work, visit and play. This grant is for large scale activities that take place annually, or over a series of activities over the funding period.

What can be funded

These grants can support festivals, events or creative activities for up to three years, including:

- annual activities; or a series of different activities across the funding cycle
- larger scale activities
- established activities (if you're starting a new event, check out Community Bi-annual Grants).

Before you submit your application

Make sure you:

- Talk to Council's Festivals and Events team by calling 1300 653 356
- Use the '[Business Victoria Event Planner](#)' tool to help improve your application. [You can find it on the Business Victoria website.](#)

Eligibility Criteria

Organisations must:

- Be legally constituted as an incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, Church set up as a statutory entity or by legislation, or auspiced by another legally constituted organisation (auspice) for the activity proposed in the application and provide evidence of their legal status
- 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
- Have the financial means to deliver the activity, if the total cost is more than the amount requested
- Not receive a direct income from gambling activities, undertake or promote gambling
- Be physically located within the City of Kingston geographical boundaries or if located outside the City of Kingston geographical boundaries, have a majority number of Kingston residents (e.g. more than 50% of active members or participants) or be able to demonstrate significant benefit to the Kingston community
- Provide current public liability insurance with a level of cover appropriate to the activity/program
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no outstanding debts owing to Council, or have entered into a payment plan
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable
- Have not received a grant for the same or similar activity from another Kingston Grants Program grant stream or other Council funding source in the same financial year running July to June

- Submit a complete application, including attachments or other supporting information requested by Council.
- Implement and maintain policies relating to the Child Safe Standards, where applicable
- Comply with public health directions, and human rights and responsibilities
- Have demonstrated the successful delivery of previous funding from Kingston City Council. If you are a new applicant, please apply to the Community Bi-annual Grants to establish a new funding relationship with Council

What can't be funded:

- Worship, congregation, secular promotion, protest, or religious or political campaigns
- Schools for curriculum-based activities or where the outcome is confined to the school property or school community
- The operations or activities of organisations that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities. This includes (but is not limited to) operational, administrative, training, equipment, rent & lease, building maintenance, community education, or governance and inclusion programs. Please contact Council to discuss other ways Council can partner with and support your organisation
- Replacement or top-up of discontinued or reduced income from any other sources for existing Community Festivals, Events and Creative Activities
- Activities that undertake or promote gambling
- The lease/hire or use of a venue with gaming machines or other forms of gambling, unless the venue offers a unique setting and there is no viable alternative
- The purchase of fireworks, alcohol, tobacco, or e-cigarettes
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- The payment of rent or a lease
- Recurrent or ongoing building maintenance costs
- Minor capital works (see Community Bi-annual Grants for Minor Capital Works funding)
- Capital works
- Small Arts Projects & Programs (see Community Bi-annual Grants for Arts Project & Programs funding), small or once-off Festivals & Events (see Community Bi-annual Grants funding). Activities must occur once a year, or multiple times each year across the funded period
- The purchase of trophies, prizes, awards or items related to fundraising activities
- The 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
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not made through the official Council application process
- Equipment replacement: where the equipment is still considered to be within its useful life; or the same equipment that has already been funded by Council in the past 24 months from July to June; or that should be covered by insurance or registration/participation fees
- Activities that duplicate support already available through other Council or external programs for the same audience

- Support to relocate your organisation or group currently located outside the City of Kingston, or already located in the City of Kingston and moving to new premises

Applicant contribution

Applicants should know that Council expects you to find other cash or in-kind-support to help deliver your activity and achieve the expected results.

How to make an application

Before you apply, you must talk to Council's Festivals and Events team about your application.

To apply, visit [Kingston's Grants Program](#) and select apply. Then create an account in SmartyGrants if you don't have one already.

When you apply, you will be asked information about:

- Your organisation, including details of any auspice organisation (if applicable)
- Your proposed activity
- Why your activity is needed
- The benefits of your activity
- How you will run your activity
- How your activity will continue in the future (sustainability)
- Your organisation's or group's financial situation
- Anything special or unique about your activity
- How you will evaluate your activity
- Any supporting documents you need to provide.

Supporting Documents

Attachment	Required by:
Certificate of Incorporation	<ul style="list-style-type: none"> • Applicants (without an auspice) • Auspice organisations
Auspice Agreement If you are using an auspice, you must show that they have agreed to support your application. You can find an "Auspice Agreement" template on the website: www.kingston.vic.gov.au/communtv/grants	<ul style="list-style-type: none"> • Auspice organisations
Annual Report These must meet your legal requirements with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission.	<ul style="list-style-type: none"> • Applicants (without an auspice)
Financial Statements Provide a financial statement that demonstrates your organisations situation, including any committed funds held (i.e. a balance sheet) Documents must comply with your Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations	<ul style="list-style-type: none"> • Applicants (without an auspice)

Public Liability Insurance Certificate of Currency Minimum cover of \$20 million is required.	<ul style="list-style-type: none"> Applicants (without an auspice) Auspice organisations
Supplier quotes For examples, marquee hire, entertainment, security, traffic management, etc.	<ul style="list-style-type: none"> Applicants
Child Safe Standards Policy Provide a copy of organisational policies relating to the Child Safe Standards	<ul style="list-style-type: none"> Applicants (where relevant)
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Applications will be assessed once a year.

First, Council Officers will check if you and your application meets the eligibility requirements. If you are eligible, your application will be assessed by Council Officers and a Grants Assessment Panel, using the funding priorities outlined in these Guidelines and the assessment criteria.

Item	Criteria for Assessment	Weighting
The applicant has:		
Community Need		25
1	clearly outlined realistic aims and objectives for their activity	5
2	identified who the local audience is for their activity	5
3	provided evidence (such as demographic data or community consultation outcomes) of the need for the activity	5
4	defined aims and objectives that are aligned to an identified need	5
5	identified key stakeholders for their activity and provided evidence of their support	5
Community Benefit		25
6	aligned their activity with a strategic priority of Council	5
7	clearly outlined what benefit\ s are provided to the audience by the activity	5
8	clearly identified how the activity will support access, diversity and inclusion	5
9	identified clear partnerships, where relevant (if not relevant, score 5), and provided evidence of their engagement	5
10	identified the activity outcomes (what will change as a result of the activity)	5
Capacity to Deliver		35
11	provided a delivery plan or approach that is sound and fit-for-purpose	5
12	identified a plan for promotion and engagement that is adequate and effective to encourage the intended levels of diversity of participation	5

13	demonstrated relevant experience in planning, managing and delivering a similar activity/program in the past	5
14	identified relevant, suitably skilled people to be involved in managing their grant	5
15	outlined an accurate, balanced and realistic budget including all in-kind contributions	5
16	provided the required quotes, justified the level of funding requested, and demonstrated value in the use of public funds	5
17	outlined a plan to monitor and evaluate outcomes	5
Capacity for Sustainability		5
18	identified a sustainability plan (where appropriate)	5
Other Considerations		10
19	demonstrated limited financial means or ability to access other sources of funding	5
20	the application is for an activity that is different to other activities funded through this grants stream	5
Total score available		100

Funding Decisions

Funding recommendations for all eligible applications will be presented to Council for decision at a formal meeting.

Applicants may be asked for more information during the assessment process or before the funding recommendations are made.

Applicants will receive notification of an outcome within 12 weeks from the start of the assessment process.

Funding availability

To ensure fair access to these grants, Council will set aside funds from a multi-year budget each year. Any funds not used in the first year can be carried over and used in the following year.

Acquittal Report

Successful applicants must keep records of how the grant money was spent and give Council copies of receipts and a report showing the impact of the funded activity (called an acquittal). Acquittal due dates are listed in the 'Grants Available' section of these Guidelines.

Successful applicants must allow Council officers to visit or request an audit of the funded activity.

Payments will only be made once any overdue grant reports for past grants have been completed and approved.

Individual Development Grants

community inspired leadership



Individual Development Grants

Individual Development Grants are one-off grants that support individual Kingston residents who are invited, selected, or have qualified 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 and seek to develop local leaders and positive role models.

Amount available:

\$200 – For state-level events held in Victoria (but not in Kingston)
 \$400 – For national-level events held in another state (not in Victoria)
 \$600 – For international-level events held overseas
 Plus 25% extra for financial hardship

Who can apply: Anyone who lives in Kingston (City of Kingston).

When to apply: Applications are always open and are reviewed every two weeks.

Individual Development Grants are one-time grants that help Kingston residents who are invited, selected or qualify to compete, perform, or represent at State, National, or International levels in their chosen field.

What can be funded?

Grants are available for activities in the following areas:

Arts & Culture	Support for individuals to grow their creative and professional skills. This can include crafts, study programs, workshops, mentoring, presenting at conferences, or showcasing work at cultural events.
Sport & Recreation	Support for athletes to compete in recognized sports events at State, National, or International levels, where the athlete is selected through a competitive process.
Environment & Climate Action	Support for individuals involved in important environmental activities. This can include presenting at conferences, study programs, or volunteering for environmental projects to help cover travel costs.
Humanitarian & Leadership	Support for individuals to take part in important humanitarian or leadership activities. This can include presenting at conferences, study programs, or volunteering for humanitarian projects to help cover travel costs.

Eligibility Criteria

Applicants must:

- Be an individual who is a Kingston resident (anyone who lives within the City of Kingston).
- Submit an application between 1 – 6 months prior to the activity
- Submit an application that aligns with the purpose of this grant stream and chosen category
- Have no overdue grant acquittals and have successfully acquitted previous grants received
- Have no overdue debts owing to Council, or have entered into a payment plan
- Have not received funding for an Individual Development Grant for the same activity in the past 24 months running on financial year from July to June
- Not be a Kingston Councillor or officer if the event/activity is considered part of their usual role or duties
- Comply with public health directions, and human rights and responsibilities
- Provide evidence of qualification or invitation in the event/activity by event organisers, governing

body, club or coach/instructor

- To demonstrate financial hardship, provide a copy of both sides of a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card (where applicable)

What can't be funded:

- Costs that are considered the core responsibility of State or Commonwealth Government or non-government entities, or that seek to replace or substitute discontinued or decreased funding from State or Commonwealth Government or non-government entities
- Participation in activities that undertake or promote gambling
- Costs incurred by an applicant in preparing an application or due by an applicant if their application is successful, including professional grant writer fees
- Costs to participate in the creation of permanent public art installations
- The purchase of gifts, trophies, prizes, awards or items related to fundraising activities
- Funding requests above the published amount available
- Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- Applications not through the official Council application process
- The purchase of entry to tourist attractions or other entertainment, alcohol, tobacco, fireworks, or gambling activities or items
- Daily costs such as food, beverages, personal products and accommodation add-ons, such as mini bar expenses and incidental charges
- New equipment or materials not directly related to being able to compete or participate in the development event/activity
- Sporting training camps and coaching clinics
- School, TAFE or university fees
- Publishing, promotion or distribution of digital media or writing works
- Website development, website maintenance, software licences or social media activities
- Support to attend an activity where eligible costs are already covered by or the responsibility of the event/activity host, home club, or other involved party
- Travel and accommodation costs for an activity in the Kingston municipality
- More than two people from the same organisation, group or club who are selected to compete, perform or represent in their chosen discipline in the same event/activity

Applicant contribution

You don't need to provide any co-funding for these grants. However, please note that the Council's support is just a contribution, and it might not cover all costs for the event or activity you want to participate in. You may need to find other financial or in-kind support to help cover the full cost.

How to Apply

Applications can be made at any time.

To apply, go to the [Kingston Grants Program](#) website and click 'Apply'. Then create an account if you don't have one already.

When you apply, you'll need to provide the following details:

- You live in the City of Kingston
- You are 18 years or older, or if you're under 18, you have permission from a parent or guardian
- Proof that you've been selected, qualified, or invited to the event/activity by the event organizers, a governing body, your club, or coach/instructor
- Proof of financial hardship, such as a copy of both sides of a Centrelink Health Care Card, Pensioner Concession Card, or Veteran Card (if applicable)
- Your budget for the event/activity

Supporting Documents

Attachment	Required by:
Proof of identity and residence For example, both sides of your driver's licence, bank statement (financials redacted), or utility bill.	Applicants
Proof of competitive selection, qualification or invitation Letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor	Applicants
Proof of financial hardship Both sides of a Centrelink-issued Health Care Card, Pensioner Concession Card, or Veteran Card to demonstrate financial hardship	Applicants with Financial Hardship applying for an extra 25% of funds
Additional Support Material For example, letters of support, media, photos, example promotional material	Optional

How are applications assessed?

Eligible applications will be assessed every four weeks.

Council Officers will check if the applicant and the application are eligible against the above Eligibility Criteria. If eligible, your application will be assessed against the Assessment Criteria to determine the funded amount.

Assessment Criteria

- Level and location of the activity
- Level of achievement and development potential in your chosen discipline
- Level of support from other sources
- Proof of financial hardship

If your application is incomplete or if there is a busy grant processing period, it may take longer to get a decision. All funding decisions will be shared with the Council every three months.

Applicants, or the event/activity organizer, club, group, coach, or governing body may be contacted for more details during the review process before the final funding decision is made.

Funding availability

To ensure fair access to these grants, the Council will try to keep funds available throughout the whole financial year. If the funds run out, this will be posted on the Council's website, and applications will be closed until the next financial quarter.

You can only receive one Individual Development Grant per financial year (from July to June). You cannot apply for the same activity if you have already received a grant for it in the past 24 months (from July to June).

If your application is not successful, you can re-apply in the next financial year, as long as you meet the eligibility requirements.

Applications for the financial year will close on May 30 each year. Applications submitted after this date will be considered for funding in the following financial year.

Acquittal Report

Successful applicants must keep records of how the grant money was spent. They need to provide receipts and a report to Council explaining the impact of their funded activity. This is called an acquittal and must be submitted within 2 months, after the activity took place.

Payments for new grants will only be made once any overdue reports for previous grants have been submitted and accepted.

Kingston Grants Program - 2025/26 Community Bi-annual Grants - Round 1

Funding Recommendations

Priority Ranking	Name	Details	Category	Panel Comments	Funding Requested	Recommended by Panel
92	Road Safety Education Ltd	Supporting Equity of Access to "Ryda Road Safety Education" for Young Kingston Drivers and their Passengers	Community Projects & Programs	Strong, well-aligned application from an experienced provider delivering road safety education to Kingston Year 11 students. Clear community need and benefit, particularly for at-risk youth. Backed by strong financials and national partnerships. Full funding recommended, though further local school engagement and formal evaluation would strengthen future applications.	\$4,000.00	\$4,000.00
89	Cheltenham Community Centre	Community kitchen upgrade - oven	Minor Capital Works	The applicant has outlined a clear need for the oven at the Cheltenham Community Centre, demonstrating significant community benefit. They have experience managing similar projects and are financially sound, with substantial reserves. A reasonable request for part-funding is made. Full funding is recommended to support the centre. Funding Condition: As per the Kingston Grants Guidelines a co-funding contribution is required in a non-Council owned building, matching 1:1 funding in cash. This condition has been met by the applicant.	\$5,000.00	\$5,000.00
84	Parkrun Australia	A parkrun event for Victory Road Reserve	Community Projects & Programs	Strong application with clear community demand and benefits for health and social connection. Parkrun has an excellent delivery track record and support model and the Panel acknowledge that initial costs are not covered by the Parkrun organisation. However, quotes indicate intention to spend more than the \$2k limit on equipment as stipulated in the Grant Guidelines. The Panel also had concerns about the independence of the quote given. Partial funding is recommended, aligning with other funding for Parkrun events. Funding Conditions: Only \$2000 can be spent on equipment; and funding is conditional on all required permits being approved.	\$8,000.00	\$4,000.00

Priority Ranking	Name	Details	Category	Panel Comments	Funding Requested	Recommended by Panel
84	Peninsula Dragonflys	Enabling member growth 2025-27 through the purchase of an additional dragonboat	Community Projects & Programs	The applicant demonstrates a clear need for an additional boat due to high demand and capacity limits. The club has a strong community presence and financial stability, though equipment funding is capped at \$2,000. Partial funding is recommended for \$2,001 due to the Bi-annual stream starting at this amount.	\$10,000.00	\$2,001.00
82	Triumph of Good	Melodies of Belonging: A Community Concert at Kingston Town Hall	Small Community Festivals & Events	The applicant has a solid track record of delivering inclusive community events, with a well-planned project for a concert at Kingston Town Hall. Financials are sound, but cash reserves are low. Full funding is recommended, as the event aligns with community needs and Kingston Arts offerings.	\$7,743.00	\$7,743.00
82	LOTS Theatre	"Legends of the Skies Series 13" theatre performance	Community Projects & Programs	Well-established, strong application showcasing clear community benefit through creative engagement with local aviation history. The applicant demonstrated delivery capacity and growing program demand. While partially reliant on Council funding, the applicant's modest budget and reasonable cash reserves were noted. Full funding is recommended, acknowledging the program's accessibility, popularity, and cultural contribution within the municipality.	\$5,000.00	\$5,000.00
81	Claire Bridge (Auspiced by Arts Access Society)	"The Water Carriers" Exhibition on the connections between women, water, and the environment	Arts Projects & Programs	The applicant has outlined clear aims for a cultural arts project. The project aligns with Kingston's strategic objectives and demonstrates community benefit. The applicant is supported through Kingston Arts as part of the Gallery Exhibition process, however the project requires other funding currently being sourced through Projects Victoria. Partial Funding is recommended. Funding Conditions: Payment is conditional upon confirmation of obtaining the Projects Victoria grant.	\$9,900.00	\$8,500.00

Priority Ranking	Name	Details	Category	Panel Comments	Funding Requested	Recommended by Panel
80	TeamSports4All	Enabling 20 financially disadvantaged children in Kingston to play team sport	Community Projects & Programs	The application addresses a clear community need, although the program's strong community outcomes could have been more clearly detailed in the application. The organisation has a strong track record and aims to support disadvantaged youth. The Panel was interested in what other supports are provided to participants. Full funding is recommended with an interest in further information about participant outcomes for future grant applications.	\$10,000.00	\$10,000.00
80	Mordialloc Theatre Company	Hire of Shirley Burke Theatre for three plays of the 2025 season	Community Projects & Programs	The applicant is a well-established, long-standing local theatre company delivering strong community benefits. The application is clearly documented and the applicant has a proven track record, however the Panel raised questions about the applicant's financial situation (they run at a loss, however have significant cash reserves) and the proposed use of funds for operating costs. Partial funding is recommended, acknowledging cultural value while considering limited budget and assessment considerations. The Panel encourages the Theatre to address their financial situation, for example, by increasing ticket costs.	\$10,000.00	\$6,000.00
79	Victoria Mantynen (Auspice by Auspicious Arts Projects)	"Sincerely Yours" event, including a musical performance, afternoon tea and information stalls for seniors	Arts Projects & Programs	The applicant has proposed a well-planned, unique program aimed at reducing social isolation for Kingston's senior community through accessible theatre. However, there are concerns about financial capacity, venue booking, budget items, lack of post-event details, and potential risks. Partial funding is recommended. The Panel recommended linking with AccessCare to strengthen this activity.	\$10,000.00	\$8,000.00
77	FoodFilled Inc	Filling the Gaps – Building Sustainable Food Rescue Capacity in Kingston	Community Projects & Programs	The applicant proposes expanding a food relief program benefiting 3,500–7,000 Kingston residents through partnerships with five charities. Demand is high and the model is proven and supported by Council, but expansion relies on funding. While financially stable with significant reserves, partial funding is recommended due to limits on funding equipment, sustainability, scale of benefit, and existing cash holdings. The applicant is encouraged to link with Kingston's Emergency Relief Network.	\$10,000.00	\$6,500.00

Priority Ranking	Name	Details	Category	Panel Comments	Funding Requested	Recommended by Panel
77	Longbeach Anglican Parish	"Winter Warmers" hampers, including blankets, socks, scarves, beanies, baby clothes and grocery vouchers given to vulnerable families nominated by local schools	Community Projects & Programs	A well-supported application demonstrating clear need and community benefit, particularly for vulnerable families. Strong delivery history and partnerships. The Panel noted the program is heavily reliant on Council funding. Limited sustainability and some overlap with other grants were noted. Partial funding is recommended for warm clothing and blankets only. The Panel encourages more collaboration with Kingston's Emergency Relief Network in relation to the food component of the application.	\$8,000.00	\$6,000.00
76	Chelsea Calisthenics Club	Installing a temporary floor	Minor Capital Works	The applicant has identified a clear need to replace the flooring in their leased Council hall, which will benefit club members and the wider community. While the club is financially sound with substantial reserves, concerns remain about the subfloor's condition, the club's capacity to manage the project, and concerns the flooring would limit other uses of the facility. Partial funding is recommended. The Panel encourages the applicant to increase the shared use of the facility. Funding Conditions: The applicant must confirm that the condition of the sub-floor can tolerate the temporary flooring prior to a grant payment. As per the Kingston Grants Guidelines, no co-funding contribution is required for a Group 1 (Community not-for-profit group with limited ability to get income) Council Lease.	\$10,000.00	\$8,000.00
72	Kathryn Watt (Auspiced by National Council of Women of Victoria)	Saluting Service, Courage & Resilience Photography Exhibition By Kathy Watt	Arts Projects & Programs	The applicant proposes a photographic exhibition honouring local veterans in partnership with the RSL. The project addresses a unique need. Due to strong alignment with the RSL, the Panel considered the venue appropriate despite provision of pokies. While the project is well-presented and aligns with community recognition goals, details on scale, impact, and budget are unclear. Partial funding is recommended for half of the cash expenses. Funding Conditions: The funded activity must not promote or encourage engagement with gaming machines.	\$10,000.00	\$3,000.00

Priority Ranking	Name	Details	Category	Panel Comments	Funding Requested	Recommended by Panel
71	Cheltenham Baseball Club	Pathway Program for Young Female Baseball Players	Community Projects & Programs	The applicant seeks to support girls aged 13+ to remain in baseball, addressing common drop-off rates in sport. While the intent is strong and the club is financially sound, the proposal lacks detail on personnel, delivery, and partnerships. The application didn't demonstrate how the activity would increase girls' participation. The Panel recommends partial funding due to limited reach and existing cash reserves.	\$10,000.00	\$5,000.00
71	Danny Frawley Centre	"MindFit" equipping Kingston's local football clubs with practical mental fitness skills	Community Projects & Programs	The application demonstrates community benefit and targets youth mental health through sport. While there is capacity to deliver and long-term sustainability, the application lacks detail, evidence of program success, and could leverage partnerships. Significant cash reserves were noted. Partial funding is recommended, encouraging co-investment, stronger collaboration and evaluation.	\$10,000.00	\$5,000.00
71	MLOC Productions	MLOC's 80th Anniversary	Community Projects & Programs	While the applicant has a strong track record and aims to celebrate its 80th year, only one of three proposed events are based in Kingston, with the main event being held in Frankston. The budget lacks clarity and evidence of quotes, financial sustainability is questionable, and local benefit is limited. No funding is recommended.	\$10,000.00	\$0.00
69	Maryam Ebtekar (Auspiced by Multicultural Arts Victoria)	"Recycled Rhythms: Persian Patterns Reborn" - sculptures inspired by Persian architectural tiles, made from recycled materials	Arts Projects & Programs	A one-off arts project by a non-resident artist, supported by Kingston Arts through the EOI process. Includes exhibition, workshops, and artist talks with some community benefit, though primarily appeals to arts enthusiasts. The application's financial details were unclear. Partial funding is recommended for the materials and Auspice fees.	\$10,000.00	\$2,500.00

Priority Ranking	Name	Details	Category	Panel Comments	Funding Requested	Recommended by Panel
69	Mordialloc Lapidary Club	Rear Workshop Upgrade to meet modern standards by removing worn out fittings and fixtures and replace with new ones	Minor Capital Works	Well-developed application for a much-needed facility upgrade by a long-standing club. Strong volunteer input and project planning demonstrated. Some concerns were raised around project scope and delivery risks. The community benefit is modest, fewer than half of members are local, and the club has solid reserves. Partial funding recommended (about half the cash amount outlined in the budget) to support this unique group. Funding Condition: As per the Kingston Grants Guidelines a co-funding contribution is required in a non-Council owned building, matching 1:1 funding in cash. This condition has been met by the applicant.	\$10,000.00	\$5,000.00
67	Mordialloc Sailing Club	Youth, learn the freedom of windsurfing	Community Projects & Programs	The applicant demonstrates strong club engagement and financial health, with substantial reserves for funding. While interest in targeting youth is present, the need for the activity is not well substantiated. Given the club's capacity to fund the project independently and equipment funding being capped at \$2,000, partial funding is recommended for \$2,001 due to the Bi-annual stream starting at this amount.	\$4,708.00	\$2,001.00
66	Le Page Park Cricket Club	LPPCC women's inclusion initiative - come and try day, indoor training in the off season, and specialist coaching	Community Projects & Programs	The application lacks detail, including unclear training providers, missing quotes, and an unclear budget. The applicant is running at a loss and has no balance sheet. While promoting women's participation in sport is important, the lack of supporting evidence, financial clarity, and sustainability raises concerns. The applicant is encouraged to attend a Kingston Grants Writing Workshop, and for future applications the applicant should contact Council's Grants Officers for assistance with their application. Partial funding recommended. Funding Conditions: Payment will not be made until venue hire quotes are provided.	\$4,000.00	\$2,001.00
65	Zee Cheng Khor Moral Uplifting Society	Stronger Kingston! Events, including 'Lanterns For All' and celebrating the Chinese Lunar new Year	Small Community Festivals & Events	The application demonstrates community benefits and a solid track record. However, Kingston membership is low, and the applicant has significant cash reserves. While the events support cultural diversity, the activities are similar to their usual offerings. Partial funding is recommended, given their financial position and community impact.	\$10,000.00	\$2,001.00

Priority Ranking	Name	Details	Category	Panel Comments	Funding Requested	Recommended by Panel
65	Breath Circle (Auspiced by Fitzroy Learning Network)	Trauma Informed Yoga and Mindful Breathing Program	Community Projects & Programs	<p>The program targets student wellbeing at Westall school using trauma-informed yoga. While community need and delivery capacity are demonstrated, reach is limited and outcome measurement methods are unclear. Evaluation evidence was not provided to demonstrate the benefit to the participants. Sustainability is a concern, with reliance on grant funding. Additionally, concerns were raised about the delivery of the previous program at the school, rather than the Westall Hub without advising Council. No funding is recommended.</p> <p>The applicant is encouraged to apply in round 2 of the 2025/26 Community Bi-annual Grants once the acquittal for previously funded activity has been submitted and outcomes can be considered.</p>	\$10,000.00	\$0.00
64	STEM Incubators	Kingston Tourism Ambassador Program - upskilling ambassadors' digital content skills to promote Kingston's attractions	Community Projects & Programs	<p>The application is poorly articulated, with unclear goals, limited stakeholder engagement, and a lack of sustainability details. The group has delivered similar programs and has strong financials. The applicant offers something different for Kingston and links well with businesses. Though the project's benefits are not well demonstrated, partial funding is recommended. Funding is conditional on funding going to students who are Kingston residents.</p> <p>Future applications need to clearly state specific detail about the activity i.e. who, what, when, where and how? The applicant is encouraged to attend a Kingston Grants Writing Workshop, and for future applications the applicant should contact Council's Grants Officers for assistance with their application.</p> <p>Funding Conditions: Kingston grant funding must contribute to the participation of Kingston residents.</p>	\$6,500.00	\$2,001.00
63	Mentone Preschool	Mentone Preschool sports education program	Community Projects & Programs	<p>Strong application supporting early childhood health through physical activity. Program benefits are clear but limited to one kinder, with unclear long-term sustainability. No financials provided.</p> <p>The Panel was concerned about funding programming in Kindergartens and decided it did not align with the purpose of the grants or align to the Grant Guidelines relating to funding school curriculum. The Panel considered the funding of equipment in Kinders to be different to the funding of programming as equipment has a broader benefit to future generations. No funding is recommended.</p>	\$3,870.00	\$0.00

Priority Ranking	Name	Details	Category	Panel Comments	Funding Requested	Recommended by Panel
63	Bentleigh Calisthenics Club	Connecting two studios via installation of a doorway	Minor Capital Works	The application outlines operational needs that benefit only club members, with limited broader community impact. Only one quote per task was provided, with missing structural engineering costs. The club has operated at a loss for two years, with no turnaround plan. Financial viability and long-term benefit are unclear. Partial funding is recommended aligning with their percentage of Kingston residents. Funding Condition: As per the Kingston Grants Guidelines a co-funding contribution is required in a non-Council owned building, matching 1:1 funding in cash. This condition has been met by the applicant.	\$7,850.00	\$2,500.00
62	Edithvale-Aspendale Junior Football Club	Regents Park AFL safety netting	Minor Capital Works	This request for safety netting has some merit, with limited community benefit primarily for club members. The club has strong reserves but has not yet delivered a previously funded Council project. Quotes provided, but project details are unclear. Given outstanding works and existing funds, no funding is recommended at this stage. The Panel would welcome a more detailed application in the next round. If funding were to be granted, as per the Kingston Grant Guidelines a co-funding contribution would be required for a Group 2 (A community sports or recreation not-for-profit group with some ability to get income) Council Lease, matching 1:1 funding in cash or in-kind support.	\$10,000.00	\$0.00
58	Patterson Lakes Outrigger Club	Equipment replacement and training	Community Projects & Programs	The applicant has a small membership, with limited Kingston residents involved. The organisation has been operating at a loss with low cash reserves and lacks sufficient quotes. Partial funding is recommended for purchasing equipment and coaching training to improve safety.	\$9,720.00	\$2,360.00

Priority Ranking	Name	Details	Category	Panel Comments	Funding Requested	Recommended by Panel
57	Maja Irene Bolier (Auspiced by Multicultural Arts Victoria)	"Unjumbling Our Histories" a hands-on creative art workshop that combines storytelling, writing, and collage to help participants explore their personal histories and connect with others	Arts Projects & Programs	The concept for the activity has merit and aligns with inclusion priorities, but limited community need is demonstrated. Small participant numbers and high per-person cost raise value concerns. Unconfirmed venue, lack of delivery details, and planning undermines feasibility. Applicant has some relevant experience, but overall the application lacks clarity. No funding is recommended.	\$5,474.00	\$0.00
56	Eisteddfod By the Bay	Eisteddfod By the Bay 70th Birthday Celebration	Small Community Festivals & Events	The applicant is seeking support for a 70th anniversary celebration, an invitation-only event. While the event is important for acknowledging the legacy of the Eisteddfod, the applicant has substantial cash reserves and relies heavily on Council grants for regular activities. Partial funding is recommended to acknowledge the event's significance.	\$7,725.00	\$2,500.00
56	Red Chamber Chinese Art Group	Mid-Autumn Festival	Small Community Festivals & Events	The application identifies some community benefit and aligns with Council's cultural diversity priorities. However, it lacks detail in planning, financial capacity, and evidence of impact. Concerns exist around project management and budget credibility. However, the Assessment Panel acknowledges the value of the activity and recommends partial funding.	\$10,000.00	\$2,001.00
50	The Chinese International Cheongsam Association of Australia	Mid-Autumn Festival Celebrations	Small Community Festivals & Events	The application shows some community need and benefit through a cultural celebration but lacks clarity, detail, and a clear budget with matching quotes. While the application reports previous events had good participation, the budget is vague and the group heavily relies on Council funding. No funding is recommended. The applicant is encouraged to apply to the Community Small Grants.	\$3,000.00	\$0.00

Priority Ranking	Name	Details	Category	Panel Comments	Funding Requested	Recommended by Panel
44	South Eastern Predators	Flag gridiron tournament	Community Projects & Programs	The application lacks crucial details, such as community need, event planning, and budgeting. While the applicant is financially stable, the event's success is uncertain due to insufficient provision of project details. Despite potential for multicultural engagement, the lack of supporting information resulted in the Panel recommending no funding. The applicant is recommended to attend a Kingston Grant Writing Workshop and contact Council's Grants officers for assistance. Additionally, the applicant is encouraged to apply for a Community Small Grant prior to applying for a Community Bi-annual Grant.	\$10,000.00	\$0.00
Totals					\$270,490.00	\$118,609.00

Agenda Item No: 8.4

RESPONSE TO RESOLUTION - NOTICE OF MOTION 5/2025 - MULTICULTURAL COMMUNITIES IN RELATION TO THEIR INTEREST IN PARTICIPATING IN FIRST AID TRAINING

Contact Officer: Emma Bruce, Team Leader Programming and Engagement

Purpose of Report

The purpose of this report is to respond to Notice of Motion 5/2025 related to community consultation undertaken with multicultural communities in relation to their interest in participating in first aid training.

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 current options available for first aid training including Council's role in the delivery of first aid training, as outlined in Section 2.2 of the report.
2. Note the outcomes of the community consultation, as outlined in Section 3 of the report.
3. Endorse the piloting of a subsidised first aid (CPR) training as part of the Community Training Calendar.
4. Note that findings of the community consultation will be shared with relevant Council departments, local neighbourhood houses, community centres and relevant community networks and organisations.

1. Executive Summary

This report responds to Notice of Motion 5/2025 which was endorsed at the Council Meeting on 24 March 2025. It sought consultation with multicultural communities to assess their interest in first aid training and to provide relevant recommendations.

To better understand local first aid training needs, particularly within multicultural communities, a targeted community consultation was conducted. Engagement activities included pop-up sessions at Westall Hub and Clarinda and Cheltenham Community Centres, supported by a plain English survey delivered via *Your Kingston Your Say*. 119 community members completed the survey. Key findings of the consultation include:

- 63% had completed first aid training
- 74% are interested in first aid training (responding 'yes' or maybe')
- The most commonly reported barriers to participation were time constraints, caring responsibilities, and cost

- When asked if they would pay for first aid training, 28% said 'yes', 25% said 'maybe', and 47% said they would not pay
- 87% indicated a preference for the training to be delivered in English.

In addition, feedback from key stakeholders emphasised the need to address language barriers, cultural attitudes toward emergency care, and the importance of accessible, culturally appropriate training.

In response, it is recommended to pilot a subsidised CPR training session (approximately \$20 per participant) as part of the 2025 Community Training Calendar, delivered in the northern part of the municipality (e.g. Clarinda, Clayton South) with priority given to those who have not completed first aid training in the past. The pilot will be evaluated to inform the potential inclusion of regular first aid training in future community training calendars.

Community consultation findings will also be shared with relevant Council teams, neighbourhood houses, community centres, and networks (such as the Westall Service Providers Meeting), to encourage broader access to, and delivery of, first aid training across Kingston.

2. Background

At the Council Meeting on 24 March 2025, Notice of Motion 5/2025 was carried by Council as follows:

That Council:

- 1. Note the diverse and multicultural communities in the City of Kingston.*
- 2. Consult with multicultural communities in relation to their interest in participating in first aid training.*
- 3. Receive a report, no later than June 2025, with the outcomes of the consultation and pending demand for first aid training, recommendations, including but not limited to:*
 - *current options for available first aid training*
 - *options to deliver the training including consideration of language, type of first aid training and provider models*
 - *Council's role in the delivery of first aid training*
 - *other cohorts that could have an interest in first aid training*
 - *financial considerations*
 - *the role of partners and other organisation such as RTOs and community centres in supporting communities to access first aid training.*

2.1 Types of First Aid Training

A wide range of first aid training options are available to meet diverse needs and levels of expertise. Accredited courses, which are standardised across Australia, are offered alongside non-accredited courses that may vary by provider. See Table 1 below for an overview of available first aid training options.

**City of Kingston
Ordinary Council Meeting**

Agenda

23 June 2025

Table 1: First Aid Options

Training Type	Description	Accreditation	Approximate Duration	Approximate Cost
CPR	Learn how to provide cardio pulmonary resuscitation.	Certificate valid for 12 months	2.5hrs (also available online and hybrid)	\$65 - \$185 pp
Emergency Life Support (Level 1)	Learn how to help in a medical emergency, like a heart attack, and what to do if someone's condition is getting worse until professional help arrives.	Certificate valid for 3 years	4hrs (also available online and hybrid)	\$100 - \$145
Provide First Aid (Level 2)	Learn how to help in serious emergencies and give first aid in different situations. This includes how to do CPR, use a defibrillator, and treat injuries like burns, broken bones, and bleeding.	Certificate valid for 3 years	8.5hrs in person (also available online and hybrid)	\$95 - \$185 pp
Education and Care First Aid	Provide first aid in an education and care setting.	Certificate valid for 3 years	6.5 – 9hrs	\$100 - \$150
Advanced First Aid	Higher level of training in the use of specialised equipment.	Certificate valid for 3 years	6hrs (also available online and hybrid)	\$250 - \$400
Infant and Children's First Aid	First aid for children and babies.	Not accredited	2.5 – 4 hrs	\$75 - \$145 pp
Mental Health First Aid	Recognise and respond to mental health crises.	Not accredited	Up to 12 hrs (also available online and hybrid)	\$235 - \$480

These courses are delivered by accredited providers such as St John Ambulance, Australian Red Cross, and Life Saving Victoria, amongst others. Depending on the provider, training may be available in-person, online, or through blended formats combining both.

People can access these courses privately, as an employee or through their involvement with community groups and sporting clubs.

First Aid Training for Multicultural Communities

To be effective, first aid training for multicultural communities needs to be culturally sensitive, accessible, and adaptable to diverse linguistic and cultural needs. Courses should incorporate cultural awareness, utilise diverse communication strategies, and be tailored to the specific needs and preferences of the community being served (Survival First Aid, 2025).

Key considerations include:

- Respectful and culturally aware communication
- Understanding of cultural differences, beliefs and practices
- Availability of language support services
- Flexible delivery options, such as self-paced online components
- Provision of multi-lingual training materials and resources (Centre for Culture Ethnicity and Health, 2025)

First aid courses can be adapted using interpreters and culturally relevant materials to ensure they are accessible and engaging for all participants.

2.2 Options for First Aid Training in Kingston

2.2.1 Council's role in the provision of First Aid Training

While it is not Council's role to meet all first aid training needs within the community, Council can play a valuable role by offering targeted support. This includes identifying local needs, facilitating partnerships with training providers and community centres, and actively promoting course availability to local residents. Council can help improve access and build capacity where it's needed most.

Currently, Council supports the provision of paediatric first aid training at Waves Leisure Centre.

Training sessions have been provided in the past for Kingston volunteers and staff from the Children and Youth Services teams. Additionally, a Mental Health First Aid course specifically tailored for multicultural community leaders was delivered in 2021, funded by the State Government.

More broadly, benchmarking across other councils shows that many do not offer first aid training. Those that do, offer a mix of free and low-cost first aid and mental health training, with several providing accredited courses specifically for young people.

2.2.2 The role of partners in the provision of First Aid Training

In the City of Kingston, several community-focused organisations offer first aid training, catering to diverse needs and ensuring accessibility for all residents.

St John Ambulance Victoria offer onsite first aid courses and can make adaptations to ensure people from multicultural communities can participate such as working with interpreters. St John recommends CPR training as opposed to the full first aid certificate as the written assessment for the first aid certificate can be a barrier to completion. St John also have first aid fact sheets available in multiple languages.

Life Saving First Aid offer the following assistance for people from multicultural communities:

- Online work is self-paced: Students can go back and re-watch content if needed and start/stop as often as they like.
- They allow interpreters to accompany students in the practical training.
- They can allow additional time for group sessions if necessary.

Local community centres and neighbourhood houses often host first aid training sessions in partnership with accredited providers. These sessions are tailored to community needs and may offer subsidised rates to enhance accessibility. Currently, Mordialloc Neighbourhood House provides Basic First Aid at a cost of \$140 per person and Aspendale Gardens Community Centre provides CPR training for \$60 per person.

Many other community groups such as sporting clubs, lifesaving clubs and seniors groups also host training for their members, often at a subsidised rate.

2.2.3 Cost of First Aid Training

First aid training from private providers typically ranges in cost from approximately \$59 to over \$400, depending on course type and provider. Basic CPR courses are generally available for under \$100, while more comprehensive first aid courses, including CPR, can range from \$85 to \$225. Training is offered in various formats, including in person, online and hybrid (a combination of online and in person). For specific details, refer to Table 1 above.

2.3 Council's Community Training Calendar

Council provides an annual Community Training Calendar featuring a diverse range of accessible programs to support Kingston residents in developing skills and achieving personal growth.

Training sessions are developed in response to community feedback and identified needs, with a particular focus on equipping participants with the essential skills to manage not-for-profit community organisations and successfully apply for grant funding.

Each year's offerings are shaped by available budget and community priorities.

Planned training sessions for 2025 includes:

- Grant writing skills
- How to run effective meetings
- Values based leadership
- Budget preparation
- Building inclusive programs
- How to raise funds for your organisation.

3. Discussion

3.1 Community Consultation Activities

Following the Council resolution in March 2025, Councillors were provided with the Consultation Plan at the Councillor Briefing on 7 April 2025.

The aim of the community consultation is to assess whether there is interest in first aid training, and if so, to identify the most suitable types of training. Participants were also asked about their interest in other training.

Six consultation sessions occurred via pop ups at Westall Community Hub, Clarinda Community Centre and Cheltenham Community Centre (refer to Table 2 for details). Participants completed a short survey (in plain English) administered via Your Kingston Your Say, including questions on interest and first aid training history, skills and preferred language for the training. Community members could complete the survey themselves, or with the assistance of a staff member. Interpreters were available for groups with low English proficiency.

Table 2: Community Pop Up Consultation Sessions

Location	Groups Consulted
Westall Community Hub (including library)	Supported Playgroup families Friendship group English for living class
Clarinda Community Centre (including library)	Zumba participants Gentle exercise participants Everyday English conversation class
Cheltenham Community Centre	English classes

Key stakeholders were interviewed in person or via teams. Key stakeholders interviewed included four staff from the Inclusive Communities department with responsibilities for multicultural seniors groups, volunteers and programming in our hubs and community centres.

Several first aid providers were contacted to ascertain their ability to provide culturally appropriate first aid training, these include:

- St John Ambulance Victoria
- Lifesaving Victoria
- Life Saving First Aid Australia

3.2 Consultation Results

3.2.1 Feedback from Community

A total of 119 community members completed the survey at either a community consultation (pop up) or online via Your Kingston Your Say. The following is a summary of the key findings:

- 45% of respondents were aged 35-54, and 40% were aged 65 and over
- 63% had completed first aid training
- 74% are interested in first aid training (responding 'yes' or maybe')
- The most commonly reported barriers to participation were time constraints, caring responsibilities, and cost
- When asked if they would pay for first aid training, 28% said 'yes', 25% said 'maybe', and 47% said they would not pay
- 87% indicated a preference for the training to be delivered in English
- The most selected training topics people would like to complete were CPR, children's first aid and helping someone with an allergic reaction
- In terms of scheduling first aid training, the majority of respondents would prefer to attend on a weekday morning, in person (as opposed to online) with half day training being the preference over a full day
- In terms of additional training interests, respondents identified volunteering, leadership and applying for community grants, all of which are currently offered through the Community Training Calendar (refer to section 2.3).

3.2.2 Feedback from Key Stakeholders

Feedback from key stakeholders highlighted the importance of considering language barriers, cultural attitudes toward emergency care, and the accessibility of course content.

Based on experience, stakeholders reported CPR training would be particularly well-suited as an entry-level option for multicultural communities because it focuses on hands-on skills and does not require participants to complete a written component, making it more inclusive for those with limited English proficiency. If the full certificate is provided, then interpreters will be required for the written component which will increase the costs of the training substantially.

An important lesson from delivering training in the Kingston community is the value of charging a small fee or offering subsidised training. This approach helps promote attendance and commitment by increasing the perceived value of the training while still ensuring it remains affordable and accessible to all participants. A nominal fee of approximately \$20 per participant is recommended to support attendance and engagement, without creating undue burden for community members.

Partnering with a Community Centre or Neighbourhood House to provide the training was a key theme to emerge from the stakeholder consultation. Running the training at these venues provides several benefits including:

- Community centres are a trusted environment where people feel safe
- Community centres have established community connections and an understanding of the cultural needs of the community
- The opportunity to work with staff to tailor training to the needs of the community.

3.2.3 Other cohorts with an interest in First Aid Training

Stakeholders and the community reported widespread interest in first aid training across the broader community, not limited to multicultural residents. They noted that community members recognise the value of these life-saving skills and are eager for more accessible opportunities to learn them. As such, stakeholders recommended that Council consider offering first aid training to a broader audience, including seniors, and community groups, where these skills are in demand.

Parents of young children expressed a clear interest in paediatric first aid, with an emphasis on learning how to respond to emergencies such as allergic reactions, CPR for infants and young children, and how to manage common injuries like cuts and wounds. This feedback highlights the potential to tailor training sessions to meet the specific needs of different community groups.

3.3 Summary Findings

Based on insights gathered from community consultation and stakeholder interviews, the following is a summary of the main findings:

- The majority of respondents expressed interest in first aid training, although many indicated they had completed such training in the past.
- There is a preference for CPR training over a full first aid certificate, as it is more accessible, practical, and shorter in duration, making it easier for participants to attend and complete.
- Stakeholders suggested that Council-subsidised training could help reduce financial barriers while maintaining a sense of value and commitment among participants. A nominal fee of around \$20 was viewed as an appropriate balance.

- Weekday mornings were identified as the most suitable time for scheduling sessions, aligning with community availability and preferences.
- Council-run community centres or hubs were highlighted as preferred venues due to their accessibility, convenience and familiarity.
- Collaborating with community centre staff and training providers to tailor course content was seen as important for ensuring cultural relevance and responsiveness to community needs.
- Interpreter support was raised as a potential need for some community members to ensure equitable access to training.
- Providing supporting materials in multiple languages was identified as a way to improve understanding and inclusivity.

3.4 Options

The following options are provided for Council's consideration:

Option 1 (Recommended by Officers)

- Pilot a subsidised CPR training course as part of the 2025 Community Training Calendar, specifically designed to support multicultural residents in Kingston's northern suburbs (e.g. Clarinda, Clayton South).
- Key features of the pilot to include:
 - A subsidised participant fee of approximately \$20
 - Training delivered in English, supported by multilingual resources to enhance accessibility
 - Targeted promotion through community hubs, with broader outreach to local community groups and sporting clubs if capacity allows. Priority to be given to those who have not completed first aid training in the past.
 - An evaluation component to assess effectiveness and inform future inclusion in the annual Community Training Calendar.
- Share the consultation findings with relevant council departments, neighbourhood houses, community centres, and relevant community networks (e.g., Westall Service Providers Meeting) and organisations to encourage wider provision and uptake of first aid training across the municipality.

This option responds to community interest in accessible, practical first aid training, delivered in a local and culturally responsive setting. It reflects stakeholder feedback on the importance of reducing financial barriers and tailoring outreach to multicultural community members, while maintaining flexibility to include broader community participation based on demand and capacity.

A pilot program is also considered appropriate given that many community members have previously completed first aid training, indicating an existing capacity to access such opportunities independently. This approach enables Council to test targeted delivery without duplicating existing services, while evaluating community uptake and demand for potential ongoing inclusion in future training calendars. The outcomes of the evaluation can also inform any future first aid training for other cohorts such as sporting clubs.

Option 2

- Council could add more than one first aid training to the Community Training Calendar.

- This could include:
 - Offering a range of first aid training courses to meet different needs.
 - Hosting sessions at multiple locations across the municipality to improve accessibility.

However, this option could cost up to \$25,000 which is not currently budgeted for in 2025/26. While it is likely to be popular with sporting clubs, it does not provide the tailored, culturally responsive approach offered by Option 1.

Additionally, subsidising first aid training to this extent may impact existing providers such as Mordialloc Community House and Aspendale Gardens Community Centre, who currently offer similar courses without a significant subsidy.

Option 3

- Rather than directly providing first aid training, Council could focus on promoting awareness of existing first aid training opportunities available within the municipality. This may involve sharing information about accredited and non-accredited courses offered by private providers, as well as those delivered through local community centres and hubs.

Option 3 presents a lower-resource approach, focusing on raising awareness and facilitating access to existing training programs delivered by external providers. This option allows Council to leverage existing community resources without the need for direct delivery, while still addressing community interest and needs.

4. Consultation

4.1 Internal Consultation:

Consultation was undertaken with staff from Inclusive Communities.

4.2 Community Consultation:

Group	Method
Key Stakeholders Key council staff from Inclusive Communities and Infrastructure and Open Space	One on One meetings with key staff and first aid providers
General community	Survey on Your Kingston Your Say, advertised on social media and postcards distributed at community centres
Advisory Committees Access and Equity Advisory Committee	
Targeted groups Multicultural Community	Pop Up Consultation with community groups at Westall Community Hub, Clarinda Community Centre and Cheltenham Community Centre

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Support community education, lifelong learning and creativity

Consulting with the community will assist Council to make informed decisions about education programs to meet the needs of the multicultural community.

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

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

Consulting with the community will ensure any action taken by Council responds to the needs of the local community. It is important to engage with culturally and linguistically diverse communities to understand what works best for them. This helps inform Council decision-making, assess interest in first aid training, and determine the most effective way to deliver it.

5.3 Budget

A CPR training course costs approximately \$2,000 for up to 20 participants. By charging a \$20 fee per participant, \$400 of the total cost would be offset, with the remaining \$1,600 funded through the existing 2025/26 Community Training Calendar budget. As the training would be held at a Council-run community centre, no venue hire fees would apply. The 2025/26 budget does not allow for the delivery of additional sessions.

5.4 Staff Resources

The proposed initiatives can be delivered by Inclusive Communities within existing staff resources.

5.5 Risk considerations

There is a risk that the community consultation will raise expectations that Council will address all identified needs. This was mitigated by clearly explaining that the survey's purpose is to understand community wants and needs in relation to first aid training.

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Ordinary Council Meeting

23 June 2025

Agenda Item No: 8.5

RESPONSE TO RESOLUTION - NOTICE OF MOTION 7/2025 - WOMEN AND GIRLS IN KINGSTON NETWORKING

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

Gillian Turnbull, Coordinator Community Capacity

Purpose of Report

The purpose of this report is to respond to Notice of Motion 7/2025 which relates to options for networking opportunities for women and girls in Kingston.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Note the current leadership and networking opportunities provided to support women and girls in Kingston.
2. Note the feedback provided by the Access and Equity Advisory Committee.
3. Endorse the proposed options for expanding networking opportunities for women and girls in Kingston, as detailed in Section 3.1 of the report including:
 - Establish a Kingston Women's Network with an annual in-person networking opportunity.
 - Reserve seating for young women from local secondary colleges to attend Kingston events, as appropriate.
 - Explore demand for women-only breakaway sessions during Kingston Business Leaders Networking events.

1. Executive Summary

This report responds to Notice of Motion 7/2025, endorsed at the Council Meeting on 24 March 2025. It presents options for women's breakfast, gatherings, and networking opportunities to build on the success of Kingston's Women of the Year Awards and further support women and girls.

Council currently delivers a range of initiatives that support leadership development, community participation, and networking opportunities for women and girls. These include:

- The annual **Kingston Women of the Year** event, that recognises and celebrates the achievements of women who contribute positively to the community across social, environmental or business sectors. It highlights women who are leaders or emerging leaders in their field.

- **'Kingston Kickstarters' Community Leadership Program** was first delivered in 2024 and focuses on developing leadership skills among women and people from diverse backgrounds who have historically been underrepresented in leadership roles.
- **Kingston Women's Youth Leadership Program**, delivered by Kingston Youth Services in partnership with Hawthorn Football Club, is a targeted 10-week program for young women in Years 7-10 that fosters community and introduces participants to leadership concepts through interactive workshops and local engagement.
- **Kingston Arts programming initiatives** aim to address gender imbalance in the creative industries, particularly in live music and comedy, through curated events such as *Women of Soul Collective*, *Winter Cabaret Season* and *Comedy at the Shirley*.
- Council have adopted a **Fair Access Policy** aimed at increasing participation in sport among underrepresented groups including women and girls. Further implementation is planned to commence from mid-May 2025.

In addition to the above initiatives, the following options to expand leadership, participation and networking opportunities for women and girls are proposed:

1. Kingston Women's Network

Establish an in-person networking platform that brings together women from across the community to connect, collaborate, and share leadership experiences. This network will include previous winners and nominees for Kingston Women of the Year and other community awards, and female participants in 'Kingston Kickstarters' Community Leadership Program.

2. Reserved seating at Council Events

Reserved seats at key Council events, such as Kingston Women of the Year, for female students from local schools to encourage participation and exposure to leadership role models.

3. Women in Business – Networking

Explore the development of themed events under the Kingston Business Leaders Network, such as Women-only Business Breakfasts.

2. Background

At the Council Meeting on 24 March 2025, Notice of Motion 7/2025 was endorsed, as follows:

That Council:

1. *Receive a report no later than June 2025 outlining options for women's breakfast, gatherings, networking opportunities for women and girls in Kingston to continue to build on the success of Kingston's Women of the Year Awards.*
2. *Refer the above report to the Access and Equity Advisory Committee for consultation before being presented to Council for consideration.*

2.1 Council current leadership and networking opportunities

Council delivers a range of initiatives each year to support women and girls in leadership and networking, including:

2.1.1 Kingston Women of the Year

As part of Council's long-standing commitment to preventing violence against women and gender equality, Council introduced the Kingston Women of the Year Awards (KWOTY) in 2018. The program has evolved significantly since its inception, with an increasing number of nominations each year.

The KWOTY awards celebrate the outstanding contributions of women to Kingston's local industry, community, and society. Nominees are women whose personal or professional achievements have made a difference to the Kingston community and beyond, inspiring others through their leadership. Award recipients are offered opportunities to present or

participate in various Kingston events and activities. Additionally, in late 2024, previous KWOTY award recipients participated in a focus group, providing valuable feedback to help shape the 2025 KWOTY event.

2.1.2 Community Leadership Program

The Kingston Kickstarters Community Leadership Program was piloted in 2024 and aimed to enhance the leadership skills of women and people from diverse backgrounds who are traditionally underrepresented in leadership roles. In 2024, 18 participants completed the 5-week program, with 85% identifying as female. The program will run again in August 2025.

2.1.3 Kingston Business

While Kingston's business networking events are not specifically targeted at women, recent participation levels highlight the growing involvement of women in the local business community:

- The last Sustainable Business breakfast saw 37% female attendance.
- The most recent Business Leaders Network event had 42% women in attendance.
- The business marketing workshop had 83% female attendance.

Kingston Business is also planning an event in June 2025 focused on supporting women in the construction industry.

2.1.4 Kingston Youth

Kingston Youth Services runs a targeted Women's Youth Leadership Program. This 10-week program connects young women from years 7-10, fostering a deeper connection to their community. The program provides a supportive environment for young women to develop life skills, access experiential learning opportunities, and receive mentoring from respected leaders. Delivered in partnership with the Community Programs team at Hawthorn Football Club, this program is exclusive to selected schools and not open to the public.

2.1.5 Kingston Arts

Kingston Arts has been actively addressing the gender imbalance in the creative industries, particularly in the live music and comedy sectors. Key initiatives include:

- Women of Soul Collective
- Winter Cabaret Season
- Comedy at the Shirley

These programs aim to create more opportunities for women in the arts, empowering them to participate and excel in creative spaces.

2.1.6 Kingston Active

In 2024, Council adopted a Fair Access Policy aimed at increasing the participation of women and girls in sports. This policy will begin further implementation in mid-2025, working to ensure more inclusive access to sports programs for key demographics.

3. Discussion

3.1 Networking Opportunities

Winners and nominees of the KWOTY and Community Awards are connected via email and included in a monthly email update, which is also shared with participants of the 2024 'Kingston Kickstarters' Community Leadership Program. This update highlights community related initiatives led by recipients and participants, along with relevant training, development opportunities, and community led initiatives.

Apart from networking opportunities provided by the KWOTY and Community Leadership Program, Council currently offers no other networking opportunities specifically targeting women. Dedicated networking opportunities for women can provide a safe, supportive and welcoming environment. These events not only foster mentorship and peer support but also enhance the visibility of women leaders, celebrate diversity, and provide a platform for sharing strategies and resources. Additionally, they serve as spaces for advocating for systemic change and opening doors across various fields.

The following options are proposed as additional networking opportunities for women and girls:

3.1.1 Kingston Women's Network

A Kingston Women's Network could be established, offering an annual in-person networking opportunity. Invitations would be extended to the KWOTY nominees and winners, female Community Awards nominees and winners and Community Leadership Program participants. These events would be held at Council buildings with morning/afternoon tea provided. Speakers/presenters from within the network and local community would be invited to present at each event, building knowledge and skills to further enhance the networking experience.

3.1.2 Reserving seats at Kingston's Events

Seating could be reserved for attendance of young women at Kingston events to provide them with exposure to a variety of valuable networking opportunities and inspire them in their personal and professional journeys. For example, a set number of tickets could be allocated to young women from local secondary colleges to attend the KWOTY event. Allocations could be made evenly across school, giving students the chance to engage with community leaders and role models. This approach could be extended to other Council events, ensuring young women have access to important community gatherings and networking opportunities. However, consideration should be given to the popularity of this event, with tickets often booking out and over 400 people attending.

3.1.3 Kingston's Business Leaders' Network & Sustainable Business Awards

Women currently make up around 42% of attendees at the Kingston Business Leaders Network, with potential to increase this representation. To foster greater participation, Kingston Business could explore the demand for a women-only breakaway session during these events. Additionally, themed events, such as a Women-only Breakfast in March or during Small Business Month in May, could further encourage women's involvement in the business network.

4. Consultation

4.1 Internal Consultation:

Relevant staff from different teams across Council were engaged to assist with providing information for this report. The teams that were consulted were Kingston Business, Youth Services, Arts, Active Kingston, and Inclusive Communities.

4.2 Community Consultation:

The Access and Equity Advisory Committee were consulted at their meeting on 12 May 2025, however only the three appointed Councillors and one community committee member were in attendance.

4.3 Results/Findings:

The Access and Equity Advisory Committee was consulted on the existing and proposed initiatives aimed at supporting women and girls, as outlined in this report. Committee members were invited to provide feedback and suggest additional ideas to enhance these efforts. Overall, they were supportive of the new initiatives. Other key points raised during the discussion included:

- **Awareness and Engagement:**

The Committee members noted a general lack of awareness regarding available opportunities for women and girls. It was recommended that Council strengthen engagement through local community groups, such as sporting clubs, to identify and encourage young women to participate in existing programs. Officers can seek opportunities to enhance the promotion of existing programs, such as leveraging the Active Kingston newsletter to reach local sporting clubs.

- **Participation in Leadership Opportunities:**

The Committee members noted, that while primary school-aged girls are often enthusiastic about leadership and networking opportunities, participation tends to decline during secondary school years. The Committee suggested this may be due to social pressures, with girls becoming more focused on fitting in rather than standing out. Members discussed the importance of creating inclusive leadership pathways that foster a sense of belonging for teenage girls and promote the message that it is positive and empowering to be different. Officers from Youth Services can explore opportunities to strengthen existing initiatives aimed at creating inclusive leadership pathways for young people.

- **Accessibility of Programs and Events:**

The Committee members noted, accessibility is a barrier to participation, particularly for women with caregiving responsibilities. For example, events scheduled during school drop-off times were highlighted as being difficult for many women to attend. The Committee recommended that scheduling and logistical considerations be reviewed to ensure greater inclusivity. Officers can consider the needs of caregivers when scheduling networking events.

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Champion social equality

5.2 Developing additional networking opportunities for women and girls provides spaces to share ideas and experiences, opportunities to learn from each other, as well as from speakers, facilitators, and performers. These opportunities can help unlock the potential of women and contribute to Kingston's broader goal of championing social equality.

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.

Women's networking opportunities create environments where women can develop, exchange ideas, and grow as leaders, equipping them to shape Kingston's future. By

fostering leadership in women and girls, we are not only benefiting them but also ensuring a stronger, more inclusive community for future generations.

5.3 Financial Considerations

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

Budget

The proposed options are unbudgeted. The following initiatives could be delivered within existing operational budgets:

- An annual Kingston Women's Network morning/afternoon tea (\$1000-\$2000 additional budget).
- Reserved seating at Kingston events (\$0 additional budget).
- Creating a break-out space for women during the Kingston Business Network (\$0 additional budget).

Staff Resources

The proposed initiatives to increase women's networking can be delivered by Inclusive Communities and the Kingston Business team with existing staff resources.

5.4 Risk considerations

There is a risk of initiatives targeting women and girls' leadership being considered restrictive to men and boys, particularly those from diverse backgrounds who may have their own challenges networking in the local community. To support balance and inclusivity, Council will continue to deliver programs that promote the wellbeing of men and boys, including activities delivered in Men's Health Week in June 2025.

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Agenda Item No: 8.6

SRL CHELTENHAM COMMUNITY HUB PLACEMENT - POSITION PAPER

**Contact Officer: Luke Dexter, Acting Manager Arts Events and Libraries
Tara Bell, Team Leader Urban Design & Place**

Purpose of Report

The purpose of this report is to seek endorsement of the SRL Cheltenham Regional Community Hub Position Paper (appendix 1), prior to the Independent Advisory Committee (IAC) hearings on the SRL Cheltenham Structure Plan and Planning Scheme Amendment which are scheduled to commence in July 2025.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Endorse the SRL Cheltenham Regional Community Hub Position Paper, as presented at Appendix 1.
2. Reaffirm its position that the Sir William Fry Reserve is the preferred site for the delivery of a Regional Community Hub.
3. Confirm in-principle support for exploring a range of delivery models, including long-term lease arrangements or other land tenure models with SRLA or the Victorian Government; and
4. Continue negotiations with SRLA and relevant partners to advocate for updates to the SRL Structure Plan and ensure early infrastructure planning and funding mechanisms are considered.

1. Executive Summary

Timely consideration of this report is critical, as the Independent Advisory Committee (IAC) hearings on the SRL Cheltenham Structure Plan and Planning Scheme Amendment are scheduled to commence in July 2025. Council's formal endorsement of the Position Paper prior to these hearings ensures that its strategic position in relation to the preferred location of the Regional Community Hub at Sir William Fry Reserve is clearly articulated and can be submitted for consideration as part of the planning process. The IAC's recommendations will directly inform the final decision of the Minister for Planning and it is essential that Council's views, supported by detailed analysis and evidence, are established on the public record ahead of the formal commencement of the IAC Hearing.

The Suburban Rail Loop Authority (SRLA) recently consulted on its Draft Structure Plans, Draft Implementation Plans and Draft Planning Scheme Amendments (PSA) for the precincts surrounding the new SRL East stations.

**City of Kingston
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The Draft Plans and PSA will be considered by an Advisory Committee this year and are anticipated to be embedded within Planning Schemes by 2026.

Community infrastructure plays a vital role in strengthening the fabric of the community. In a precinct of unprecedented growth, investment in community infrastructure will be critical to meet increased demand and support community participation and connection.

The below table details the scale of planned growth within the Cheltenham Precinct:

	Population	Dwellings	Jobs
2021	9,400	4,400	10,600
2041	20,800	8,900	22,600
2056 ***	52,500	22,600	36,500

*** 2056 figure relate to the broader 1.6km area

To support demand, the SRLA's Community Infrastructure Needs Assessment outlines a series of community facilities required to support population growth to 2041 in including:

- District Library
- Community Hub
- Neighbourhood House
- Creative Space
- Maternal Child Health facilities
- Early Years provision
- Youth Services

The Needs Assessment nominates and assesses the below four candidate sites for a multi-purpose hub:

- Current Hihett Library site (Council owned)
- Sir William Fry Reserve within the 'Central Core' (SRLA owned)
- Westfield Southland (Privately owned)
- Cheltenham Library and Community Centre (Council owned)

The combined footprint of this community hub would be an estimated 4,800 - 5,000m². These locations are identified in the Draft Structure Plan maps as "Community Infrastructure opportunity areas". The Draft Implementation Plans then identify Council as lead in the delivery of community facilities, with SRLA nominated as Partner. The 'Partnership' role and responsibility remains unclear.

Council recognises that the property dynamics relating to the preferred site must be carefully considered and resolved. While Council's long-standing approach prioritises delivery of community infrastructure on Council-owned land where possible, due to greater autonomy and long-term asset retention, this project presents a unique set of challenges. In this instance, the strategically preferred location at Sir William Fry Reserve is State Government-owned land under the control of the SRLA. Delivering a regional facility on Council land, while potentially avoiding acquisition or leasing complexities, would likely result in a less accessible or less integrated outcome and may place a significant burden on Council's finite land portfolio.

The draft planning controls for the SRL Cheltenham precinct propose a substantial uplift in the development capacity of SRLA-controlled land, potentially increasing its market value and positioning it as a vehicle for value capture. This presents a risk that SRLA may seek financial returns from any public or community use of that land, either through direct contributions, leasing arrangements, or asset transfer mechanisms. Council's advocacy continues to

emphasise the need for a fair and sustainable tenure arrangement that reflects the civic purpose and long-term community benefit of the proposed Regional Community Hub.

The Position Paper articulates Council's preferred model for a Regional Community Hub at Sir William Fry Reserve, demonstrating the strategic rationale for its location, the co-located mix of services required to meet forecast demand, and the broader social, economic and community benefits of the proposal. It outlines the deficiencies of alternative sites, evaluates property and delivery considerations, and positions the hub as a critical investment to support the success of the SRL Cheltenham precinct.

Endorsement of the Position Paper will be central to making Councils position clear through:

- Ongoing discussions with the SRLA
- Giving greater weight to Councils asserted positions within its submissions and supporting expert evidence at the upcoming advisory committee hearing.

2. Background

In 2020 Council adopted the SRL Advocacy Document 'Working Together'. The document includes a series of key asks to "Support our Community Infrastructure Needs".

Council's position on the preferred Regional Community Hub location has been consistent and clear since 2021. Most recently, SRLA advised the following to advance Council's endorsed position on the hub location:

- Include Council's preferred location within its submission to the Advisory Committee and justify its location
- Make clear the 'partnership' role that Council seeks SRLA to play
- Seek agreement from Bayside City Council on the 'Central Core' precinct as the preferred location
- Progress offline discussions with the SRLA whilst Structure Plan work progresses acknowledging the complexities (beyond the strategic planning matters).

In January 2022 Council adopted the Cheltenham SRL Design Advocacy Report, including the potential Regional Community Facility *"...that support(s) a new Regional Community Facility affordable housing and mixed-use/ employment functions close to the SRL and Southland MTM stations."*

In 2022, Council participated in the Environmental Effects Statement (EES). The Minister's decision directed that legend reference in the Surface and Tunnel Plans be amended to nominate specific areas within the Sir William Fry Reserve as 'Site subject to future precinct planning process, including possible additions to the public realm, community facilities and PuDo (Pick Up Drop Off) spaces'.

In late 2022, discussions between Council and the SRLA began in relation to precinct planning. Council officers led eight workshops with the SRLA discussing precinct opportunities including Community Infrastructure.

On 29 August 2023, the SRLA released the SRL Precincts Discussion Paper. On 23 October 2023, Council adopted a submission to the Paper. The submission identified an early initiative - *"Commencement of discussions on the delivery of Community Facility within the Cheltenham precinct"*

In December 2023, the SRLA released Draft Visions for the 1.6km declared areas (precincts) around each station. On 26 February 2024, Council adopted a submission on the Draft Visions, referencing the Community Facility:

'In line with Council's adopted Cheltenham Advocacy Report, a regional community facility has been contemplated beside the station site to provide a civic function that integrates and

is supported by the major transport node....Council would like the SRLA to explore the potential regional community facility through the detailed structure planning’.

In April 2024, the SRLA released its Key Directions Document. In June 2024, Council adopted a submission to the Key Directions Document outlining:

‘It should be highlighted that the Highett Library and Cheltenham library are small and not designed to support additional population growth.... A regional facility in the Cheltenham SRL station environs remains a key desire of Councils with support to the consideration given to this location in the Cheltenham plan. The regional facility should be designed as a multi-purpose hub, and a suitable location needs to be identified in the Structure Plan’.

On 26 August 2024, Council considered a report on its proposed approach to legal representation and advocacy through the Advisory Committee Process for the SRL Precinct Structure Plans.

On 17 March 2025 the SRLA released the Draft Structure Plans and Planning Scheme Amendments. On 12 May 2025 Council adopted a submission, including a series of recommendations on community infrastructure including:

‘Land use decisions for community infrastructure must prioritise suitability over ownership. Council does not support giving priority to Council-owned sites over Crown or state-owned land’.

‘Sir William Fry Reserve should be prioritised for delivery of a community hub, consistent with Council’s long-standing advocacy’.

‘A preferred library or community hub site should be identified within the station masterplan area; Highett is not considered appropriate’.

‘Cheltenham Library should be confirmed as being located in the Central Core, not described as a “potential” site’.

On 12 May 2025, Council endorsed its submission to the Precinct Structure Plans and Planning Scheme Amendments, advocating for the Regional Community Hub to be specifically nominated within the proposed ‘Central Core’ precinct. The location within the Sir William Fry Reserve is based on site suitability, given:

- Its excellent access to public transport including both the SRL and Metro lines, and proximity to the bus interchange, which maximise transport choice
- Its location along the strategic walking and cycling corridor provides high levels of accessibility
- Synergies with the high-density employment precinct including commercial, retail and entertainment offerings
- The opportunity to co-locate a community facility with a designated regional recreational facility
- Its adjacency to Sir William Fry Reserve maximises opportunities for community events anchored by a civic land use
- Its location within the centre of the SRL precinct, combined with designated improvements to the transport network provides for superior local access
- The facility has the potential to be a catalyst land use within the station precinct upon SRL East opening.

3. Discussion

3.1 Position Paper Development

The Position Paper has been developed to reflect the expectations and logical flow of a future State-led business case process. This positions Council strongly to pursue future partnerships, funding pathways, or state-level delivery commitments.

To support its long-standing advocacy for a Regional Community Hub at Sir William Fry Reserve, the Position Paper outlines the strategic need, projected demand, co-located service model, site analysis, property considerations, and proposed delivery pathway. This ensures Council is well-positioned to engage with the SRLA and other partners in progressing the Hub as a future priority infrastructure investment.

The following core components are addressed:

3.1.1 Strategic Context

Setting out the policy environment in which the proposed hub sits. The Position Paper highlights:

- Kingston's longstanding advocacy for integrated community infrastructure at SRL Cheltenham.
- Council's strategic priorities in relation to community infrastructure planning.

This section establishes why this project is not just a local priority, but a state-aligned, future-focused solution to anticipated infrastructure demand.

3.1.2 Problem Definition and Needs Assessment

Using a data-driven narrative, the Position Paper outlines:

- Population forecasts (52,500 residents within 1.6km of SRL station by 2056).
- Service pressure across libraries, early years (projected 461-place kindergarten shortfall), youth services, and Maternal & Child Health (MCH) delivery.
- Deficiencies in current infrastructure, especially outdated and fragmented facilities with limited adaptability for future growth.

It references the SRLA's own Needs Assessment alongside Council's community and infrastructure data to build a clear case for early investment in scalable, flexible infrastructure.

3.1.3 Rational and Community Benefits

Guided by Investment Logic Mapping (ILM) principles, the Position Paper articulates:

- The problems being addressed: infrastructure fragmentation, population pressure, and spatial inequity in service access.
- The benefits to be delivered: social connection, educational equity, early intervention, civic identity, and cost-effective service delivery.
- The strategic responses available: consolidation of services into a co-located hub, enabled by the transformative SRL infrastructure program.

These benefits are aligned with broader state policy outcomes, including liveability, sustainability, and inclusion.

3.1.4 Proposed Service Mix and Facility Functionality

The Position Paper outlines the proposed service integration model, which includes:

- A District Library
- Multipurpose community rooms (flexible, bookable, adaptable)
- Dedicated youth engagement spaces
- Creative spaces or maker labs

- Sensory and neurodiverse-friendly design features
- Outdoor learning areas and connections to open space
- Early years services (e.g. kindergarten, MCH, playgroups, parenting support)
- Youth engagement and support spaces
- Lifelong learning programs and digital access
- Bookable multipurpose rooms for community-led programs
- Cultural, social and intergenerational programming

It also explains how these functions interact across the week, across the life stages, and across service types, delivering a true civic heart for the precinct.

3.1.5 Options Assessment and Site Analysis

The Position Paper compares the four sites identified in the SRLA Community Infrastructure Needs Assessment:

1. Highett Library
2. Cheltenham Library & Community Centre
3. Westfield Southland (private site)
4. Sir William Fry Reserve (preferred)

Sites are assessed against:

- Land control and readiness
- Accessibility (SRL/Metro/Bus/walking/cycling)
- Capacity for growth and expansion
- Strategic integration with the precinct's centre of gravity

Sir William Fry Reserve is clearly positioned as the highest-value option for public benefit and enhanced urban activation.

3.1.6 Financial Considerations and Property Dynamics

The Position Paper addresses potential funding and property models, including:

- A 50-year ground lease (similar to the Westall Community Hub model), allowing Council to construct on SRLA land with long-term security.
- An owner-tenant model with SRLA (where SRLA develops the facility and Council becomes a long-term anchor tenant).
- The implications of future value capture and uplift, and Council's position that public benefit investment should be acknowledged in infrastructure levy settings.
- The need for a sustainable capital investment model and clarification of state versus local responsibilities.

This section is critical to establishing Council's preferred delivery principles and advocating for a fair, collaborative funding framework.

3.2 Technical Case Findings

Sir William Fry Reserve presents the strongest opportunity to deliver a regional community hub that is fully integrated within the SRL Cheltenham precinct. The site is strategically located within the designated 'Central Core', making it highly visible, accessible and primed for enhanced land use. The site's adjacency to both SRL East

and Metro rail stations, along with existing bus interchanges and active transport corridors, ensures maximum connectivity.

Its positioning within a precinct identified for high-density employment and residential development supports its role as a civic heart, anchoring community infrastructure within a vibrant, future-focused context. The site's proximity to regional recreation assets (open space, playgrounds, etc.) enhances opportunities for cross-programming and community events. The site is also flat, developable, and under SRLA ownership, which presents a delivery opportunity with minimal disruption to existing community services.

3.3 Composition of a Regional Community Hub

The proposed facility seeks to consolidate high-demand services into a single, accessible, co-located hub. General uses and spatial requirements include:

- District Library: flexible, welcoming, tech-enabled, multi-use library for all ages
- Community Hub: multipurpose rooms, large and small meeting spaces, training rooms, offices for partner service delivery
- Creative space: flexible studios, gallery or project space for local artists and community-led activation
- Early Years & MCH consulting suites: long day/kindergarten services, best-practice consulting rooms, child-friendly amenities, waiting area

Design outcomes should include strong connection to public realm and open space, orientation that maximises natural light, climate responsive design, neurodiverse-accessible interiors, and cultural inclusion in both programming and architecture.

3.4 Property Dynamics

Council recognises that the preferred location is owned by the SRLA, and that the delivery of the hub will require a clear land agreement. Council is open to a range of property models to enable delivery, including:

- A long-term lease arrangement (e.g. 50-year lease) as used for the Westall Community Hub
- Shared development or owner-tenant models where Council contributes capital and retains operational control
- Consideration of air rights or strata models, where non-Council components may be delivered above the hub.

Council acknowledges that development on SRLA land may trigger value capture mechanisms, and expects this to be factored into future negotiations. Council's position is that the facility's delivery must be supported through infrastructure contributions or other shared funding mechanisms, and not rely entirely on ratepayer investment.

3.5 Proposed approach with the SRLA

Council has consistently maintained an open, collaborative, and solutions-focused dialogue with SRLA. To advance the Position Paper and secure delivery commitments, Council proposes:

- That SRLA formally acknowledge Sir William Fry Reserve as the preferred location for the Regional Community Hub in the final Structure Plan
- That a joint planning and delivery group be established to resolve land tenure, funding, and implementation
- That Council and SRLA jointly advocate to the Victorian Government for funding support, through Infrastructure Victoria, future infrastructure levies, and departmental partnerships (DELWP, DoE, etc.)
- That detailed precinct planning incorporate civic infrastructure delivery timelines aligned with SRL East station opening

- That the roles and responsibilities in the “Partnership” model be clarified through a Memorandum of Understanding or similar framework

4. Consultation

4.1 Internal Consultation:

Development of the SRL Cheltenham Regional Community Hub Position Paper was informed by cross-departmental collaboration through an internal working group. This group provided expertise across infrastructure planning, property, service delivery, strategy, and community needs. The working group comprised representatives from:

- Arts, Events and Libraries
- Inclusive Communities
- Project Management Office
- City Strategy
- Property Services

The Executive Leadership Team was briefed on the proposal to prepare a Position Paper in April and June. These briefings sought feedback and alignment regarding infrastructure priorities, property implications, and advocacy settings.

Councillors have been engaged throughout the Suburban Rail Loop precinct planning process, including endorsement of:

- Design Advocacy Report (2022)
- Precinct Discussion Paper Submission (October 2023)
- Key Directions Submission (June 2024)
- Draft Structure Plan and Planning Scheme Amendment Submission (May 2025)

In addition to formal submissions, regular Councillor briefings and engagement sessions have ensured Councillors are informed on emerging infrastructure challenges, strategic opportunities and the advocacy narrative relating to this project. Engagement on related initiatives such as the Community Infrastructure Framework has also provided context for Councillor understanding and endorsement of Council's long-standing position.

4.2 External Stakeholder Consultation

4.2.1 Bayside City Council

As a key stakeholder in the broader SRL Cheltenham precinct, officers at Bayside City Council has been engaged on a preliminary basis to discuss alignment in the vision for community infrastructure within the shared catchment area. Discussions have centred on population servicing boundaries, service alignments, existing and proposed facility networks, and site preferences.

4.2.2 SRLA

Extensive and ongoing engagement has occurred with the SRLA over multiple years. This includes:

- Participation in technical working groups and precinct planning workshops
- Formal written submissions and joint site assessments
- Feedback on SRLA's Community Infrastructure Needs Assessment and Draft Structure Plans

These engagements have informed SRLA's recognition of the need for a regional community hub and acknowledgment of Sir William Fry Reserve as a viable site. However, formal commitment regarding site selection and delivery responsibilities remains outstanding.

4.3 Community Consultation

SRLA specific consultation has been undertaken.

Stage 1 Consultation (August 2021)

Council initiated a community consultation process to gather feedback on the proposed SRL station at Sir William Fry Reserve. The insights obtained were instrumental in developing the initial Design Advocacy Document, which outlined Council's vision and concerns regarding the project.

Stage 2 Consultation (Late 2021)

Building upon the initial feedback, Council released an updated Design Advocacy Document and sought further community input. This stage focused on refining design elements and ensuring that the community's aspirations were accurately reflected in Council's advocacy efforts.

Key Themes from Community Feedback

- Preservation and enhancement of open spaces within Sir William Fry Reserve
- Integration of community facilities, including libraries and recreational areas
- Improved pedestrian and cycling connectivity
- Concerns about potential overdevelopment and its impact on local character

These themes have been central to Council's ongoing discussions with the SRLA and have informed subsequent submissions and advocacy positions.

Additional Community Consultation

Additional or supporting community consultation has been undertaken, informing this report and the Position Paper, drawn from several major engagement processes including:

- Highett Hub Engagement (2021): Captured extensive community aspirations for integrated, localised services including MCH, early years, youth support, and lifelong learning. Feedback emphasised walkability, access to open space, and co-located services.
- Creative & Learning Strategy Consultation (2023): Engaged over 1,600 community members. Themes included demand for modern, inclusive, welcoming facilities designed for neurodiverse users and culturally safe practice. Strong support was shown for library and community hubs as civic destinations and places of connection.
- Kingston Youth Strategy Engagements (2022–2023): Sourced insights from children, families, and young people, emphasising the need for spaces that foster creativity, inclusion, mental health, and accessible support services.

These engagement findings have consistently identified the need for consolidated, fit-for-purpose facilities in high-growth areas, underscoring community expectations for public infrastructure that meets future demand.

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Invest in high-quality community assets

This project strongly aligns with Council's strategic direction to create a liveable city that is vibrant, enjoyable, and accessible for all. The proposed Regional Community

Hub at Sir William Fry Reserve reflects Council's commitment to investing in high-quality, multi-functional community assets that support population growth, enable lifelong learning, promote wellbeing, and foster social connection. By delivering an integrated facility within a major transport precinct, Council is proactively planning for future demand and ensuring that essential community infrastructure is located where it is most needed and most accessible, contributing directly to the liveability and long-term sustainability of the municipality.

5.2 Governance Principles Alignment

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

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

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

The extent to which the State Government is taking ownership of strategic planning that would ordinarily be led by Council is unprecedented. It is only in the past few years that bodies such as the Victorian Planning Authority and SRLA have adopted a role that instigates and progresses major changes to the Kingston Planning scheme. State Government intervention has the core focus on increasing the supply of housing to accommodate projected population growth, in advancement of the Victorian Housing Statement and contribution to the Victorian Government's target of building 800,000 homes in Victoria over the next decade.

With an increased level of State Government intervention and the unprecedented level of growth and change expected, it is important that Council engages with this process to the highest extent to ensure its voice is heard on behalf of current and future Kingston generations.

5.3 Financial Considerations

Budget

Advocacy for this project, including participation in the SRLA Advisory Committee process and preparation of the Position Paper, has been resourced through existing departmental and project budgets. The work has been supported by internal officer time, cross-departmental contributions, and engagement with consultants within approved budget allocations.

The Position Paper has also been informed by the early work of a Strategic Assessment funded from the PMO operational budget, reflecting the priority and strategic significance of this initiative for Kingston.

Capital Funding Considerations

At this stage, no funding mechanism has been identified within SRLA's exhibited Structure Plan or Implementation Plan to support the capital delivery of the proposed regional community hub. Council has raised this concern in its formal submissions.

While the Victorian Government has indicated its intention to introduce a statewide Infrastructure Levy by 2027, which may be used to help deliver community infrastructure in growth areas, the scale, allocation, and timing of that funding remains unclear. Council continues to advocate for early consideration of infrastructure contributions as part of the SRL Cheltenham precinct development.

Council's position is that delivery of the Regional Community Hub must be supported through an appropriate state-led funding mechanism to ensure equitable investment across government levels. Council does not currently have capacity to fully fund this

regional-level infrastructure asset from municipal revenue alone and expects the Position Paper to inform cost-sharing discussions.

Land Value and Property Dynamics

The preferred site (Sir William Fry Reserve) is currently state-owned land (SRLA). It is unclear whether SRLA will require Council to financially contribute toward the land component, either through lease, purchase or other value capture mechanisms. This introduces a degree of financial risk and negotiation complexity.

The draft planning controls for the SRL precinct suggest substantial uplift in land value associated with infrastructure investment and zoning changes, which may influence SRLA's position on land cost recovery. Council will continue to seek clarity on this matter, including whether land within the central core will be made available for public use on reasonable terms.

Council is open to exploring property and delivery models such as:

- A long-term lease arrangement (e.g. 50-year ground lease, similar to the Westall model)
- Shared ownership or joint development agreements
- Alternative tenure and air-rights arrangements allowing Council to invest in facilities on land retained by the State

Council's continued support for the project is contingent on achieving a feasible and equitable approach to land tenure and capital delivery.

Staff Resources

Delivery of the Position Paper and associated advocacy has involved coordinated work across several teams. Ongoing work on precinct planning, infrastructure delivery, and SRLA engagement is being led through an internal working group supported by:

- City Strategy
- Property Services
- Arts, Events and Libraries
- Inclusive Communities
- Project Management Office

As the project progresses to detailed design, funding negotiation, and potential delivery, additional staff resources may be required. This will be subject to future budget considerations and project governance arrangements.

5.4 Risk considerations

If a submission is not endorsed and submitted to the SRLA, Council runs the risk of not having its views and specific feedback considered by the IAC.

The report prepared by the IAC typically informs the decision ultimately made by the Minister for Planning who has the final say on what changes are incorporated into the Structure Plan and Kingston Planning Scheme.

There are several other risks associated with not endorsing or submitting Council's position on the SRL Cheltenham Regional Community Hub to the Advisory Committee. Strategically, Council risks losing the opportunity to influence the SRL Precinct Structure Plan and Planning Scheme Amendment, potentially resulting in the exclusion of the Regional Community Hub from the final land use and infrastructure framework.

Without a clear position, the Sir William Fry Reserve site may be allocated to alternative developments, limiting future options for integrated community services.

Financially, there is no committed funding for the delivery of the facility, and Council may be expected to contribute to capital costs or land access without clarity on cost-sharing or infrastructure contribution mechanisms. The potential requirement for a financial investment in the use of SRLA-controlled land presents further uncertainty.

From a planning perspective, misalignment between Council's aspirations and SRLA's planning outcomes could result in zoning or overlays that do not support or enable the proposed hub. Reputationally, Council could be perceived as having missed a significant infrastructure opportunity in a growing precinct, particularly if community expectations, built through past consultation and strategic planning, are not realised.

Operationally, exclusion of the hub from the Structure Plan may force Council to invest in short-term upgrades to ageing or undersized facilities elsewhere, resulting in fragmented service delivery.

Finally, failure to formalise Council's position at this stage may create long-term policy misalignment between local community needs and state-led planning decisions, impacting future funding eligibility, partnership opportunities, and infrastructure sequencing.

For these reasons, a strong and clearly articulated submission is essential to protect Council's strategic interests and ensure that the needs of Kingston's growing population are adequately addressed.

Appendices

Appendix 1 - Working Together SRL Position Paper June 2025.pdf (Ref 25/163653)  

Author/s:	Luke Dexter, Acting Manager Arts Events and Libraries Tara Bell, Team Leader Urban Design & Place
Reviewed and Approved By:	Kate Waters, Acting General Manager Community Strengthening

8.6

SRL CHELTENHAM COMMUNITY HUB PLACEMENT - POSITION PAPER

1	Working Together SRL Position Paper June 2025.pdf	325
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WORKING

TOGETHER

Suburban Rail Loop Regional Community Hub Position Paper

June 2025

1.1. INTRODUCTION

This Position Paper sets out the City of Kingston's formal position in relation to the proposed delivery of a Regional Community Hub within the SRL Cheltenham precinct. It has been prepared in the context of the upcoming Independent Advisory Committee (IAC) hearings into the SRL Cheltenham Structure Plan and associated Planning Scheme Amendments, scheduled to commence in July 2025.

The Position Paper is underpinned by extensive data that assesses population demand, service needs, site feasibility and delivery models. Together, this information provides a robust evidence base to support Council's strategic intent and preferred delivery approach for the Regional Community Hub.

The Position Paper responds to the exhibited SRL Cheltenham Structure Plan and Implementation Plan and supports Council's formal submission adopted on 12 May 2025. It forms part of Council's evidence base and strategic advocacy to inform the IAC's consideration of land use and infrastructure priorities within the precinct.

Specifically, this paper:

- Affirms Council's position that Sir William Fry Reserve (SWF) is the only strategically justified location for the Regional Community Hub;
- Identifies modifications sought to the exhibited Structure Plan and PSA to reflect this position;
- Summarises relevant planning, land use and service integration considerations;
- Provides a high-level assessment of alternative locations and delivery approaches.

This position builds upon Council's original 2020 advocacy document, Working Together and subsequent Cheltenham Suburban Rail Advocacy Report (2022), both of which identified the delivery of integrated community infrastructure at Cheltenham as a key priority.

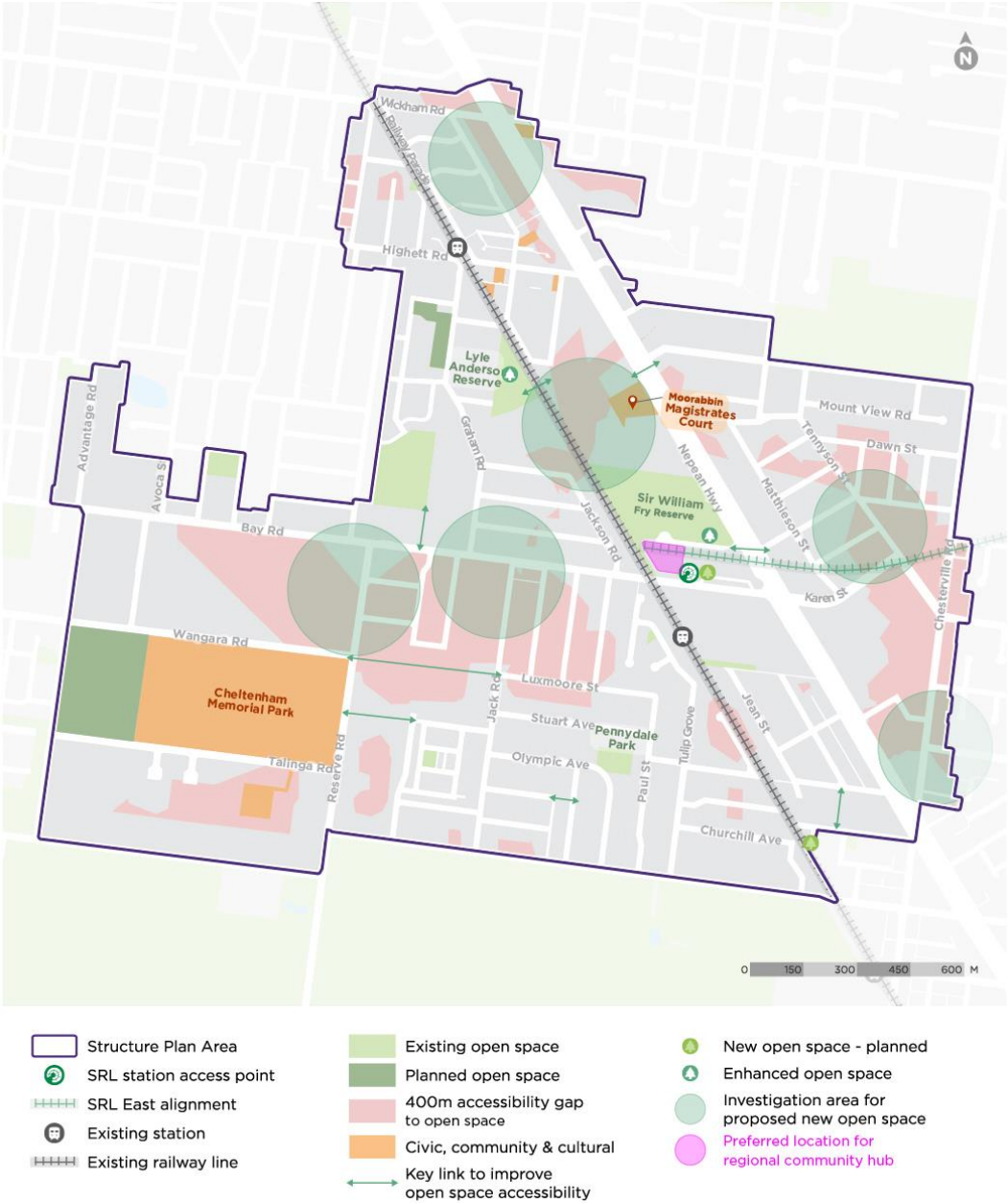
Council acknowledges the constructive and collaborative nature of its ongoing relationship with the SRLA throughout the precinct planning process and welcomes the opportunity to continue working together to deliver shared outcomes.

This Position Paper is intended to assist not only the IAC process but also future negotiations regarding infrastructure delivery sequencing, land use designation, and funding allocation across agencies. It is not a detailed design brief or cost-sharing proposal, but a clear articulation of Council's strategic position on the preferred location and delivery rationale for this significant piece of civic infrastructure.

1.2. COUNCIL’S POSITION

Council maintains that Sir William Fry Reserve is the only site within the SRL Cheltenham precinct that satisfies the strategic, spatial, and functional requirements for the delivery of a Regional Community Hub.

Council’s preferred location for the Regional Community Hub



This position is consistent with:

- Council’s submissions to the Draft Visions (Feb 2024), Key Directions Document (June 2024), and exhibited Structure Plan (May 2025);
- Council’s adopted Design Advocacy Report (2022) and Draft Community Infrastructure Framework;
- Community and stakeholder consultation undertaken across multiple planning processes since 2021.

Council supports the proposed inclusion of a Regional Community Hub within the precinct and welcomes the SRLA’s identification of community infrastructure opportunity areas within the Central Core. However, Council is concerned that its landholdings in Cheltenham and Highett activity centres, as well as privately owned land in Southland Shopping Centre, have also been identified as potential sites for the Regional Community Hub.

Council acknowledges that future opportunity exists to renew and further activate Council landholdings in Cheltenham and Highett. However, there are significant locational and site constraints which render these sites as inappropriate to accommodate the scale of regional community infrastructure required to meet future population demand within the precinct.

It is Council’s position that Sir William Fry Reserve offers the best combination of strategic alignment, accessibility, growth proximity, land availability and development control. It is ideally positioned to support a landmark, future-ready community hub that meets both current and emerging needs.

Critically, Sir William Fry Reserve is located adjacent to the planned SRL station at Cheltenham. This location provides a once –in-a-generation opportunity to co-locate community infrastructure alongside a new transport interchange, unlocking accessibility, uplift in land value and sustainable urban renewal.

Council seeks formal designation of Sir William Fry Reserve as the confirmed site.

Population forecasts of the Cheltenham precinct have assisted in developing Councils position. The below table details the scale of planned growth within the Cheltenham Precinct:

	Population	Dwellings	Jobs
2021	9,400	4,400	10,600
2041	20,800	8,900	22,600
2056 ***	52,500	22,600	36,500

*** 2056 figure relate to the broader 1.6km area

The hub is not only a response to infrastructure need, but a civic anchor that will shape identity, inclusion, and activation within the Cheltenham precinct. The consequences of failing to designate a suitable site at this stage could lead to underperforming land use outcomes and future planning constraints, limiting the municipality’s ability to deliver cohesive, accessible, and scalable community services.

1.3. MODIFICATIONS SOUGHT TO THE STRUCTURE PLAN AND PLANNING
SCHEME AMENDMENT

Council seeks the following modifications to the SRL Cheltenham Structure Plan and associated Planning Scheme Amendments:

- Identification of Sir William Fry Reserve as the nominated site for the Regional Community Hub;
- Inclusion of the Regional Community Hub as a specified land use within the Central Core sub-precinct;
- Clarification of delivery roles and responsibilities in the Implementation Plan, identifying Council as lead or delivery partner;
- Clarification that community infrastructure delivery will be sequenced in line with population growth and SRL East station opening.

Council also seeks early establishment of a delivery working group between SRLA and Council to resolve tenure, funding and implementation arrangements.

1.4. STRATEGIC AND FUNCTIONAL RATIONALE

Sir William Fry Reserve is the only location that meets the following requirements:

- Direct adjacency to SRL East and Metro rail services, with extensive transport access;
- Location within the Central Core, aligning with highest-density development and pedestrian activity;
- Existing State Government ownership, minimising acquisition risk and enabling collaborative delivery;
- Sufficient land area to accommodate an integrated service model (approx. 4,800–5,000m²);
- Co-location potential with adjacent open space, enhancing public realm and programming opportunities.

The proposed service model includes library and lifelong learning infrastructure, MCH and early years, youth engagement spaces, creative and flexible multipurpose rooms, and digital and inclusive access features. These cannot be delivered in a fragmented or retrofitted manner elsewhere.

The proposed Regional Community Hub directly supports Council's broader strategic objectives relating to health and wellbeing, cultural inclusion, and sustainable infrastructure. It provides a civic anchor that enables co-located, inclusive services to operate within a highly accessible, future-focused precinct.

Demand modelling and community consultation undertaken by both SRLA and Council highlight the growing need for consolidated services, particularly in early years, youth wellbeing, lifelong learning, and family supports. These cannot be adequately delivered within the municipality's current facility footprint, which is fragmented and constrained.

Delivery of the hub aligns with multiple priorities under the Kingston Council Plan 2021–2025, the Draft Council & Wellbeing Plan (2025-2029) and the Draft Community Infrastructure Framework, including:

- Building community resilience and inclusion
- Providing equitable access to civic services
- Responding to population growth through place-based infrastructure investment

- Embedding climate-responsive design principles into new public assets

1.5. ATTRIBUTES FOR THE REGIONAL COMMUNITY FACILITY

Drawing on Council’s Design Advocacy Report (2022), a proposed Regional Community Facility within the Central Core should hold the following attributes:

- Building location to the west of the precinct to:
 - Minimise interactions with traffic volumes on the new east / west street to enable indoor / outdoor programming of community events
 - Maximise accessibility from active transport pathways and public transport nodes, recognising the diverse needs of community users
- Integration with the Sir William Fry Reserve to foster synergies between indoor and outdoor community facilities
- Frontage and floor space at ground floor, supporting activation of the public realm and visibility of the community uses available to the public

1.6. ASSESSMENT OF ALTERNATIVE SITES

The SRLA’s Needs Assessment identifies three alternative candidate sites. Council has assessed these as follows:

Alternative Candidate Site Assessment

Item	Details
Highett Library (Council-owned)	<ul style="list-style-type: none">• Constrained site with poor expansion capacity;• Disconnected from SRL and Metro rail integration.
Cheltenham Library (Council-owned)	<ul style="list-style-type: none">• Located outside the Structure Plan precinct;• Existing facility not designed for regional role;• Poor pedestrian access and disconnected from Core;• Limited opportunity for redevelopment or civic visibility.
Westfield Southland (Privately-owned)	<ul style="list-style-type: none">• Commercial tenancy constraints and private ownership;

- | | |
|--|--|
| | <ul style="list-style-type: none">• Uncertain delivery timeframes and land value exposure;• Civic permanence and operational control not assured. |
|--|--|

Council maintains that none of these alternatives are feasible, deliverable, or desirable when compared to SWF.

1.7. PROPERTY AND DELIVERY CONSIDERATIONS

Council recognises that SWF is SRLA-controlled land. To enable delivery, Council confirms its willingness to explore:

- A long-term lease model (e.g. 50 years), similar to existing models;
- Owner/tenant arrangements, strata or air-rights models;
- Joint investment frameworks with shared responsibility.

Council does not support reliance on full cost-recovery models that undermine civic outcomes.

Council seeks assurance that the infrastructure levy and implementation planning will reflect the regional civic value of this investment.

1.8. CONCLUSION

The delivery of a Regional Community Hub at Sir William Fry Reserve is critical to the success of the SRL Cheltenham precinct. It is essential that this location is formally designated in the final Structure Plan and supported through integrated planning, funding and delivery mechanisms.

This Position Paper reflects Council's endorsed position and will be supported through ongoing engagement with SRLA, the IAC process, and Victorian Government partners.

Council looks forward to collaborating on the detailed implementation of this essential infrastructure for the Kingston community and wider region.

This Position Paper is underpinned by robust data that assesses population demand, service needs, site feasibility and delivery models. This provides a robust evidence base to support Council's strategic intent and preferred delivery approach for the Regional Community Hub.

Council expects that this position will be incorporated into the final Structure Plan and Planning Scheme Amendment documentation prior to Ministerial consideration. This is essential to ensure that the community infrastructure needs of the growing Cheltenham precinct are addressed from the outset through integrated, strategic planning.

23 June 2025

Agenda Item No: 8.7

CONTRACT 2706/0848 LIBRARY COLLECTIONS, FURNITURE, EQUIPMENT AND ASSOCIATED REQUIREMENTS

Contact Officer: Luke Dexter, Acting Manager Arts Events and Libraries

Purpose of Report

To seek Council approval to award Procurement Australia Contract 2706/0848 for the supply of library collections, furniture, equipment and associated 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. Endorse the award of Procurement Australia Contract 2706/0848 for the supply of library collections, furniture, equipment and associated requirements.
2. Endorse the panel of preferred suppliers as recommended by Procurement Australia (Confidential Attachment 1); and
3. Authorise the Chief Executive Officer or delegate to execute the contract for a period of two (2) years, with the option to extend for two (2) additional one (1) year periods, subject to satisfactory supplier performance and available budget.

1. Executive Summary

Officers seek approval to enter into a new Procurement Australia (PA) contract for the purchase of library collections, shelving, furniture, equipment and associated requirements. This contract, which retenders and replaces the current arrangement (Contract 2306/0843, expiring 30 June 2025), offers continued access to a wide range of competitively priced library resources from a panel of pre-qualified suppliers.

Pending Council approval, Procurement Australia Contract 2706/0848 will be in effect from 1 July 2025 to 30 June 2027, with two optional 12-month extension periods. The contract provides significant financial and administrative advantages and ensures compliance with procurement regulations.

Total estimated expenditure over the initial two years is \$2,474,958. This consists of \$1,237,279 applied to the purchase of library collection items (digital and physical), and \$200,000 per year capital works amenity improvement.

The purchase of library collection items is predominately offset by the State Government's Public Library Grant, which is estimated to be \$1,082,178 per annum which is applied directly to stock purchasing. Therefore Council's 2-year contribution to stock purchasing is approximately at \$310,000, which is a significant offset by the State Government's Public Library Grant.

2. Background

Council has participated in collaborative procurement via Procurement Australia to facilitate the efficient, cost-effective and compliant procurement of library collections and infrastructure. The current contract (2306/0843) is due to expire on 30 June 2025.

Procurement Australia has since conducted a new public tender for Contract 2706/0848 to establish a panel of industry providers. The contract covers a wide scope of library-related goods and services and is the official retender of the expiring agreement.

The new contract is scheduled to begin on 1 July 2025 and conclude on 30 June 2027, with the option to extend for up to two additional periods of 12 months each. This panel procurement model is widely adopted across the local government sector and is consistent with Council's procurement principles and strategic objectives.

3. Discussion

3.1 Alignment with Procurement Policy and Library Strategy

Kingston's Procurement Policy supports strategic and compliant purchasing practices that deliver value for money, efficiency and transparency. Entering into the Procurement Australia Contract with the PA Model aligns with these principles by:

- Providing access to 42 pre-qualified suppliers through a single, probity-assured process.
- Achieving up to 36% discounts on retail pricing through aggregated procurement.
- Minimising duplication of effort by removing the need for separate tenders across 14 product categories.
- Supporting strategic procurement in alignment with the Library Service's objective to maintain contemporary, inclusive, and accessible collections and environments.

3.2 Risk of Not Proceeding with the PA Model

Should Council elect not to participate in the PA contract:

- Each procurement category would need to be individually tendered, increasing administrative burden and risk of delays.
- Council would likely forgo competitive pricing offered through aggregated volume-based discounts.
- There is increased risk of non-compliance with procurement thresholds under the Local Government Act 2020.
- Service delivery could be impacted due to procurement lag or reduced supplier access.
- Reputational risk may arise from diverging from a sector-standard collaborative approach.

3.3 Funding Make Up

While the State Government's Public Library Grant provides essential annual funding for collection purchases, the grant amount has remained static for several years and is not indexed to population growth, inflation, or increased service demand. To remain aligned with best practice purchasing benchmarks and to ensure the collection stays current, diverse, and relevant to the community, Council makes a small annual contribution (approximately \$150,000) to top up the grant. This enables Kingston Libraries to maintain appropriate purchasing power and respond to evolving community needs.

Council's \$200,000 annual capital contribution over two years forms part of the endorsed Library Services minor capital works program. This funding is used for critical building renewal and amenity upgrades across Kingston's eight libraries, many of which are ageing facilities. The allocation supports improvements such as shelving replacement, carpet upgrades, fresh painting, and the renewal of worn furniture.

These works are essential to ensuring our public spaces remain welcoming, functional, and safe for community use. They help prolong the life of our assets, improve accessibility and presentation, and provide a consistent standard of service across the network, even as our buildings continue to experience high foot traffic and wear.

4. Consultation

4.1 Internal Consultation:

Consultation has been conducted with

- Procurement & Contracts Department
- Library Services (Collections, Operations)

4.2 Community Consultation:

Not applicable, as this is operational.

4.3 Results/Findings:

Officers support ongoing engagement with Procurement Australia, recognising the benefits of compliance, improved pricing, reduced workload, and enhanced supplier diversity. No external community consultation was required as this report relates to internal procurement arrangements, not changes to public-facing service delivery.

5. Compliance Checklist

5.1 Council Plan Alignment

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

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

The proposed contract enables strategic and compliant procurement that ensures best-value outcomes and continuity of service for Kingston Libraries.

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

**City of Kingston
Ordinary Council Meeting**

Agenda

23 June 2025

5.3 Financial Considerations

Category	Yr1	Yr2	Total (2 Years)
Library Collection	\$1,237,279	\$1,237,279	\$2,474,558
Amenity Improvements (ie Shelving)	\$200,000	\$200,000	\$400,000
Total Estimated Expenditure	\$1,437,279	\$1,437,279	\$2,874,558

Budget

The Library Collection purchasing component is significantly subsidised by the State Government's Public Library Funding Program, with an estimated annual grant of \$1,082,178, which is applied directly to the purchase of digital and physical stock.

This means, over two years

- \$2,164,356 of the collection spend is grant-funded.
- Council's net contribution toward collection purchasing over two years is approximately at \$310,202 forming part of the capital works program.
- The remaining \$400,000 in Council expenditure is allocated to capital works and amenity improvements within library facilities - is forms part of the capital works program.

All costs are accounted for within the approved operational and capital budgets of Library Services. The capital component aligns with Kingston's program of minor works to enhance public-facing infrastructure and furniture across branches.

Staff Resources

No additional staffing is required. The contract will be managed using existing staff capacity within Library Services and the Procurement and Contracts team.

5.4 Risk considerations

Not proceeding with the Procurement Australia contract presents several risks across compliance, financial efficiency, operations, and reputation.

From a compliance perspective, the total value of library procurement exceeds thresholds under the Local Government Act 2020. Without this panel contract, Council would be required to run multiple open tenders, increasing administrative burden and risk of non-compliance.

There is also a financial risk in forgoing the aggregated purchasing power of over 50 councils. Without this model, Council may face higher prices and reduced access to competitive suppliers, despite the offset provided by the State Government grant.

Operationally, the contract ensures streamlined access to collections, equipment, and infrastructure. Delays or gaps in procurement could affect service delivery, amenity upgrades, and community satisfaction.

Finally, there is a reputational risk in not adopting an established, probity-assured procurement model widely used across the sector. It may lead to questions around transparency, value for money, and governance.

Appendices

Appendix 1 - 2706-0848 Procurement Australia Library Contract Term 2025 - 2027.pdf
(Ref 25/144310) - Confidential

9. Infrastructure and Open Space Reports

23 June 2025

Agenda Item No: 9.1

AWARD OF CONTRACT CON-24/125 - PROVISION OF PROGRAMMED AND REACTIVE ELECTRICAL SERVICES PANEL

Contact Officer: Jane Hopkins, Team Leader Building Maintenance

Purpose of Report

This report recommends that Council awards Contract No. 24/125 for the Provision of Programmed and Reactive Electrical Services as a contract to a panel of three (3) contractors being Brandon Airconditioning & Mechanical Services Pty Ltd, ECO Electrical Services, and Wallgates Pty Ltd.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Award Contract No. 24/125 for the Provision of Programmed and Reactive Electrical Services as a Schedule of Rates contract to a panel of three (3) contractors Brandon Airconditioning & Mechanical Services Pty Ltd, ECO Electrical Services, and Wallgates Pty Ltd, based on their tendered rates and anticipated work quantities for an initial contract period of three (3) years, at an estimated total Year 1 cost of \$827,000.00 excluding GST, with a maximum (5 years) contract term cost of \$4,859,741.73 excluding GST; and
2. Authorise the Chief Executive Officer, or their delegate, to exercise one (1) two-year contract extension option upon completion of the initial three (3) year contract term subject to satisfactory performance for a maximum potential contract term of five (5) years from the commencement date.

1. Executive Summary

The current contract for Provision of Electrical Services expires on 31 July 2025. Under this agreement the panel of contractors were required to provide electrical services on a wide range of Council assets, including sports lighting, electrical testing and general reactive repairs.

Prior to the tender process for the new contract, service specifications were reviewed and updated to reflect current needs. This included the establishment of additional proactive programmed works on Council assets. The contract also provides flexibility to accommodate variations with disposal and acquisition of assets, changes to building and compliance codes, and seeks to achieve further efficiencies where identified.

The programmed works identified have been based on data, incorporating insights derived from historical workload indicators, Customer Request Management data, and work order requests.

To ensure optimal performance and alignment with Council infrastructure enhancements on electrical infrastructure, the programmed maintenance schedules will be reviewed annually to reflect the completion of capital projects and asset renewals. The emphasis on preventative maintenance aims to minimise reactive interventions and enhance long-term efficiency.

The initial contract term is three (3) years, with an option for the CEO to extend the contract for one (1) additional period of two (2) years subject to satisfactory performance resulting in the maximum potential contract term of five (5) years.

Service delivery under this contract will improve efficiency with a panel of three (3) contractors providing these essential services, ensuring cost effective and robust capacity.

2. Background

The current contract for the Provision of Electrical Services Panel (CON-19/48) expires on 31 July 2025. This proposed contract encompasses the provision of both Programmed and Reactive Electrical Services Panel and comprises of two schedule of rates components, one for Reactive Electrical Services, and another for Programmed Electrical Services.

The Reactive component of the contract has been established as a schedule of rates to engage services for unforeseen works and repairs to Council buildings and assets on an as needs basis. These repairs may address urgent electrical issues such as faults, breakdowns, or safety hazards that require immediate attention to ensure the functionality and safety of Council buildings and assets. This may include, but is not limited to, fixing power outages, repairing damaged wiring, addressing electrical compliance issues, or replacing faulty equipment.

The Programmed component of the contract is established as a schedule of rates to engage services for planned works and repairs to Council buildings and assets. These planned works are scheduled in advance and aim to maintain, upgrade, or improve the electrical systems in Council buildings and assets. This may include but is not limited to, installation of new electrical infrastructure, upgrading existing systems to meet compliance standards, energy efficiency improvements, or performing regular inspections and testing to prevent potential faults.

3. Discussion

3.1 Consultation / Internal Review

The contract specifications adhere to current industry standards and are based on best practices.

Shortlisted tenderers were interviewed as part of the evaluation process. These interviews confirmed their comprehensive understanding of the contract requirements and their capacity to deliver high-quality outcomes.

3.2 Tender Process

The tender was advertised publicly on 1 February 2025, with a closing date of 27 February 2025. Prospective tenderers were invited to submit bids in accordance with the provided specification.

A total of fourteen (14) tenders were received, all of which were compliant and were assessed by the tender evaluation panel.

Based on the combined qualitative and quantitative assessments, three (3) tenders were then identified as the preferred tenderers.

3.3 Social implications

The contract is a crucial component in the efficient maintenance of over 300 Council buildings, sports grounds and surrounding assets.

A key requirement of this contract is to maintain positive public relations and minimise disruption to residents and community groups when utilising Councils building and assets.

4. Consultation

4.1 Internal Consultation:

This contract represents a significant advancement from the previous contract, shifting from a reactive approach for electrical infrastructure management to a proactive, preventative maintenance strategy.

This contract, developed through close collaboration with stakeholders, including key staff from City Works, Infrastructure, Inclusive Communities, Active Kingston, and Open Space departments effectively addresses requirements and incorporates best practices.

4.2 Results/Findings:

Through consultation with internal stakeholders, the specification was reviewed and updated to clearly identify site-specific requirements, minimising impacts on service delivery. The scope was also expanded to include additional reporting capabilities, fluctuations in Council's asset portfolio, and improve oversight and responsiveness. Additionally, the revised specification ensures better alignment with operational needs and enables more effective monitoring and evaluation of performance.

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Invest in high-quality community assets

Successful maintenance of Councils extensive electrical infrastructure and assets is essential to ensuring a safe and reliable environment for our community and all Council building users.

Successful execution of this contract will contribute significantly to increased community satisfaction.

5.2 Governance Principles Alignment

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

Proactive maintenance of Councils electrical infrastructure and assets will extend asset lifespan, resulting in significant long-term savings by reducing the need for capital renewal projects.

5.3 Financial Considerations

Projected costings

Yr1	Yr2	Yr3	Yr4	Y5	Total 5 Yr Cost
\$827,000	\$973,810	\$996,274.30	\$1,019,412.53	\$1,043,244.90	\$4,859,741.73

Budget

Funding for this contract is available in the 2025/2026 operational budget. This will be reviewed annually in budget submissions to align with any variations.

The maximum contract term (5 years) value is estimated at \$4,859,741.73 excluding GST. These annual estimated costs include contingency, which allows for price escalations, changes to service standards and increased costs due to additional assets being onboarded.

5.4 Risk considerations

The tender complies with all application legal and legislative requirements. Potential legal and risk implications have been mitigated through adherence to Council's procurement procedures.

Electrical maintenance is a legislated requirement and is essential to ensure safe use of Council buildings both for the community and Council employees.

The panel arrangement for this contract reduces the risk to Council, with three (3) recommends Panel members meeting the Council's OHS compliance requirements.

Appendices

Appendix 1 - Evaluation Summary Electrical (Ref 25/150609) - Confidential

Author/s: Jane Hopkins, Team Leader Building Maintenance

Reviewed and Approved By: Michael Eddington, Manager City Works

Samantha Krull, General Manager Infrastructure and Open Space

Agenda Item No: 9.2

AWARD OF CONTRACT CON-25/015 – PROVISION OF SPORTSGROUND TURF MANAGEMENT SERVICES

Contact Officer: Luke Armstrong, Team Leader Sportsgrounds and Reserves

Purpose of Report

This report recommends that Council award Contract No. 25/015 for the Provision of Sportsground Turf Management Services to Living Turf.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Award Contract No. 25/015 for the Provision of Sportsground Turf Management Services to Living Turf, as a Schedule of Rates contract for an initial contract period of three (3) years, at an estimated total Year 1 cost of \$350,000.00 excluding GST, based on their tendered rates with a maximum 5 year contract term cost of \$1,800,000.00 excluding GST; and
2. Authorise the Chief Executive Officer, or their delegate, to execute the two (2) year optional contract extension, subject to satisfactory performance of the initial term for a maximum potential contract term of five (5) years from the commencement date.

1. Executive Summary

The existing sportsground turf management contracts are set to expire on 30 June 2025 (including product supply and application contracts). Prior to tendering for new contracts, service specifications were reviewed and updated to reflect current needs, including proceeding with a consolidated scope of works.

A revised specification was developed, which aimed to combine a suite of services associated with turf management, including the supply of chemicals and fertilisers, the storage and application of these products, online OHS management, online record keeping and annual soil testing of sportsground assets.

This consolidated contract will provide Council with cost efficiencies, improved OHS processes, and better security for the delivery of turf maintenance services in a competitive procurement market.

CON 25/015 was released for tender on the 6 March 2025, with an initial contract term of three (3) years, with an option for the CEO to extend the contract for an additional period of two (2) years, subject to satisfactory performance, resulting in a maximum potential contract term of five (5) years. Following an extensive evaluation process, the tender evaluation team recommended the award of contract to Living Turf.

The new contract will enhance service delivery by enabling Living Turf to offer strategic consultancy and expert agronomic advice, backed by scientifically proven tools, products

and services to ensure efficient turf management. Living Turf's proposal offers the best value for money for Council.

2. Background

During the 2023/24 financial year, separate contracts were established for the supply of Sportsground Chemicals (CON-23/068) and the supply of Sportsground Fertiliser/Nutrition products (CON-23/065). Contract 23/068 covered the supply of chemicals, inclusive of off-site product storage, reducing the amount of chemicals stored at Council's Garden Boulevard depot and minimising staff exposure to hazardous materials. A competitive public tender process was held in May/June 2023 for these initial contracts.

In April 2024, both contracts were extended for an additional 12 months, covering the supply and storage of various agricultural chemicals, including herbicides, fungicides, pesticides and fertiliser/nutrition products to be used for sportsground maintenance throughout the 2024/2025 financial year.

The short-term 12-month extension was implemented to allow time for further assessment and evaluation on the suitability of turf products and performance standards, before committing to a longer-term contract.

The original cost of both executed contracts is outlined below, with an additional line item added capturing the annual cost to Council for the application of these products –

Contract Title	Cost
Sportsground Chemical Program 2023/2024 (CON-23/068)	\$85,295 ex GST
Sportsground Fertiliser/Nutrition Products (CON-23/065)	\$168,855 ex GST
Application of all products (annual spraying and spreading cost)	\$100,000 ex GST

When considering the re-tendering of these services, advice from the Procurement team identified that consolidating the two contracts would be best practice, providing better alignment to Council's Procurement Policy.

Consolidating both contracts will offer Council cost efficiencies, enhanced OHS processes, and greater security in delivering turf maintenance services.

3. Discussion

3.1 Internal Review

The contract specifications have been developed to meet current industry standards and are closely aligned to best practice principles associated with the management of public open spaces.

Shortlisted tenderers were interviewed as part of the evaluation process. These interviews confirmed their comprehensive understanding of the contract requirements and their capacity to deliver high-quality outcomes for both community and sport club stakeholders.

3.2 Tender Process

The tender was publicly advertised on Thursday 6 March 2025, closing Thursday 3 April 2025. Prospective tenderers were invited to submit bids in accordance with the provided specifications. Seven tenders were received in total.

Three conforming submissions were received, addressing all aspects of the contract specification from the following companies:

- Green Life Group
- Living Turf
- Elite Turf Services

Four non-conforming submissions were received which did not have the capability or resources to deliver the required services in full, and they failed to address requirements of the contract specification. Each of the four non-conforming submissions proposed to use sub-contractors to deliver services.

Following a combined qualitative and quantitative assessment on the remaining tenderers, two tenderers were identified to proceed through to shortlisting interviews.

3.3 Social Implications

Council's sportsground turf surfaces are vital community assets, with healthy and well-maintained playing surfaces essential to ensuring they remain safe and accessible for daily public use. This contract supports the continued safety and usability of sportsgrounds across the municipality.

A key component of the contract is compliance with Occupational Health and Safety (OHS) standards, effective stakeholder engagement, and the use and integration of online reporting systems. The preferred tenderer demonstrated strong experience in both pedestrian and site management, along with a proven track record in customer service.

Kingston's sustainable and environmentally responsible turf maintenance program minimises the impact agricultural chemicals have on our environment, while also reducing chemical toxicity through responsible product selection.

3.4 Operational and Strategic Issues

This contract is critical for the effective maintenance of Council's 55 sportsgrounds, covering 88 hectares of natural turf. By delivering a comprehensive turf management program, both proactive and reactively, Council is able to respond to environmental challenges, manage increased usage levels, and mitigate the wear and tear on playing fields.

Consistent, high-quality maintenance levels will help reduce future capital costs while maintaining service standards that meet stakeholder expectations. Given current usage levels across Council sportsgrounds are increasing, the contract is designed to provide a suitable level of service with built-in flexibility to adapt to rising demand or changing environmental conditions which in turn may impact turf health.

4. Consultation

4.1 Internal Consultation:

The Provision of Sportsground Turf Management Services contract has been revised to include a comprehensive specification and updated scope of works, consolidating a range of turf management services into a single agreement. These services encompass the supply and application of chemicals and fertilisers, product storage, online OHS management, digital record keeping, and annual soil testing across sportsground assets.

The revised specification was developed in collaboration with internal stakeholders to align with operational needs. This integrated contract delivers a holistic turf management program, ensuring that community sportsgrounds remain safe, resilient to wear, and are protected from pests and diseases throughout the year.

Developed in close partnership with key staff from the Open Space department, the contract meets all operational requirements and reflects current best practice industry standards.

5. Compliance Checklist

5.1 Council Plan Alignment

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

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

Effective maintenance of Council's natural turf playing surfaces, spanning 55 sportsgrounds and 88 hectares of open space is vital to providing a safe, durable and enjoyable environment for community members and sporting clubs.

Successful delivery of this contract will play a key role in enhancing community satisfaction and supporting potential growth in usage across these facilities.

5.2 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.

Living Turf is committed to environmental sustainability and have a commitment to meeting the needs and expectations of customers and the requirements of the ISO 14001 (Environmental) Standard.

Proactive maintenance of Council's sportsground playing surfaces will extend asset lifespan, resulting in potential long-term cost savings by reducing the need for major capital sportsground renewal projects.

5.3 Budget

Funding of this contract is within operational budgets.

5.4 Risk considerations

This tender adheres to all relevant legislative requirements and aligns with best practice open space management principles. Potential legal and risk considerations have been addressed through compliance with Kingston's established procurement procedures. Living Turf satisfies Council's Occupational Health and Safety (OHS) compliance standards.

Appendices

Appendix 1 - Tender Evaluation Scoring Matrix (Ref 25/165017) - Excluded - Confidential

Author/s: Luke Armstrong, Team Leader Sportsgrounds and Reserves

Reviewed and Approved By: Kim Marshall, Acting Manager Open Space

Samantha Krull, General Manager Infrastructure and Open Space

Ordinary Council Meeting

23 June 2025

Agenda Item No: 9.3

ADOPTION OF ROAD MANAGEMENT PLAN 2025-2029

Contact Officer: Kerry Spence, Acting Organisational Governance Officer

Purpose of Report

The purpose of this report is to present the Road Management Plan 2025-2029 to Council 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 Road Management Plan 2025-2029.

1. Executive Summary

In accordance with the requirements of the *Road Management Act 2004 (Vic)* (the Act) and *Road Management (General) Regulations 2016 (Vic)* (Regulations), the Road Management Plan (RMP) 2025-29, attached in Appendix 1, has been reviewed and updated.

In July 2024 Municipal Association Victoria (MAV) Insurance, who provide Public Liability and Professional Indemnity Insurance for local councils across Victoria and Tasmania, circulated a standardised RMP template to be adopted by councils. The aim was to limit ambiguity in the language, as well as to limit challenges in demonstrating reasonableness between comparable councils in its approach to managing its obligations under the Act.

As part of the review process for the RMP internal stakeholders have been consulted extensively to consider the approach provided by MAV, including:

- adopting the MAV Insurance template (MAV template) including format and wording for the RMP 2025-2029;
- review hierarchical categories for road and footpath assets;
- review of inspection scheduling; and
- review of intervention standards and response timeframes.

2. Background

Council, as the Coordinating Road Authority under the Act is responsible for the management, maintenance, and development of the local road network within the municipal area.

Section 50 of the Act sets the following objectives for a Road Management Plan:

- To establish a system for a Council's road management functions, which is passed on policy, operational objectives and available resources, and
- To set a performance standard for Council's road management functions.

Since the introduction of the Act, all Victorian Councils have developed and implemented their own RMP independently, leading to significant variations in the language used as well as the adopted standards. In the event of a claim, this variation creates challenges in demonstrating that the standards are reasonable relative to other comparable councils. The ambiguity of the language means it is often impossible to clarify what the standard of service is intended to be.

MAV Insurance provides Public Liability and Professional Indemnity Insurance for local councils across Victoria and Tasmania. In its Annual Report 2023-24, it reports higher numbers in personal injury claims related to council obligations as Road Authorities. In response, MAV Insurance has developed a template based on extensive benchmarking of standards adopted by councils across Victoria, as well as legal advice regarding what a court is likely to deem a *reasonable* standard by:

- Ensuring all important content / information is included, and wording of key content / information is in line with current best practice and legal advice,
- Enabling councils to adopt a clear and measurable set of standards such that compliance can be clearly monitored and, when necessary, demonstrated through records of respective activities, and
- Ensuring councils remain able to determine their own standards respective of resources, within a range that has been determined to be reasonable through benchmarking analysis and comprehensive legal advice.

The draft RMP 2025-2029 was presented at the Strategic Briefing meeting on 17 March 2025 and Councillors agreed to proceed to public consultation. Public consultation commenced 18 March and concluded 30 April 2025.

3. Discussion

3.1 Adopt the Road Management Plan

It is recommended that Council adopts the Road Management Plan 2025 – 2029.

4. Consultation

4.1 Internal Consultation:

Group	Review Details
City Works Department	Detailed comparison of current practice against MAV template recommendation against inspection requirements, inspection frequency, defect intervention and repair timeframes.
Infrastructure Department	Review of hierarchical categories, inspection requirements and inspection frequency.
Legal Department	Review of RMP 2025-29 considering MAV guidelines and template.

4.2 Community Consultation:

Group	Method
General community	Consultation on the draft RMP 2025-2029 was promoted via: <ul style="list-style-type: none">• Your Kingston Your Say (YKYS)

	<ul style="list-style-type: none"> • Digital screens – QR code to YKYS • YKYS email to subscribers • Social media – Instagram and Facebook • Hard copy at 1230 Nepean Highway Cheltenham
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4.3 Results/Findings:

The draft RMP 2025-2029 was viewed by 379 visitors to the YKYS site. Feedback was submitted from 10 visitors, 9 through the YKYS channel and 1 as an email direct to Council.

Traffic Channel	Source	Visits	Feedback Received
Direct		144	4
Search Engine	Bing	3	0
Search Engine	Google	18	0
Email	EHQ	163	5
Email	Google	1	0
Email	Direct		1
Social	Facebook	19	0
Social	Instagram	9	0
.GOV Site	Gov	22	0
TOTAL		379	10

5. Compliance Checklist

5.1 Council Plan Alignment

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

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

The RMP 2025-2029 supports the Council Plan by complying with the Road Management Act 2004.

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

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.

The Road Management Plan 2025-2029 supports the principles by complying with the Road Management Act 2004.

5.3 Financial Considerations

The RMP 2025-2029 is consistent with Council's Long-Term Financial Plan.

5.4 Risk considerations

The RMP 2025-2029 has been developed to address risk and liability and to provide safe access for road reserve users.

A Road Management Plan is legislatively required and enables operational compliance, providing assurance of managing Council owned roads consistently and to set service standards.

Appendices

Appendix 1 - Road Management Plan 2025 - 2029 (Ref 24/433894) 

Author/s:	Kerry Spence, Acting Organisational Governance Officer
Reviewed and Approved By:	James Lenihan, Manager Infrastructure Samantha Krull, General Manager Infrastructure and Open Space

9.3

ADOPTION OF ROAD MANAGEMENT PLAN 2025-2029

1	Road Management Plan 2025 - 2029	353
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Kingston Road Management Plan 2025 - 2029

Version 1.0



Governance

Responsible Service / Department:	Infrastructure
Date of adoption:	<<date>>
Date of effective from:	1/07/2025
Enterprise Content Manager Ref:	24/433894
Endorsed CEO or ELT member or department manager to make and approve document editorial amendments:	Manager Infrastructure
Annual desktop review date:	30/06/2026
Version number:	1.00
Relevant Legislation:	Road Management Act 2004 (Vic)
Supersedes:	Road Management Plan 2021 - 2025

Review history 2013 to 2025

Name	Content Manager File Reference	Date	Description of Edits
Road Management Plan	14/13559	27/05/2013	Nil
Road Management Plan 2017 - 2021	17/99879	26/06/2017	Nil
Road Management Plan 2021 - 2025	21/103227	28/06/2021	Nil

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Definitions

Arterial road	Refers to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head, Transport for Victoria as the co-ordinating road authority.
Co-ordinating road authority	The road authority which has the responsibility to co-ordinate works on road reserves and is the entity set out in the <i>Road Management Act 2024</i> (Vic). If the road is a freeway or arterial road, this will be Head, Transport for Victoria. If the road is a municipal road, this will be Council.
Council	Refers to Kingston City Council.
Demarcation (Boundary) agreement	A formal agreement between Council and another organisation that defines areas of responsibility for parts of road reserves.
Motor vehicle	Refers to a vehicle that is propelled by an in-built motor and is intended to be used on a roadway. This does not include a motorised wheelchair or mobility scooter which is incapable of travelling at a speed greater than 10 km/h and is solely used for the conveyance of an injured or disabled person.
Municipal road	A road for which the Council is the co-ordinating road authority.
Non-road infrastructure	Refers to infrastructure in, on, under or over a road, which is not road infrastructure. This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mailboxes, roadside furniture and fences erected by utilities, or providers of public transport.
Pathway	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic) and generally refers to a footpath, bicycle path, or other area that is constructed or developed by a road authority for use by members of the public other than by motor vehicles). Pathways may be further categorised as: <ul style="list-style-type: none"> • Footpaths – pathways designated solely for use by foot traffic (and limited mobility devices such as wheelchair users) • Bicycle pathways – pathways designated solely for use by cyclists, scooters and the like but excluding foot traffic, and • Shared pathways – pathways designated for use by riders of bicycles, the riders of electric scooters and pedestrians.
Private road	A private road is a road that is not owned or managed by Council or another road authority.
Public road	Has the meaning ascribed to it by the <i>Road Management Act 2004</i> (Vic) and includes a freeway, an arterial road, a road declared by Council to be a public highway under the <i>Local Government Act 1989</i> (Vic) and a road in respect of which Council has made a decision that it is reasonably required for general public use and is included in Kingston's Register of Public Roads.
Plan	Refers to this Road Management Plan.
Road	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic).

Road infrastructure	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic) and generally refers to infrastructure which forms part of a roadway, pathway or shoulder, which includes structures and materials.
Road-related infrastructure	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic) and generally refers to infrastructure installed or constructed by the relevant road authority to either facilitate the operation or use of the roadway or pathway, or support or protect the roadway or pathway.
Road reserve	Means all of the area of land that is within the boundaries of a road.
Roadside	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic) and generally refers to any land that is within the boundaries of the road reserve (other than shoulders) which is not a roadway or pathway. This includes land on which any vehicle crossing or pathway, which connects from a roadway or pathway on a road to other land, has been constructed. <i>Example: any nature strip, forest, bushland, grassland or landscaped area within the road reserve would be considered roadside.</i>
Roadway	Has the meaning ascribed to it in the <i>Road Management Act 2024</i> (Vic) and generally refers to the area of a public road that is open to, or used by, the public, and has been developed by a road authority for the driving or riding of motor vehicles. This does not include a driveway.
Shoulder	Has the same meaning as in the <i>Road Management Act 2004</i> (Vic) and generally refers to the cleared area, whether constructed or not, that adjoins a roadway to provide clearance between the roadway and roadside. This does not refer to any area that is not in the road reserve.

1.0 Introduction

1.1 What is the purpose of this Plan

Section 50 of the *Road Management Act 2004* sets the following objectives for a road management plan:

- (1) To establish a system for road management functions, which is based on policy, operational objectives and available resources.
- (2) To set a performance standard for our road management functions.

Although it is termed a 'plan' in the legislation, a road management plan is functionally an operational protocol document – describing the systems and rules Council, as road authority, uses to make decisions and meet obligations within our available resources. The Plan forms part of a larger Asset Management Framework related to maintenance and operations.

For the avoidance of doubt, this Plan is a road management plan for the purposes of section 39 of the *Road Management Act 2004*.

1.2 Legislation guiding this Plan

In addition to the *Road Management Act 2004*, the plan also considers the following Acts, regulations and codes of practice:

- *Local Government Act 2020* (Vic)
- *Local Government Act 1989* (Vic)
- Ministerial Codes of Practice made pursuant to the *Road Management Act 2004*
- *Road Management (General) Regulations 2016* (Vic)
- *Road Management (Works and Infrastructure) Regulations 2015* (Vic)
- *Road Safety Act 1986* (Vic)
- *Wrongs Act 1958* (Vic)

1.3 What is covered in this Plan?

The Plan is divided into four (4) sections with relevant attachments:

- (1) Introduction
- (2) Rights and Responsibilities – covers legislation and local laws relevant to road management.
- (3) Road Management Systems - how we classify roads, streets and footpaths – known as our asset hierarchy – and the plans and processes we use to maintain roads and road-related infrastructure.
- (4) Register of Public Roads – what's in it, how to access it and the process for making changes.
- (5) Attachments:
 - i. Attachment 1, Road Hierarchy
 - ii. Attachment 2, Pathway Hierarchy
 - iii. Attachment 3, Inspection Requirements

- iv. Attachment 4, Inspection Frequencies
- v. Attachment 5, Defect Intervention Levels and Repair Timeframes

1.4 Updating the Plan

This Plan must be updated within a set period following a Council election. Outside of this cycle, changes may be required from time to time.

The following process will be used to manage these changes:

- If material changes are made to standards and specifications, a report will be presented to Council, along with a brief explanation as to why such changes are necessary. The review process must follow the steps as set out in the *Road Management (General) Regulations 2016* Part 3 – Road Management Plans.
- When changes do not alter these technical aspects of road management, changes will be approved by the General Manager Infrastructure and Open Space.

These changes will be made in accordance with the processes prescribed by the *Road Management Act 2004*. To assist with version control, these changes will be numbered as follows:

- Versions presented to Council will be renumbered by whole numbers – for example, from Version 1.00 to 2.00.
- Those approved by the General Manager Infrastructure and Open Space will be renumbered by decimals – for example, from Version 1.00 to 1.01.

1.5 Exceptional Circumstances

Council will make every effort to meet its commitments under this Plan.

However, there may be situations or circumstances that affect Council's business activities to the extent that it cannot deliver on the service levels of the Plan. These include but are not limited to:

- natural disasters, such as fires, floods, or storms; or
- prolonged labour or resource shortage, due to a need to commit or redeploy Council staff and/or equipment elsewhere or due to the effects of pandemic and or government intervention.

1.5.1 Suspension of the Plan

In the event that the Chief Executive Officer (**CEO**) of Council has considered the impact of such an event on the limited financial resources of Council and its other conflicting priorities, and determined that the Plan cannot be met, then pursuant to section 83 of the *Wrongs Act 1958*, the CEO will write to Council's Officer in charge of the Plan and inform them that some, or all, of the timeframes and responses in Council's Plan are to be suspended.

1.5.2 Reinstatement of the Plan

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between Council's CEO and Council's Officer responsible for the Plan, to determine which parts of Council's Plan are to be reactivated and when.

1.5.3 Communication and documentation around Plan suspension

Council will provide information/statements to residents about the suspension or reduction of the services under its Plan, including:

- how the work that will be done has been prioritised; and
- the period for which it is likely to be affected.

This information will be provided by the Council on its website where its Plan is located and other channels as appropriate such as press releases or social media.

Where Council has suspended, in part or whole, its Plan, associated documents (e.g. communications, meeting minutes, schedules, etc.) will be recorded and stored.

1.5.4 Inspections and repairs during suspension of Plan

The suspension of the Plan will not necessarily mean that all inspections and repairs halt this will depend on the situation. However, it may mean that only certain categories of inspections and repairs are undertaken. These inspections and repairs will be based on a risk assessment after considering the resources available to the Council.

1.6 Responsibility for the Plan

Overall responsibility for administering and implementing the Plan rests with the Manager Infrastructure.

2.0 Rights and Responsibilities

2.1 Public Roads

Public roads are defined in the *Road Management Act 2004* as including:

- a freeway;
- an arterial road;
- a road declared under section 204(1) of the *Local Government Act 1989*;
- a municipal road declared under section 14(1) of the *Road Management Act 2004*; and
- a road in respect of which Council has made a decision that it is reasonably required for general public use and is included in Kingston's Register of Public Roads.

2.2 Key stakeholders

The key stakeholders impacted by this Plan include:

- the general community (for recreation, sport, leisure and business)
- residents and businesses adjoining the road network
- pedestrians
- vehicle users with motorised vehicles, such as trucks, buses, commercial vehicles, cars and motorcycles
- users of smaller, lightweight vehicles, such as pedal-powered bicycles, motorised buggies, wheelchairs, prams and so on
- tourists and visitors to the area
- emergency agencies (Victoria Police, Fire Authority, Ambulance Victoria, State Emergency Services)
- the military (in times of conflict and emergency)
- traffic and transportation managers
- managers of the road network asset
- construction and maintenance personnel, who build and maintain asset components
- utility agencies using the road reserve for infrastructure (water, sewerage, gas, electricity, telecommunications)
- state and federal governments, who periodically provide funding for roads.

2.3 Coordinating & Responsible Road Authority

Section 35 of the *Road Management Act 2004* provides that a road authority has power to do all things necessary or convenient to be done for or in connection with the performance of its functions under the Act.

Section 36 of the *Road Management Act 2004* outlines which road authority is the coordinating road authority. According to subsection 36(c), the coordinating road authority:

If the road is a municipal road, the municipal council of the municipal district in which the road or part of the road is situated.

However, there are instances where several authorities are responsible for components of the road within the road reserve. Section 37 of the *Road Management Act 2004* identifies who is the responsible road authority in particular circumstances.

2.4 General Functions of a Road Authority

The general functions of a road authority are described within section 34 of the *Road Management Act 2004*.

2.5 Rights of the Road User

The rights of public road users, which are legally enforceable, are set out in sections 8 to 10 of the *Road Management Act 2004*.

2.6 Obligations of Road Users

2.6.1 General Usage

The common law requires that a road user must take reasonable care for their own safety (see the High Court case of *Ghantous v Hawkesbury City Council* [2001] HCA 29).

The *Road Safety Act 1986* sets out obligations on road users, including section 17A which requires that a person who drives a motor vehicle on, or uses, a highway must drive in a safe manner have regard for all relevant factors, including without limiting their generality, the following:

- i. physical characteristics of the road
- ii. prevailing weather conditions
- iii. level of visibility
- iv. the condition of any vehicle the person is driving or riding on the highway
- v. prevailing traffic conditions
- vi. the relevant road laws and advisory signs
- vii. the physical and mental condition of the driver or road user.

Section 17A of the *Road Safety Act 1986* also requires that a road user must take reasonable care:

- i. to avoid any conduct that may endanger the safety or welfare of other road users
- ii. to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve
- iii. to avoid conduct that may harm the environment of the road reserve

2.6.2 Incident Claims

If a person proposes to make a claim in relation to a public road or infrastructure for which Council is the responsible road authority, that person should contact Council and Council will initiate respective investigation and insurance reporting processes.

In accordance with section 110 of the *Road Management Act 2004*, Council is not legally liable for property damages where the value of the damage is equal to or less than the threshold amount.

In cases where the claim relates to assets Council does not own or is not responsible for on the road reserve, the person who proposes to make a claim must refer the claim to the other authority or person responsible for those assets.

2.6.3 Permits for work within a road reserve

In cases where an individual or organisation proposes to carry out works within the road reserve they must apply for a “road occupation and works permit” and/or “road opening permit, respectively. There are some exemptions, as noted in the *Road Management (Works and Infrastructure) Regulations 2015*.

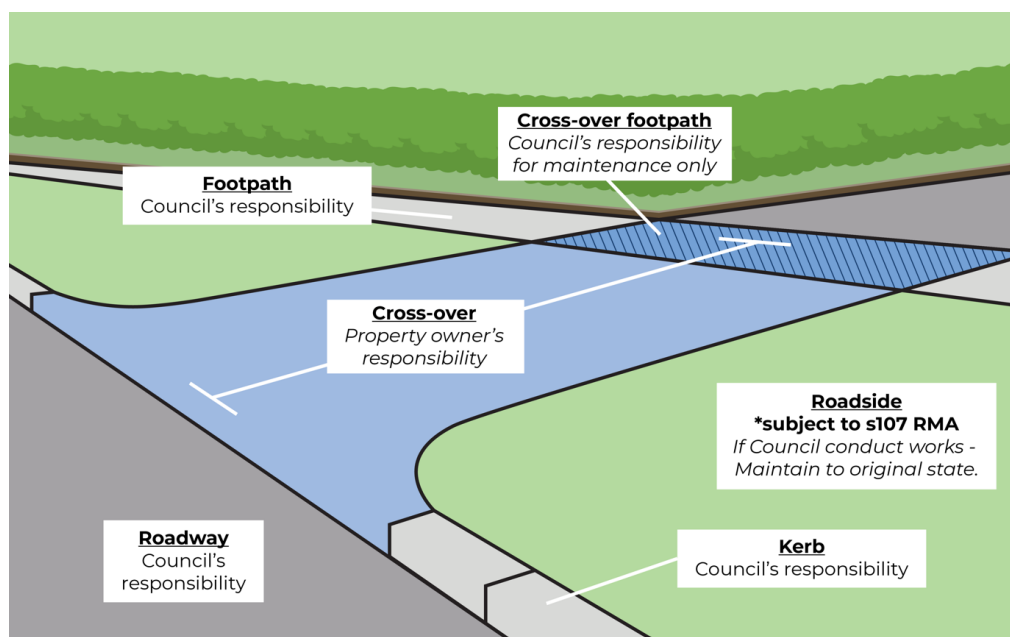
The *Road Management Act 2004* and Council’s Community Local Law also requires property owners to apply for a “vehicle crossing permit” if they plan to build a new, remove a redundant, or alter an existing crossover.

In all cases, a fee applies to cover the costs of the administration and inspection of the work.

2.6.4 Obligation of others

There are several assets within the road reserve that Council does not have an obligation to inspect and/or maintain. These include:

- **Non-road infrastructure** – This includes (but is not limited to) such items as gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure, bus shelters, public telephones, mail boxes, roadside furniture and fences erected by utilities, or providers of public transport.
- **Vehicle crossover** – the vehicle crossover, located between the roadway and the property boundary, must be maintained by the adjoining property owner. However, Council is responsible for the portion of the vehicle crossover (or driveway) where the constructed pathway is reasonably required by the public in accordance with the following diagram:



The property owner will be responsible for the initial construction of the full vehicle crossover, including the footpath section and will be held liable if the footpath section of the

vehicle crossover fails within the first 12 months of construction. The owner will also be responsible if there is clear evidence that the damage to the footpath section of the vehicle crossover was caused because of activity on the property (e.g. heavy equipment accessing the property) or other activity inside the property impacting on the footpath section of the vehicle crossover.

- **Single property stormwater drains** – for drains constructed within the road reserve that carry water from a single property to an outlet in the kerb, or other drain.
- **Utilities** – including, but not limited to, telecommunication, power, water, gas and rail authority assets.
- **Roadside** – as per Section 107 of the *Road Management Act*, Council has no “*statutory duty or a common law duty to perform road management functions in respect of a public highway which is not a public road or to maintain, inspect or repair the roadside of any public highway (whether or not a public road)*”. This includes landscaped tree plots within the footpath/pathway where the surface of the tree plot is not constructed with the intention of providing a trafficable pedestrian surface.

Where Council becomes aware of a hazard created by the defective condition of assets / infrastructure owned by another party, Council may at its absolute discretion:

- If located within assets / infrastructure for which Council is responsible (e.g. footpaths, road surfaces, etc.), or otherwise presents an immediate and significant risk to members of the public, undertake temporary measures to reduce the risk to members of the public until such time as the respective owner can implement permanent repairs (subject to Council's available resources).
- Report in writing (e.g. email or letter) the presence of the hazard to the responsible party and request that repairs be implemented within a reasonable timeframe.
- Where repairs are not completed by the responsible party within the respective timeframe, Council may complete necessary repairs and invoice the responsible party for the costs.

However, where another party has a duty in relation to the asset / infrastructure, and Council has a discretionary power to take remedial action in relation to that matter, only that other party with the duty is liable in a subsequent proceeding, in accordance with section 104 of the *Road Management Act 2004*.

2.6.5 Assets not covered under this Plan

Footpaths, Shared and Bicycle pathways not within a road reserve – these assets are not covered under this Plan.

Private Roads

Council does not maintain private roads, or owners corporation owned roads.

Council may consider accepting ownership of private roads if they are constructed to Council's required standard. The process is that a formal application to Council is required for Council's consideration. The Manager Infrastructure will be the final arbiter of the required standard of design and construction taking into account the position and purpose of the road.

Owners corporation roads are not roads covered by this Plan and Council will not accept owners corporation roads.

3.0 Road Management Systems

3.1 Background and Process

Road management involves managing physical assets, their uses and operations that have the potential to impact their condition. Our road management system takes into account Council's road assets including:

- the roadway – pavement and surface,
- footpaths, kerbs and channels
- structures – bridges, culverts and traffic management devices
- road infrastructure – traffic signals and on-road electrical assets.

The aim of our road management system is to deliver a safe and efficient road network and meet community needs to the best of our ability, within available resources.

To create a road asset management system that would best meet our needs when inspecting, maintaining and repairing public roads, we used the following nationally recognised asset management frameworks:

- International Infrastructure Management Manual (IIMM) 2015, IPWEA
- IPWEA National Asset Management Systems (NAMS+)
- International Infrastructure Management Manual (IIMM) 2015, IPWEA

The system is designed to set the direction for our road asset management activities. It is also linked to Council's annual planning cycle.

3.2 Asset Hierarchies – Municipal Road Network

All road reserves including and footpaths within the municipal road network are classified by Council according to a hierarchy that takes into account how they are used, who uses them and how often they are used.

The hierarchy classification is used to: determine the levels of service required for that road asset, prioritise works programs, and determine defect intervention responses.

The two levels in our hierarchy are the road network and the pathway network. These levels are further divided into categories as set out below.

3.2.1 Road network

This level is divided into the following categories:

- Category 4: Trunk collector
- Category 3: Collector
- Category 2: Access street
- Category 1: Access place and access lane.

See **Attachment 1** for more information about these road categories.

3.2.2 Pathway network

This level is divided into 2 categories, each of which is divided into 3 further categories, as follows:

Footpaths

- Category 3: Footpaths around activity centres
- Category 2: Key access routes and footpaths within reserves*
- Category 1: Industrial access footpaths and local access footpaths

Shared and Bicycle Pathways

- Category 3: Shared paths around activity centres
- Category 2: Shared paths in key access routes and within reserves*
- Category 1: Shared paths in Industrial area and local access

* Refer Section 2.6.5 for assets not included in this Plan.

See **Attachment 2** for further information about these footpath categories.

3.3 Our Road Network

More information about Council's road network is shown in the tables below.

Table 3.1 – Road length by hierarchy – date last updated: 4/12/2024

Hierarchy	Length (km)	% of Network
Category 4: Trunk Collector	10.4	1.7
Category 3: Collector	59.9	9.7
Category 2: Access Street	449.9	72.8
Category 1: Access Place & Access Lane	98.0	15.8
Total	618.2	100

Table 3.2 – Road Length by Surface Type – date last updated: 5/12/2024

Surface Type	Length (km)	% of Network
Sealed	604.8	97.8
Unsealed	13.4	2.2
Total	618.2	100

3.4 Maintenance Management System

3.4.1 Maintenance Management

Council has responsibilities to all road users and the community to maintain the public roads to a reasonably safe and suitable standard, within our available funds and resources. By developing long-term maintenance programs for our assets, we are better able to plan how we do this.

The following maintenance requirements shape our annual program and budget:

Routine maintenance standards

Standards vary across the network depending on the asset type and relevant risk factors, such as traffic volumes and composition, operating speeds, the susceptibility of assets to deterioration and the cost effectiveness of repairs. Competing priorities for funding are also relevant.

Repair and maintenance works

Works must be completed within a specified time, depending on the severity and location of the defect. Response times are determined using local knowledge and experience and past performance as a guide.

Response times are monitored and will be periodically reviewed.

Temporary mitigation measures

These are temporary works designed to reduce the risk of an incident, until such time as repair or maintenance works can be completed.

Response times and safety measures – for example warning signs, flashing lights, and safety barriers – are determined by reference to the risk to safety, road type and traffic volume.

Emergency works

Works that result from emergency incidents and must be undertaken as soon as possible for the safety of road users and the public.

Emergency works might include traffic incident management, responses to fires, floods, storms and spillages, and any assistance required by other service authorities or under the Victorian State Emergency Response Plan and Municipal Emergency Management Plan.

3.4.2 Asset Management Plans

Our asset management plans guide the development of long-term asset renewal programs, helping us to plan and finance asset renewal and replacement.

3.4.3 Maintenance Surveys and inspections

A four-tier regime is used to inspect our road network assets. This regime covers safety issues, incidents, defects, and condition inspections. Our inspection requirements are detailed in Attachment 3.

(1) Reactive inspections (Request for Service (RFS))

These inspections are conducted in response to requests from the community. Council's reactive inspection frequencies are defined in Attachment 4.

(2) Proactive inspections

These inspections are regular timetabled inspections that are scheduled. The Proactive inspection frequencies are defined in Attachment 4

(3) Condition Inspections

These inspections identify structural integrity issues which, if untreated, are likely to adversely affect the road network overall. These issues may impact short-term serviceability, as well as the ability of the asset to perform for the duration of its intended life span.

These inspections are carried out on a four yearly schedule.

3.4.4 Maintenance responsiveness and performance targets

The following information is recorded when we receive a RFS from the community:

- Date the request was received

- Details of the request, including the location and nature of the reported hazard/defect (including any specific measurements if provided), name of the person making the request, copies of any photographs provided, etc.
- The personnel / department to which the request has been assigned for action
- Date by which the request must be actioned (based on the target response times specified in Attachment 5)
- Date when the request was actioned and/or completed (this typically involves someone carrying out an RFS inspection, as described in section 3.4.3, followed by any necessary repair works conducted).

By recording this information, we can monitor compliance against target response times – that is, the time it takes from receiving a request to carrying out an inspection and ultimately completing necessary works.

Customer requests will be inspected and assessed in accordance with timeframes specified in Attachment 5. Following are some possible outcomes from a reactive inspection:

- If a defect identified exceeds a Description / Intervention level specified in Attachment 5;
 - a work order may be created with a date for completion of works in line with respective specified repair timeframes or
 - If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the Description / Intervention level specified in Attachment 5:
 - it would be noted (including why), but no remedial action will be conducted or
 - temporary mitigation measures may be undertaken subject to council resources

In all cases, the action taken would be noted against the original request.

Target response times and intervention times are based on 'normal' conditions. The same level of service would not apply in cases where the Plan has been suspended, under Section 1.5.

3.4.5 Proactive Maintenance

Following each proactive inspection, in accordance with this Plan, any repairs required will be undertaken as follows:

- If a defect identified exceeds a Defect Intervention level specified in Attachment 5:
 - rectification will be flagged to be undertaken within available resources or
 - If repairs are significant – for example, rehabilitation works are required – temporary mitigation measures may be undertaken to reduce the risk posed by the hazard/defect until the proper works can be undertaken (and subject to available resources).
- If the defect is assessed as below the Defect Intervention level specified in Attachment 5:

- temporary mitigation measures may be undertaken subject to available resources.

3.5 Asset Levels of Service

Five elements are taken into account when determining appropriate levels of service for the road network. These are:

- Community expectations
- Technical standards
- Organisational capacity
- Performance measures and targets
- Safety of road and footpath users.

4.0 Register of Public Roads

Council maintains a register of public roads – called the Kingston Register of Public Roads. This Register sets out the details of all public roads and ancillary areas for which we are responsible.

The Register of Public Roads is available on Council's website. A hard copy is made available at our Customer Service Centre, 1230 Nepean Highway, Cheltenham, upon request.

4.1 Maintenance Demarcation (Boundary) Agreements

Where there are boundary agreements between us and other road authorities or private organisations, the schedule of roads affected, and agreements are listed in Kingston's Register of Public Roads.

We have agreements with the following road authorities:

- Frankston City Council
- Bayside City Council
- Greater Dandenong City Council

4.2 Roads not listed on the Register

The following roads are not listed on our Register of Public Roads:

- Roads which are the full responsibility of the state government, or a private enterprise
- Unused roads for which we have not accepted responsibility
- Roads drawn out on a plan of subdivision, (until such time that we accept responsibility for these roads)
- Roads which Council as determined are not reasonably required for general public use.

Attachment 1: Road Hierarchy

Category	Description*
Category 4 <ul style="list-style-type: none"> Trunk Collector 	These carry heavy volumes of traffic, including commercial vehicles, and act as main routes for traffic flows in and around the municipality. Key features typically include: <ul style="list-style-type: none"> • Supplementary to arterial road system • Connector between arterial roads and lower order streets • Cater for, but may restrain, service and heavy vehicles • Provide access to significant public services • Minimum two clear traffic lanes (excluding parking)
Category 3 <ul style="list-style-type: none"> Collector 	These carry significant volumes of traffic and provide access, by linking residential areas to arterial roads. They also provide links between the various collector roads. Key features typically include: <ul style="list-style-type: none"> • Non-continuous connector (do not cross arterial roads) • Limited through traffic (not promoted, or encouraged) • Cater for, but may restrain, service and heavy vehicles • Minimum two clear traffic lanes (excluding parking)
Category 2 <ul style="list-style-type: none"> Access Street 	These carry only local traffic. The primary function is to provide access to private properties. Key features typically include: <ul style="list-style-type: none"> • Short distance travel to higher level roads • Minimum one clear traffic lane (excluding parking)
Category 1 <ul style="list-style-type: none"> Access Place Access Lane 	These perform a very minimal function as local access roads. Key features typically include: <ul style="list-style-type: none"> • A side or rear entry lane, generally providing secondary access to properties • Low traffic counts

* Guidance for these categories follow the Kingston Planning Scheme 56.06-8 for residential streets

All named roads within the municipality have been allocated a category which has been documented in Council's asset register

Attachment 2: Pathway Hierarchy

Footpaths

Category	Area	Description*
Category 3	Footpaths around activity centres	The category of 'highest use' that includes all footpaths in Primary Shopping Centre / Retail Destination / Train Station / Transport Hubs.
Category 2	Key access routes and footpaths	This category includes shopping strips, and other pedestrian generators including, but not limited to: <ul style="list-style-type: none"> • Community centres • Hospitals • Neighbourhood shopping, small shopping centres • Pre-schools, Childcare centres • Recreational facilities • Religious centres • Schools • Senior citizens centres • Tourist attractions • Paths within open space parks and reserves (not covered under this Plan)
Category 1	Industrial access and local access footpaths	This category includes all other local access pathways within road reserves, including: <ul style="list-style-type: none"> • Residential areas • Commercial areas • Industrial areas

Shared & Bicycle Pathways

Category	Area	Description*
Category 3	Shared paths around activity centres	The category of 'highest use' that includes pathways used by high volumes of commuter cyclists and train station bicycle pathways.
Category 2	Shared paths in key access routes	This category includes pathways connecting to and within shopping strips, and other cyclist traffic generators including, but not limited to: <ul style="list-style-type: none"> • Community centres • Hospitals • Neighbourhood shopping, small shopping centres • Pre-schools, Childcare centres • Recreational facilities • Religious centres • Schools • Senior citizens centres • Tourist attractions • To/from and through popular parks/reserves • Paths within open space parks and reserves (not covered under this Plan)
Category 1	Shared paths in industrial areas and local access	This category includes all other shared and bicycle pathways.

All named roads within the municipality have been allocated a category which has been documented in Council's asset register

Attachment 3: Inspection Requirements

Inspection Type	Purpose	Inspection and Reporting Requirements
Reactive – Request for Service (RFS)	Reactive inspections are designed to confirm the nature of defects/hazards reported by members of the public or Council employees and identify any that exceed the intervention levels specified in Attachment 5.	Performed by a Council/Contractor representative with knowledge of Description / Intervention Levels (Attachment 5) and road maintenance techniques who may then call in a higher level of expertise if necessary.
Proactive Inspection	Inspection undertaken in accordance with a formal programmed inspection schedule to determine if the road asset complies with the levels of service as specified. A record of each asset is to be completed detailing the name of the inspector, the inspection date, and a description of any defects found that exceed the intervention levels specified in Attachment 5.	Performed by a Council/Contractor representative with knowledge of Description / Intervention Levels (Attachment 5) and road maintenance techniques who may then call in a higher level of expertise if necessary.
Night Inspections	Inspection undertaken in accordance with a formal programmed inspection schedule to assess the reflectivity of road signage, cat's eyes and roadside guideposts, and the visibility of line marking at night.	Conducted via a slow moving vehicle with standard driving lights (low beam), with visibility/legibility/reflectivity assessed by eye from distances specified respective of each asset defect type. Performed by a dedicated Plan inspector. Night Inspections are conducted on Category 3 & 4 sealed roads only

Attachment 4: Inspection Frequencies

Asset Group	Hierarchy Category	Reactive Inspection Timeframe WD = Working Days H = Hours	Proactive Inspection Frequency M = Months
Sealed Roads, Unsealed Roads, Regulatory, Warning and Hazard Signs	Category 4	2 WD	6 M
	Category 3	5 WD	6 M
	Category 2	5 WD	12 M
	Category 1	10 WD	12 M
Footpaths,	Category 3	2 WD	6 M
	Category 2	5 WD	6 M
	Category 1	10 WD	26 M
Shared & Bicycle Pathways	Category 3	2 WD	6 M
	Category 2	5 WD	6 M
	Category 1	10 WD	26 M
Kerb & Channel	Category 4	2 WD	6 M
	Category 3	5 WD	6 M
	Category 2	5 WD	12 M
	Category 1	10 WD	12 M
Bridges & Culverts	All	5 WD	6 M
Emergency Response – All Asset / Categories * Reported Incidents / Hazards that present an immediate and significant risk to members of the public. Temporary measures (e.g. installing barriers, signage, closing the road/footpath, etc.) will be implemented to reduce the risk to users of the road network until such time as appropriate repairs can be completed.		24 H	n/a

* If a Proactive Inspection Frequency elapses on a Weekend or Public Holiday, the actual due date will be the next Working Day.

Attachment 5: Defect Intervention Levels and Repair Timeframes

NOTES:

If a repair timeframe elapses on a weekend or Public Holiday, the actual due date will be the next Working Day (WD). For the purpose of this Plan a Working Day is a day that is not a Saturday, Sunday or Public Holiday.

In cases where a defect is not due to be repaired in less than 4 weeks, temporary mitigation measures, such as installing warning signage, erecting barriers, or painting the defect with a bright contrasting colour, may be implemented at the time of identification to reduce the risk as much as is reasonably practicable until permanent repairs can be completed in line with the specified Reactive Repair Timeframes.

Sealed Roads

Defect type	Description / Intervention Level	Reactive Repair timeframes by hierarchy			
		WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Pothole	Potholes in sealed pavement >50 mm in depth and >300 mm in diameter Potholes located in dedicated/marked bicycle lanes >50 mm depth and >300 mm diameter.	2 W	2 W	4 W	12 W
Edge break	Edge breaks >50 mm laterally over a 5m or greater length from the nominal seal line	2 W	2 W	4 W	12 W
Edge / shoulder drop	Edge drops onto an unsealed shoulder >30 mm in depth over a 10m or greater length	2 W	2 W	4 W	12 W
Depressions / deformations	Depression / deformations in the traffic lane of a sealed pavement >50 mm in depth under a 3m long straight edge	2 W	2 W	4 W	12 W
Missing pit lids	Missing Council drainage pit lids	2 WD	2 WD	2 WD	2 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound).	2 WD	2 WD	2 WD	2 WD

Unsealed Roads

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Pothole	Potholes in unsealed pavement >100 mm in depth and >500 mm in diameter	2 W	2 W	4 W	12 W
Wheel ruts / scouring	Wheel ruts or scouring on an unsealed road >100 mm in depth	2 W	2 W	4 W	12 W
Corrugations	Corrugations on an unsealed road >100 mm in depth and >300 mm in length	2 W	2 W	4 W	12 W

Traffic Control Devices

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		WD = Working Days W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Missing / Damaged Signage	Regulatory, warning and hazard signs missing, illegible or damaged making them substantially ineffective when viewed from the following distances: <ul style="list-style-type: none"> • Speed Limit – <=50km/h = 30m • Speed Limit – 60km/h = 40m • Speed Limit – 70km/h = 55m • Speed Limit – 80km/h = 65m • Speed Limit – 90km/h = 80m • Speed Limit – 100km/h = 95m 	2 W	2 W	4 W	12 W
Missing / Damaged Guard Rail or fencing	Guard rail/fence damaged or missing making them substantially ineffective	2 W	2 W	4 M	12 M
Missing / Damaged Pavement Markings	Pavement markings which are missing or faded making them substantially ineffective	12 W	12 W	6 M	12 M

Footpaths

Defect type	Description / Intervention Level	Repair timeframes by hierarchy		
		WD = Working Days W = Weeks M = Months		
		Cat 3	Cat 2	Cat 1
Vertical Displacement	Vertical Displacement >20 mm in height	2 W	6 W	12 W
Loose segmented pavers	Loose and unstable segmented pavers (i.e. bluestone, bricks, etc.) that move underfoot	2 W	6 W	12 W
Cracking	Cracking in footpaths >50 mm wide	2 W	6 W	12 W
Undulations	Undulations (depressions / bumps) >100 mm in depth/height under a 1.5m straight edge	2 W	6 W	12 W
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes >300 mm in length/width and >30 mm in depth	2 W	6 W	12 W
Missing pit lids	Missing Council drainage pit lids	2 WD	2 WD	2 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	2 WD	2 WD	2 WD
Dislodged / missing tactile indicator	Damaged or missing	2 W	6 W	12W

* Pram crossings / ramps providing transition between road and footpath levels are treated as part of the footpath for the purposes of the application of description / intervention levels.

Shared & Bicycle Pathways

Defect type	Description / Intervention Level	Repair timeframes by hierarchy		
		WD = Working Days W = Weeks M = Months		
		Cat 3	Cat 2	Cat 1
Vertical Displacement	Vertical Displacement >20 mm in height	2 W	6 W	12 W
Cracking	Cracking perpendicular to path of travel >30 mm wide Longitudinal cracking >20 mm wide	2 W	6 W	12 W
Undulations	Undulations (depressions / bumps) >75 mm in depth/height under a 1.5m straight edge	2 W	6 W	12 W
Dislodged / missing pieces / potholes	Dislodged or missing pieces or potholes >150 mm in length/width and >20 mm in depth	2 W	6 W	12 W
Missing pit lids	Missing Council drainage pit lids	2 WD	2 WD	2 WD
Damaged pit lids	Damaged Council drainage pit lids (such that they are potentially structurally unsound)	2 WD	2 WD	2 WD
Dislodged / missing tactile indicator	Damaged or missing	2 W	6 W	12 W

* Pram crossings / ramps providing transition between road and pathway levels are treated as part of the pathways for the purposes of the application of description / intervention levels.

Kerb and Channel*

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Vertical Displacement	Vertical displacement – uplift section >75 mm	4 W	6 W	8 W	12 W
Horizontal Displacement	Horizontal displacement section >75 mm	4 W	6 W	8 W	12 W

*Does not include water ponding.

Bridges and Culverts

Defect type	Description / Intervention Level	Repair timeframes by hierarchy			
		W = Weeks M = Months			
		Cat 4	Cat 3	Cat 2	Cat 1
Bridge & Major Culvert defects	Visible damage likely to pose an immediate and significant risk to members of the public	2 W	2 W	4 W	12 W

Ordinary Council Meeting

23 June 2025

Agenda Item No: 9.4

RESPONSE TO RESOLUTION - NOTICE OF MOTION NO. 4/2025 - CR HOWE - WILLIAMS GROVE, BONBEACH

Contact Officer: Candice Mingo, Team Leader Bushland and Foreshore

Purpose of Report

To respond to Council resolution of Notice of Motion 4/2025 - Cr Howe – Williams Grove, Bonbeach and outlines the proposed approach to foreshore infrastructure improvements.

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 minor works to signage, landscaping and improvement to the water fountain at the Williams Grove, Bonbeach car park as outlined in this report; and
2. Note more extensive works at Williams Grove, Bonbeach car park will be considered as part of the foreshore infrastructure prioritisation process being undertaken in 25/26FY.

1. Executive Summary

This report responds to Notice of Motion 4/2025 – Cr Howe - Williams Grove, Bonbeach (NoM) resolved at the March 2025 Council Meeting.

The NoM highlighted the increasing visitation to Kingston's coastline and beaches and sought further information on improvements to Williams Grove car park in Bonbeach, specifically, consideration of installation of a shower, tap, seating, lighting, and addressing landscaping/civil maintenance issues.

Officers have undertaken a review of the existing facilities at Williams Grove, Bonbeach. The car park is currently serviced by shower facilities at the Harding Ave toilet block which is directly accessible on a pathway from the Williams Grove car park. Improved signage at the site directing users to this facility is proposed in the short term. An existing water fountain is located in the central area of the car park, and improved landscaping around the fountain will improve visibility for users. The fountain can also be retrofitted with a foot wash tap.

An initial review of the potential for further improvements to lighting, seating landscaping, and civil works at Williams Grove has also been undertaken, and officers recommend continued inspections and maintenance, whilst more extensive infrastructure planning is referred to the foreshore prioritisation process that is planned to be undertaken next financial year.

The foreshore prioritisation process includes the development of a framework, planned to be undertaken in 25/26FY, that will guide widespread infrastructure renewals along the foreshore, taking into account a range of factors.

2. Background

At the 24 March 2025 Meeting Notice of Motion No. 4/2025 - Cr Howe - Williams Grove, Bonbeach Council resolved:

That Council:

1. *Accept the extrinsic fact that visitation to its coastline and beaches is increasing.*
2. *Note Bonbeach foreshore's main car park at Williams Grove has no shower or tap for user groups or visitors; and that a 'foreshore infrastructure' budget exists for such upgrades.*
3. *Be presented with officer report no later than June, with the direction to consult, budget and install a public shower and tap at the Williams Grove foreshore car park within FY25/26.*
4. *Within the above-mentioned officer report review the site for improvements to lighting, seating, landscaping and civil maintenance issues at the Williams Grove foreshore car park*

3. Discussion

William's Grove is a popular access point to the foreshore due to the provision of car parking. Council recognises that foreshore access alongside suitable foreshore facilities is important to the community and supports improvements to ensure equitable access.

3.1 Infrastructure at Williams Grove

The NoM proposes that Williams Grove is the main foreshore car park for Bonbeach, and that it currently has no shower or tap for user groups or visitors.

Officers inspected the current facilities at the Williams Grove car park (refer images below). The car park is currently serviced by a toilet block with two showers at Harding Avenue, which is less than 50m from the southern end of Williams Grove car park, and around 150m from the northern end of the car park. These amenities are directly linked to the car park by a walking path. Officers propose to install additional signage to support users in locating these existing facilities.

There is an existing drinking fountain located at the central point of the car park, however there is no tap attached, and the location is somewhat obscured by vegetation. This fountain could be retrofitted to include a tap at minimal cost. Improvements to the landscaping will also ensure that it is more visible.



The recent storm event in 2024, coupled with the 2021 and 2025 DDA audits of foreshore access points, has identified a range of infrastructure improvements required along the foreshore. To support the prioritisation of works, and allocation of foreshore funding, officers are currently developing a framework to guide infrastructure improvements to the entire foreshore. The framework will consider the existing conditions and assets and will also factor in other key drivers that impact community demand for foreshore assets. The draft framework will be returned to Councillors for feedback and input in the coming months, alongside further engagement with key stakeholders such as DEECA and Council's key advisory groups.

3.2 Request for an officer report with the direction to consult, budget and install a public shower and tap at the Williams Grove foreshore car park within FY25/26.

The installation of a new shower at Williams Grove car park is estimated to cost up to \$20,000-\$30,000, pending the suitability of the current water supply. These costs do not

factor in DDA compliance as the extent of work to achieve this compliance would require additional scoping and consultant engagement.

As the car park has access to existing shower amenities to the south, and an existing drinking fountain in the centre, it is proposed that improvements to signage are undertaken in the short term, alongside an upgrade of the existing drinking fountain.

It is recommended that further assets be considered following the development of the foreshore infrastructure framework and prioritisation process. The prioritisation of works will include consideration of further infrastructure works at Williams Grove.

3.3 Review the site for improvements to lighting, seating, landscaping and civil maintenance issues at the Williams Grove foreshore car park

This site, along with several others along the foreshore, has been included in a recent DDA audit of foreshore access points south of Mordialloc Creek, and the findings will be incorporated into the foreshore prioritisation process.

Whilst this is underway, a refresh of landscaping and signage is warranted to improve amenity and visibility of existing infrastructure. The pathways and other civil infrastructure will continue to be monitored and repaired as required, as part of existing maintenance programs. The existing seating at the car park has aged and will be improved in the short-term at an approximate cost of \$2,000-\$4,000.

Regarding proposed lighting along the foreshore, Council has an existing lighting policy which guides future investment. The policy considers several factors including safety and the impact on the environment (both in terms of physical emissions, and wildlife). Lighting along the foreshore is identified as being particularly problematic as it can have a negative impact on navigation and marine life. Extensive investigations, stakeholder engagement and further approvals with DEECA and Parks Victoria would be required, therefore it is proposed that any future lighting at the site be considered as part of the foreshore prioritisation process.

4. Consultation

4.1 Internal Consultation:

Internal consultation has been undertaken with the Open Space team, and the Infrastructure team, with more consultation proposed during development of the foreshore prioritisation framework.

4.2 Community Consultation:

Community consultation has not been undertaken for this report. The future draft framework will include engagement with key stakeholders.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Sustainable - We prioritise our environment and reduce our impact on the earth.

Strategy: Protect and enhance our foreshore, marine environment, waterways and wetlands

The proposal to develop a framework to prioritise investment into foreshore access aligns with actions listed in Council's All Abilities Action Plan (2024-2028), and with actions documented in the Coastal Marine Management Plan.

5.2 Governance Principles Alignment

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

The foreshore prioritisation framework will ensure more foreshore access points are accessible to a larger proportion of our community, including those with disabilities.

Principle (c) - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

Planning works associated with this report, will ensure resilience can be included in any design stage to account for future storm events and any coastal risks and hazards identified as part of DEECAs Victorian Resilient Coasts.

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

Any improvements undertaken along the foreshore will follow best practise, ensuring accessibility, resilience and long-term sustainability are incorporated into design.

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

Since Council manages the foreshore reserves on behalf of State government, consultation with DEECA will need to be undertaken in some instances where improvements are sought or planned. Consultation and collaboration with Bunurong Land Council will also be undertaken to ensure adequate protection and consideration of cultural values is incorporated during the planning, design and implementation phases of any agreed-to improvements.

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

Efficient use of Council funds will be ensured through prioritisation of identified sites for improvements or repair.

5.3 Financial Considerations

The minor works for signage, landscaping and a seating installation as highlighted within this report, can be funded in the 25/26 program. Any further infrastructure works will be considered as part of the broader foreshore prioritisation process.

5.4 Risk considerations

The short-term improvements can be undertaken to improve amenity and user experience. The future framework will ensure that Council's investment is appropriately planned according to community need.

Due to the third-party approvals required for works along the foreshore (Crown Reserve) there is a risk that approval for these works will not be granted.

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Agenda Item No: 9.5

SRLA RESOURCE MOU AND PROVISION OF INFORMATION & AD-HOC ADVICE MOU

**Contact Officer: Julian Birthisel, Interface Project Manager
Olivia Wright, Strategic Planning Lead**

Purpose of Report

The purpose of this report is to seek approval from Council to enter into two funding agreements with the Suburban Rail Loop Authority (SRLA):

- SRLA Resource Memorandum of Understanding (MOU)
- SRLA Provision of Information and Ad-Hoc Advice Memorandum of Understanding (MOU).

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. Authorise the CEO to execute the variation letter for the SRLA Resource Memorandum of Understanding to include funding for the 2024/25 financial year; and
2. Authorise the CEO to execute the SRLA Provision of Information and Ad-Hoc Advice Memorandum of Understanding.

1. Executive Summary

The Suburban Rail Loop project is a major State Government Project within the municipality, and projects of this scale require significant consultation and engagement with Council. This engagement is across many departments within Council.

Council has had and will continue to have many staff across the organisation working on these projects to ensure our community is well represented and that the project properly considers our local context.

Council is proposing to enter into an agreement with the SRLA to receive funding to offset the costs of these staff.

The SRLA project has two key components:

- Rail infrastructure – inclusive of the tunnel construction, station construction, open space offsets and the stabling yard
- Precinct Planning process

This report seeks consent to enter into funding agreements known as Memoranda of Understanding or MOUs to provide Council funding to offset the staff costs.

Council previously entered into an MOU with SRLA in 2021 under the CEO's delegation. Officers are now seeking consent from Council to extend this MOU to include the 2024/25 Financial Year. The total value of this agreement can be found in Confidential Attachments 2 and 3.

Additionally, this report seeks approval to agree to the Provision of Information and Ad-Hoc Advice MOU to offset costs for the Precinct Planning process.

Officers are doing this important work already and these MOUs provide a mechanism for Council to be paid.

2. Background

The SRLA East project involves the construction of 26km of twin rail tunnels, the creation of six new underground stations (Cheltenham, Clayton, Monash, Glen Waverley, Burwood and Box Hill) and a new stabling yard located in Heatherton. In addition to the rail infrastructure component of the project, there is also a structure planning element under which SRLA are looking to complete a planning scheme amendment in the areas surround the stations to create more homes and community facilities to account for the growing population.

Kingston City Council has significant involvement in this project as Cheltenham Station, Cheltenham structure plan area, Heatherton Stabling Yard and part of the Clayton structure plan area fall within the municipality.

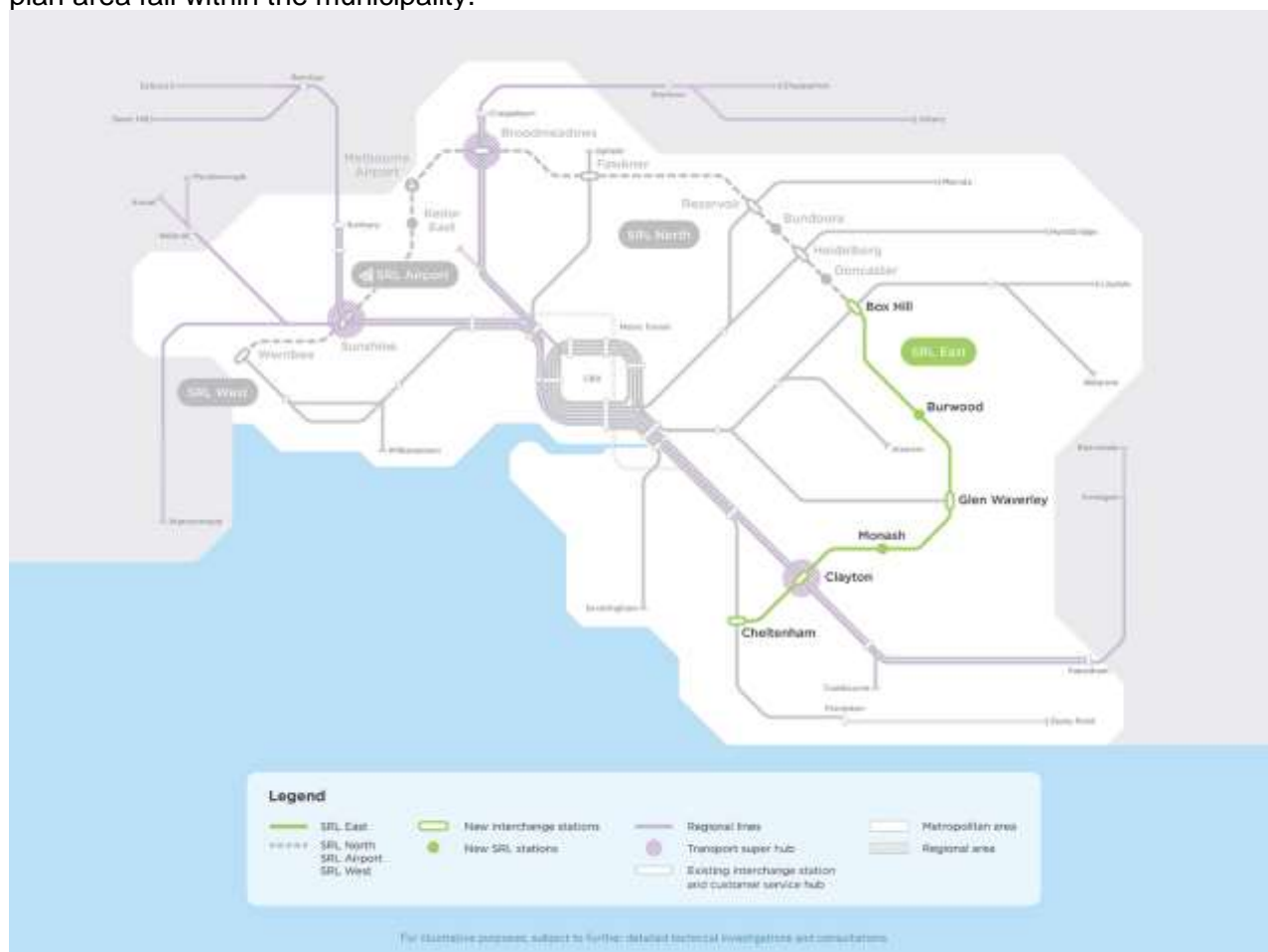


Figure 1: Suburban Rail Loop (SRL) East map

Whilst this project is ultimately controlled by the State Government, Council plays an important role in advocating for community outcomes, both as part of the infrastructure component and the planning component.

For Council to effectively undertake this work, staff resources need to be committed to these projects. Projects of this scale requires input from departments right across the organisation, including the Project Management Office and Major Projects team and the City Strategy, Advocacy, Infrastructure, City Works, Open Space and Legal teams to name a few.

Additionally, the level of involvement from each department can vary depending on the type of the work and the phase of the project.

Given this project was not initiated by Council, but requires critical input from the local authority, it is reasonable that Council should have some staff costs offset by the State Government.

The mechanism under which this occurs is known as a Memorandum of Understanding (MOU).

This report is seeking Council's approval to enter two MOUs, one which focuses more on the rail infrastructure component and a second that focuses on the precinct planning component.

3. Discussion

3.1 SRLA Resource MOU

In 2021, Council entered an MOU with SRLA for the purposes of receiving resource funding for Council's involvement and interface with both the Environmental Effects Statement and future contractors once works had commenced on site (see Confidential Attachment 1).

The MOU funding covered staff in relation to Initial and Early works, Main Works and Land Planning and Environment under the following disciplines:

- Project Management and Coordination
- Engineering
- Strategic Planning.

The agreement was signed under CEO delegation.

The current agreement is due to expire at the end of the 2024/25 financial year, however the resource table in the agreement only had details up to the end of the 2023/24 financial year.

As a result, this report is seeking approval to extend the financial support into the 24/25FY. Officers have negotiated with SRLA to extend the financial support based on the previous year's funding.

The proposed funding for the 24/25 FY can be found in Confidential Appendix 3. This is the previous year's funding plus an increase in line with inflation.

With the addition of the 24/25FY year funding, the total value of the agreement is now above the delegation authorised to the CEO. Therefore, this report seeks Council approval to enter into the agreement.

Whilst the funding and current agreement end at the conclusion of the 2024/25 financial year, should there be a new agreement or extension, a further report will be brought to Council.

3.2 SRLA Provision of Information and Ad-Hoc Advice MOU

In addition to the Resource MOU that focuses on the rail infrastructure component, SRLA are also proposing an MOU related to the structure planning process. This agreement is known as the Provision of Information and Ad-Hoc Advice MOU and is specifically tailored to provide staff funding for works related directly to the precinct planning process.

Like the Resource MOU, Council will be required to provide services and technical assistance to SRLA as part of the precinct planning process.

The proposal from SRLA is at Confidential Appendix 4. Kingston has a total of two station precincts within or impacting the municipality – these are Cheltenham and Clayton. The stabling yard in Heatherton is not included in the MOU as the precinct planning process does not impact this site.

Additionally, given the Precinct Planning process timeline is more condensed than the rail infrastructure component, the MOU only covers the period of Q3 and Q4 of the 24/25FY and the full 25/26FY.

4. Consultation

4.1 Internal Consultation:

Consultation with the following internal departments during the development of the MOU agreements:

- PMO and Major Projects
- Legal
- City Strategy
- Infrastructure
- Kingston Business

4.2 Community Consultation:

No consultation with the community has been conducted regarding the MOU agreements with the SRLA. The MOUs contain Council business information that is commercially sensitive and remain confidential.

5. Compliance Checklist

5.1 Council Plan Alignment

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

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

The SRLA project is a long-term infrastructure and housing project that aims to better connect Melbourne's public train network and improve housing opportunities 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 (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.

Building strong relationships with the State Government and the agencies like SRLA, who are completing major infrastructure projects within the municipality allows Council to more effectively advocate for the community.

5.3 Financial Considerations

Projected costings

This agreement does not require any expenditure of Council funds. This agreement allows Council to bring in funds to offset the cost of staff working on this significant State Government project

Budget

By signing this agreement, Council will be receiving funds to offset staff costs. This has been considered as part of Council operation budget.

Staff Resources

The Resource MOU provides funding to offset the costs of some staff who are working on the SRLA project.

The Provision of Information and Ad-Hoc Advice MOU does not specify specific staff offsets but provides income to offset a range of staff who are working on the SRLA Precinct Planning.

5.4 Risk considerations

The primary risk with these agreements and ongoing engagement with SRLA is that there is no guarantee of extension once these agreements end. If no further funding agreement is made, the cost of Council staff involvement would need to be covered under Council's budget.

Appendices

Appendix 1 - Existing MOU between Council and SRLA (Ref 25/101501) - Confidential

Appendix 2 - Letter of variation for Existing MOU - For Execution (Ref 25/101348) - Confidential

Appendix 3 - Annexure to MOU for 24/25 Forecast (Ref 25/101350) - Confidential

Appendix 4 - SRLA Provision of Information and Ad-Hoc Advice MOU - For Execution (Ref 25/101523) - Confidential

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Reviewed and Approved By: Steve Tierney, Manager PMO & Major Projects

Samantha Krull, General Manager Infrastructure and Open Space

10. Customer and Corporate Support Reports

Agenda Item No: 10.1

COUNCIL & WELLBEING PLAN 2025-29 AND ANNUAL ACTION PLAN 2025-26

Contact Officer: Annette Forde, Senior Corporate Planning and Performance Officer

Purpose of Report

The purpose of this report is to present the Council & Wellbeing Plan 2025-29 and Annual Action Plan 2025-26 for Council's consideration, taking into consideration submissions and responses from the public exhibition period, for the Council & Wellbeing Plan 2025–29 and the internal review of the Annual Action Plan 2025–26.

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 responses to submissions made during the public exhibition period for the Council & Wellbeing Plan 2025–29 and the internal review of the Annual Action Plan 2025–26 (Appendix 1).
2. Adopt the Council & Wellbeing Plan 2025-29 (Appendix 2).
3. Adopt the Annual Action Plan 2025-26 (Appendix 3).

1. Executive Summary

Councils are required by the Local Government Act 2020 to develop a four-year Council Plan to set key directions, objectives and strategies to work towards achieving the Community Vision. Councils are also required by the Public Health and Wellbeing Act 2008 to develop a four-year Municipal Public Health and Wellbeing Plan (MPHWP). These two legislative documents have been integrated to form the Council & Wellbeing Plan 2025-29.

The Council & Wellbeing Plan has been informed by research and data, community engagement and Councillor engagement, that has taken place over various phases.

Development of the Council & Wellbeing Plan - engagement with Community & Councillors

The engagement process to develop the Council & Wellbeing Plan 2025–29 has been comprehensive including:

- Two major engagement processes:
 - A robust deliberative engagement process, spanning six sessions over four months with the 48-person Community Engagement Panel.
 - Engagement with 22 representatives from 16 health partner organisations.

- Two major research projects:
 - [Liveability Survey.](#)
 - [Health and Wellbeing Survey.](#)
- Four collaborative workshops held with Councillors to determine their vision and priorities for the Council term.

In addition, consideration of relevant Commonwealth and State legislation, frameworks and plans, including the Victorian Public Health and Wellbeing Plan 2023-27, guided the development of the plan. An exemption to developing a standalone Municipal Public Health and Wellbeing Plan (MPHWP) is required from the State Government. The exemption was provided in April 2025.

At the Council Meeting on 28 April 2025, Council approval was given to issue the draft Council & Wellbeing Plan 2025-29 and the draft Annual Action Plan 2025-26 to public exhibition for three weeks from 29 April to 19 May 2025.

Public Exhibition of the Council & Wellbeing Plan

The draft Council & Wellbeing Plan 2025–29 was out for public exhibition between 29 April to 19 May 2025, along with the draft Annual Action Plan 2025–26. The public exhibition was promoted across social media, advertising, digital signage, media release, four pop-up engagement events, and direct email marketing reaching over 31,000 people.

A total of 755 people viewed the page and 570 downloaded the document for review.

At the close of the public exhibition period, six submissions for the Council & Wellbeing Plan were received and responses have been provided by Council officers (Appendix 1).

The strong engagement metrics, particularly page views and document downloads paired with a low number of submissions, supports that the draft Council & Wellbeing Plan 2025-29 represents the community.

A final internal review was also completed during this time and confirmed that the actions proposed in the Annual Action Plan 2025-26 are deliverable and achieve the objectives set out within the Council & Wellbeing Plan.

All changes following the public exhibition period have been tabled within this report in section 4.3 and 4.4.

Key Directions

The Council & Wellbeing Plan 2025–29 (Appendix 2) will guide decisions about Council's priorities during its four-year term. The key directions and objectives are:

Key Direction	Objective
Healthy & Connected	We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.
Vibrant & Prosperous	We are a welcoming, lively and creative city that celebrates our well-utilised community spaces and thriving local businesses.
Liveable & Sustainable	We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.

Responsibly Governed	We are a transparent and efficient organisation that is accountable, responsive and cost-effective.
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Annual Actions

The Annual Action Plan 2025–26 (Appendix 3) outlines the key actions that Council will undertake during the first year of the Council & Wellbeing Plan 2025–29, working towards achieving the Kingston Community Vision and Council Vision.

2. Background

Councils are required by the Local Government Act 2020 to develop a four-year Council Plan to set key directions, objectives and strategies to work towards achieving the Community Vision. Councils are also required by the Public Health and Wellbeing Act 2008 to develop a four-year Municipal Public Health and Wellbeing Plan (MPHWP) to contribute to protecting and improving the health and wellbeing of the community.

Acknowledging that everything Council does contributes to livability and wellbeing outcomes, these two plans have been combined into the Council & Wellbeing Plan 2025–29. This provides a cohesive approach for maximum, positive community impact and reinforces Council's commitment to health and wellbeing.

An exemption to developing a standalone MPHWP is required from the Victorian Government. This was provided in April 2025.

3. Discussion

3.1 Council Vision – Council's commitment to achieving the Community Vision

The Community Vision was developed in 2021 by a representative panel of community members and illustrates the community's hopes for Kingston for the next 10 years.

Councillors developed a Council Vision in 2025 to demonstrate their commitment to achieving the Community Vision. Both visions will be used to guide Council's decision making over the 4-year Council term.

Community Vision

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

Council Vision

Kingston: Unique, Connected, Thriving!

We are a Council shaping a brighter future that champions wellbeing and safe communities. We are building an accessible and sustainable city that is truly a unique destination where everyone belongs.

3.2 Key directions, Objectives and Strategies

The Council & Wellbeing Plan 2025–29 includes four key directions and objectives for Council's delivery of the Community and Council Visions, along with strategies to deliver on the objectives ('What we will do...') and strategic indicators to measure progress towards achieving the strategies. The table below outlines the four key directions and subsequent objectives and strategies:

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Key Direction	Healthy & Connected
Objective	We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.
What we will do to achieve our objective	<ul style="list-style-type: none"> • Provide affordable, accessible and high-quality local services that address the different needs of our community members. • 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. • Provide environments and services that promote and support mental and physical health and wellbeing. • Support our community to feel safe and be safe. • Prevent and reduce all forms of family violence in our community. • Empower and nurture our community to develop and lead community-based initiatives.
Key Direction	Vibrant & Prosperous
Objective	We are a welcoming, lively and creative city that celebrates our well-utilised community spaces and thriving local businesses.
What we will do to achieve our objective	<ul style="list-style-type: none"> • Support activity centres and shopping villages to be vibrant, unique and destination-focused. • Support local businesses to stay in Kingston and thrive. • Explore and engage in partnerships with local businesses and organisations to enhance leisure and entertainment opportunities for the community. • Provide and promote vibrant community spaces that support public arts and are welcoming for all. • Enhance opportunities for everyone to participate in creative arts, learning and recreational activities and services. • Transform and maximise the use of community spaces and enhance libraries and hubs to meet the diverse and changing needs of the population.
Key Direction	Liveable & Sustainable
Objective	We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.
What we will do to achieve our objective	<ul style="list-style-type: none"> • Provide infrastructure and public spaces that enhance liveability, accessibility and are well-maintained now and into the future. • Support appropriate and affordable housing development and infrastructure to meet the current and future needs of our diverse community. • Protect, preserve and enhance our natural environment for current and future generations. • Respond and adapt to the impacts of climate change on our community and infrastructure. • Maintain our neighbourhood character and preserve our heritage and cultural history.
Key Direction	Responsibly Governed

Objective	We are a transparent and efficient organisation that is accountable, responsive and cost-effective.
What we will do to achieve our objective	<ul style="list-style-type: none"> • Provide value for rates through efficiency and innovation. • Prioritise the current and future needs of the community through effective and sustainable long-term management and planning. • Provide a diverse range of engagement opportunities for our community to influence decision-making. • Enhance promotion of our services and ensure communication with the community is proactive, clear and accessible. • Advocate for more equitable and improved outcomes that respond to the diverse needs of the community. • Provide people-centred customer service that is responsive, effective and empathetic. • Ensure good governance through integrity, accountability, and continuous improvement.

3.3 Annual Action Plan

Annual actions have been prepared, aligned to the Council & Wellbeing Plan 2025–29. Officers have reviewed all actions to ensure there is high delivery confidence and they have been included in the 2025–26 Annual Budget. The 104 actions include:

- 11 Major Initiatives: significant work that will directly contribute to the achievement of the Council & Wellbeing Plan 2025-29 and be a major focus in the Annual Budget.
- 63 Initiatives: projects that lead to improvements in the service. Also listed in the Annual Budget.
- 30 Strategies or Plans: the development or implementation of a City of Kingston strategy or plan.

4. Consultation

4.1 Consultation with Councillors

An evidence-based process was undertaken to develop the Council & Wellbeing Plan, including:

- Four collaborative Councillor workshops between November 2024 – March 2025 to determine the Key Directions, Objectives and Strategies for the draft Council & Wellbeing Plan.
- Councillor comments and priorities in the workshops informed the actions for the Annual Action Plan 2025–26.
- Evidence-based decision-making was central, informed by a comprehensive Councillor Information Pack.
- Hundreds of Councillor priorities were detailed during the Councillor workshops and distilled to form four Key Directions and Objectives and 24 strategies ('What we will do').
- Multiple revisions of the plan were made, following Councillor feedback on priorities.
- Comprehensive revisions of the Annual Action Plan 2025-26 to reflect Councillor priorities from the workshops.
- Developed the Annual Action Plan 2025–26 based on deep knowledge of services and understanding of community needs.

4.2 Community consultation

Community consultation was undertaken in two phases:

Stage 1 – Significant engagement with Kingston residents

The Council & Wellbeing Plan 2025–29 was shaped by two major engagement processes and two major research projects:

- Community Engagement Panel – 48-person representative deliberative panel.
- Community Partners Health Planning Workshop - 22 representatives from 16 organisations.
- [Liveability Survey](#) – 2,296 respondents.
- [Health and Wellbeing Survey](#) - 1,000 respondents.

Councillors were able to leverage insights from these robust engagement activities directly to help inform the development of the Plan, ensuring it reflected the priorities, concerns, and aspirations of the Kingston community.

Stage 2 - Public consultation on the Council & Wellbeing Plan 2025–29

Stage 2 served as a final check-in with the community to ensure the draft Plan was on the right track. Public exhibition ran from 29 April to 19 May 2025, with the draft Annual Action Plan 2025–26 provided as a supporting document.

The draft was promoted through a multi-channel campaign including social media, advertising, digital signage, media release, four pop-up engagement events, and direct email marketing.

Who did we reach?

- Council & Wellbeing Plan submissions received: 6
 - 5 via the Council & Wellbeing Plan consultation process.
 - 1 via Talking Kingston online portal.
- Your Kingston Your Say page views: 755
- Document downloads: 570
- Social media reach: 4,689
- Advertising reach: 16,368
- Email recipients: 10,000+
- Pop-up engagement event attendees: 162

Six public submissions were received. The submissions and Council officer responses are shown in Appendix 1.

Note: During the exhibition period, community consultation was also underway on the Talking Kingston online portal for the Annual Budget. One submission to Talking Kingston related to the Council & Wellbeing Plan so it has been included in the Council & Wellbeing Plan community feedback.

The strong engagement metrics - particularly page views and document downloads - paired with a low number of submissions, supports that the community feels well represented by the draft Plan. This outcome reflects the strength and effectiveness of the significant engagement undertaken during Stage 1.

4.3 Changes to the Council & Wellbeing Plan 2025–29 following exhibition period

What	Why
Minor grammar and date changes.	For clarity and accuracy.

4.4 Changes to the Annual Action Plan 2025-26 following final internal review

The following actions have been edited for accuracy to account for changes in conditions and expectations over the past months.

Action added	Why
Implement Council's destination marketing campaign for 2025-26 to entice visitors to Kingston, boosting tourism and the local economy.	The action has been added following Council resolution in May 2025 to proceed with the THIS! Is Kingston project for a further three years.
Action removed	Why
Develop an alcohol profile for Kingston to identify opportunities for Council to prevent and minimise alcohol-related harm in our community.	The action was completed ahead of schedule.
Design and deliver with council partners local anti-smoking campaigns for young people to strengthen tobacco control and protect children and young people.	The action was duplicated within the plan. The action to 'co-design antismoking campaigns with secondary school aged young people to reduce the prevalence of vaping' covers the one removed.
Implement the Kingston Property Strategy for 2025–26 to guide the future direction of Council's property portfolio and ensure Council's ongoing service delivery.	The action was duplicated within the plan. The action to 'Draft and adopt the Acquisition and Divestment Policy to ensure consistent and transparent decision-making for Council's property portfolio.' will include the development of the Property Strategy in 2025-26.
Action edited	Why
Complete the pilot Community Food Connections study to establish a baseline food profile for Clayton South that will identify future food initiatives to increase healthy eating in the community.	Added Clayton South for clarity.
Develop and co-design the Gender Equality Action Plan (2026-30 2025–29) to meet the requirements of the Gender Equality Act 2020 and continue to address systemic barriers that create gender inequality in the workplace.	Date change - due to Victorian Government changes to the required dates.
Complete the development of the Creative & Learning Strategy (2025–30) 2025-29 to provide accessible and affordable programs for all ages to create a culturally rich, inclusive and vibrant community and promote mental well-being and social connection.	Name changed to reflect the current name and date changed to align with the Council & Wellbeing Plan 2025-29 term.
Commence the update of Update the Open Space Strategy to reflect the future needs of the growing Kingston community.	The new wording reflects the planned deliverable during 2025-26.
Continue to work with the Victorian Government to secure suitable replacement land in the Green Wedge for regional sporting facilities (Kingston Fields).	The new wording reflects the planned deliverable during 2025-26.
Continue to transition Council's fleet to zero/low emission vehicles (where appropriate), including electric vehicles and hybrids, to help achieve Council's NetZero emissions goals.	Added 'where appropriate' to reflect purchasing practice.

**City of Kingston
Ordinary Council Meeting**

Agenda

23 June 2025

Implement the Advocacy Strategy (2023-26) for 2025–26, including delivering an launching the advocacy campaign for the 2026 Victorian Government election campaign, to seek positive community outcomes on key projects.	Added 'launching' as the Victorian Election campaign component of this action won't be complete by June 2026. It will be launched by then - but the state election is not until October 2026.
Commence development of a Cyber Security Strategy to protect Council's information systems, data and networks from cyber threats.	The new wording reflects the planned deliverable during 2025-26.
Minor grammar and date changes for clarity.	Various locations in document.

5. Compliance Checklist

5.1 Council Plan Alignment

The Council & Wellbeing Plan is the new 'Council Plan' so this is not applicable.

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.

Development of the Council Plan and Municipal Public Health and Wellbeing Plan (the Council & Wellbeing Plan 2025–29) is a legislative requirement to ensure the best outcomes for the community.


5.3 Financial Considerations

The Annual Action Plan for each year of the four-year Council term will be delivered through Council's Annual Budget.

5.4 Risk considerations

There are no medium or major risks forecast for the delivery of the Council & Wellbeing Plan 2025–29 and Annual Action Plan 2025–26.

Appendices

Appendix 1 - Council & Wellbeing Plan 2025-29 & Annual Action Plan 2025-26 - Public Consultation - feedback received & Council response (Ref 25/137058) 



Appendix 2 - Council & Wellbeing Plan 2025-29 (Ref 24/430640)  

Appendix 3 - Annual Action Plan 2025-26 (Ref 25/9473)  

Author/s: Annette Forde, Senior Corporate Planning and Performance Officer

Reviewed and Approved By: Dillon Grech, Team Leader Corporate Performance
Chris Heath, Manager Customer Experience and Corporate Performance
Kate Waters, Acting General Manager Community Strengthening
Dan Hogan, General Manager Customer and Corporate Support

10.1

COUNCIL & WELLBEING PLAN 2025-29 AND ANNUAL ACTION PLAN 2025-26

1	Council & Wellbeing Plan 2025-29 & Annual Action Plan 2025-26 - Public Consultation - feedback received & Council response	407
2	Council & Wellbeing Plan 2025-29	413
3	Annual Action Plan 2025-26.....	465

Draft Council & Wellbeing Plan 2025-29 - exhibition period submissions and Council response.

Key Direction it relates to	What we heard from the consultation	Council response	Changes to Council Plan
Liveable & Sustainable	<p>I want to see improved cycling infrastructure called out specifically in this Council Plan and Budget, rather than it being hidden behind a generic 'improve infrastructure' and respond to impacts of 'climate change'.</p> <p>Kingston Council needs to partner with Bayside Council and develop a plan for the 'golden triangle' area that includes the suburbs of Mentone, Beaumaris and Cheltenham which go across both Kingston and Bayside council areas. There are around 10,000 students attending schools in the area, and there's limited infrastructure to support them to cycle to school. Parents are really forced to drive children to and from school and activities, due to this unsafe streets and lack of cycling infrastructure.</p> <p>Your own plans shows that families with children make up the highest proportion of residents in Kingston.</p> <p>Can I remind you the schools in these three suburbs in the 'golden triangle' area (Port Phillip bay side of the rail line) include:</p> <ul style="list-style-type: none"> - Mentone Girls Secondary - Mentone Grammar - Mentone Girls Grammar - St Bedes - Beaumaris Secondary College - Stella Maris Primary School - Beaumaris Primary School - Beaumaris North Primary School - Cheltenham Primary School <p>If Council really wants to be 'future focussed' as this plan states, then it would proactive in developing cycling routes to each school so children can safely ride to and from school. There are so many benefits to children riding to school including:</p> <ul style="list-style-type: none"> - improving physical and mental health - reducing road congestion - reducing impacts of climate change and pollution <p>Currently children are being hit as they cycle along Balcombe Road to school. Beaumaris Secondary Principal Debby Chaves has confirmed this and is very</p>	<p>Kingston is committed to engaging with our community and helping to deliver solutions that improve safety for cyclists and pedestrians. Our five-year Walking and Cycling Plan prioritises improvements and aims to make our city walking and cycling friendly</p> <p>In addition, consultation recently closed on Kingston's Local Area Traffic Management Policy and the report will be presented to Council in July. More info: yourkingstonyoursay.com.au/local-area-traffic-management-policy</p> <p>We have also delivered the Safe Routes to School Program which worked specifically with Primary Schools and supported community ideas including:</p> <ul style="list-style-type: none"> • Kiss and Go Zones • Walk and Wheels Once a Week (WOW) initiative • Road safety classes <p>We understand the concerns about the Mentone, Beaumaris and Cheltenham suburbs and are aware of the high concentration of schools in these areas. We communicate regularly with schools, communities and neighbouring municipalities to find effective solutions that will improve road safety for all users.</p> <p>We also meet regularly with the Department of Transport & Planning to share ideas and collaborate on solutions which can improve our roads and the broader State road network</p>	N/A

Key Direction it relates to	What we heard from the consultation	Council response	Changes to Council Plan
	<p>concerned about this issue and children being seriously injured. This school is strongly advocating for safer cycling routes to keep children safe.</p> <p>Previous Councillor of this area Cr Clarke, stated verbally to me over the phone 'a child is going to be killed cycling in this area and we are all going to feel sick'. I don't see why we need to wait until a child is struck and killed by a car, to develop solutions to this issue.</p> <p>The Bayside Bug community group conducted community engagement with residents along Balcombe Road to advocate for 'no parking' along this road during school transit hours. The engagement resulted in over 95% of residents supporting this initiative.</p> <p>Kingston Council has a duty of care to residents to provide adequate infrastructure to keep children safe while they get to and from schools in the area.</p> <p>The community needs cycling routes developed along the key school routes including:</p> <ul style="list-style-type: none"> - Charman Road - Balcombe Road - Westall Road <p>We cannot and should not wait for a child to be killed along this strip. A child sustained a serious leg injury last year after riding along the footpath and trying to avoid pedestrians, and collided with a fence near Mentone Girls Secondary in the Kingston Council boundary area. This child required an ambulance at the scene and took 6 weeks to recover. Congestion along footpaths is also a major issue as there is just not enough space for everyone.</p> <p>Car parking along these key streets needs to be deprioritised over bikes and a culture change is rapidly needed. Council needs to take bold action to lead the community into a sustainable approach to transport and guide communities through this change that's needed.</p> <p>The SRL is also coming to this area, so more and more people are going to be in this area and a sustainable active transport plan, that has budget and resources allocated to deliver it, needs to be a top priority.</p>		

Key Direction it relates to	What we heard from the consultation	Council response	Changes to Council Plan
Liveable & Sustainable	It makes me sick to read this. We are in dispute with Council over the Old Dandenong Road Upgrade where 3 of our neighbours and ourselves will lose the right to park outside our residents. (plus others in this section of upgrade). It is not logical planning but subject to third party funding who dictates so called safety measures without any concern to logic or practical bus passenger catchment area. We are all Seniors, built our homes in the early 1970's and should be enjoying life including having friends around who feel safe parking outside our properties, not walking considerable distance to and from their cars particularly at nighttime. With this Upgrade you are not building the most liveable city in Victoria	A D	N/A
Liveable & Sustainable	I do not see any specific actions in the plan to account for the disruption to living conditions to Heatherton residents, particularly those in northern Chicquita Ward and adjacent areas. The SRL construction and the enduring operation of the train maintenance facility presents significant drawbacks to this part of the municipality with no foreseeable benefit (no nearer train station, no plans for increased bus services, loss of promised parkland etc). The Council Plan should include envisaged actions to compensate for the permanent loss to this particular area of the community. For your consideration.	Council's Annual Action Plan 2025-26 includes an action to 'Advocate for Council's position on the Suburban Rail Loop Authority's precinct planning process through the Independent Advisory Committee to ensure the planning and infrastructure outcomes meet the current and future needs of the Kingston community.' This will include advocacy for the State Government to invest in enhancements to the train stabling facility and surrounds including expanded shared user path network, open space upgrades and green infrastructure.	N/A
Healthy & Connected	We need more Parkruns one in Bayside Park and the other at Victoria Park	Currently, two parkruns operate in Kingston with Council's support: one at Chelsea's Bicentennial Park and another at Karkarook Park in Heatherton. Both events received \$2,000 in funding through Council's Community Grants program to get started. At the December 2024 Council Meeting, we were pleased to support funding for the establishment of a Braeside Park parkrun, on the condition that Parks Victoria provided approval.	N/A

Key Direction it relates to	What we heard from the consultation	Council response	Changes to Council Plan
Healthy & Connected	<p><i>[Via Talking Kingston]</i></p> <p>In any of the draft plans I've read there is no mention with redevelopment of public spaces in Mordialloc and surrounds that caters for the teenage Young persons. No mention of tennis courts, basketball courts, a skate park, bmx track. Unfortunately I see this age group hanging out around Mordialloc Beach, because there is NO sporting infrastructure in Mordialloc that caters to this demographic 10-20.</p>	<p>Council's Play Your Way Strategy guides the planning and delivery of playgrounds and active recreation across the municipality. As part of this, a review of skate and BMX facilities is scheduled for completion in 2025–26 to assess current provision and identify priority areas for future investment.</p> <p>Council continues to advocate for a youth-focused precinct at Attenborough Park as part of the Mordialloc Station redevelopment. Details of this advocacy can be found on our website: kingston.vic.gov.au. We will continue working with the Level Crossing Removal Project team to support positive outcomes in this space.</p> <p>Youth engagement opportunities in the Mordialloc precinct are also considered through Council's Open Space and Play Your Way strategies, with further opportunities to be explored through ongoing planning.</p> <p>Recent upgrades at Ben Kavanagh Reserve (Mordialloc) have enhanced youth-focused recreation with a new basketball half court, pétanque area, rebound wall, outdoor exercise equipment, and accessible netball courts, cricket nets and walking paths.</p> <p>Council's new aquatic and leisure centre, currently under construction on Governor Road, Mordialloc, will further support youth activity when it opens in 2026.</p>	N/A
Healthy & Connected	<p>Dear Kingston City Council,</p> <p>Congratulations on your new draft Council & Wellbeing Plan 2025 – 2029 - a very impressive document. There has clearly been a lot of consultation, work and expertise that has gone into developing it.</p> <p>We would be very grateful if you would consider including specific mention of cool, UV protective shade in the new plan to help ensure the design and development of public, play and active mobility spaces not only prioritise thermal comfort but also UV protection. Without appropriate planning, some shade designs and surface materials could lead to maladaptation, unintentionally</p>	<p>Council's approach to providing artificial shade in open spaces (centred around play spaces) is documented in our Play Your Way Strategy.</p> <p>Where possible, Kingston tries to provide shade via natural means (trees). Kingston has strong tree canopy coverage targets, which are detailed in our Urban Forest Strategy.</p>	N/A

Key Direction it relates to	What we heard from the consultation	Council response	Changes to Council Plan
	<p>increasing UV exposure and skin cancer risk. With more than 95% of skin cancer due to UV exposure, shade is an effective measure to reduce skin cancer risk. Shade also supports equitable access to outdoor spaces for cool, safe, continued participation.</p> <p>Please see Kingston City Council - SunSmart (CCV) suggestions for new Council Plans.pdf (also attached) for suggestions on integrating UV into your new draft plan.</p> <p>Thank you for your consideration.</p>		



City of
KINGSTON

Council & Wellbeing Plan

2025 – 2029



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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A message from the Mayor



I am proud to present the Council & Wellbeing Plan 2025 – 29, which will guide our work over the next four years and drive our commitment to achieving Kingston's long-term Community Vision.

This plan represents our shared ambition for a city that is Healthy & Connected, Vibrant & Prosperous, Liveable & Sustainable, and Responsibly Governed.

We have a fiscally responsible approach to ensure value for rates while continuing to meet community needs, delivering strong and lasting benefits for our residents.

We recognise there will be challenges ahead, but we are committed to embracing opportunities as they arise, finding innovative solutions to support and strengthen our city.

For the first time, our Council Plan also incorporates our Municipal Public Health & Wellbeing Plan, reinforcing the importance of health and wellbeing in everything we do.

Every decision we make has the potential to impact the health and wellbeing of our residents and visitors, and we are committed to supporting equity, fostering social connections, and ensuring safe, inclusive spaces for all.

Kingston is a unique, connected, and thriving city, and together, we are shaping a future where everyone belongs.

I look forward to working with Councillors, Council staff, and our community to deliver the priorities set out in this plan and create a lasting legacy for future generations.

A handwritten signature in black ink that reads "Georgina L. Oxley". The signature is fluid and cursive.

Mayor Cr Georgina Oxley
Longbeach Ward Councillor

Our Council



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City of Kingston

Wards

Banksia
 Bunjil
 Caruana
 Chicquita
 Como Ward
 Karkarook
 Longbeach
 Melaleuca
 Sandpiper
 Wattle
 Yammerbook



A message from our CEO



The Council & Wellbeing Plan 2025–29 sets a clear and strategic direction for Kingston, ensuring we continue to meet community needs while maintaining a responsible and sustainable approach.

This plan brings together the Council Plan and the Municipal Public Health & Wellbeing Plan for the first time, recognising that everything we do plays a role in improving the health, wellbeing, and overall quality of life for our community. Councils have a unique opportunity to lead initiatives that not only enhance wellbeing but also reduce long-term health costs and improve economic vitality.

Our four key objectives—Healthy & Connected, Vibrant & Prosperous, Liveable & Sustainable, and Responsibly Governed—reflect our commitment to a well-planned, connected, and forward-thinking city. We will remain transparent, accountable, and responsive, ensuring we continue to deliver high-quality services, well-maintained infrastructure, and new opportunities that enhance Kingston's character and future prosperity.

This plan is supported by an Annual Action Plan, performance measures, and ongoing reporting to track progress. I encourage everyone to engage with these updates as we work together to build an accessible, sustainable, and welcoming city for all.

Thank you to our Councillors, staff, and community members for shaping this plan. With a shared vision and a strong commitment to progress, we can create a healthier, safer, and more connected Kingston today and into the future.

A handwritten signature in black ink, appearing to read 'Peter Bean'. The signature is stylized with a large, sweeping 'P' and a trailing line.

Peter Bean
Chief Executive Officer

“

Community Vision

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

”

“

Kingston: Unique, Connected, Thriving!

Council Vision

We are a Council shaping a brighter future that champions wellbeing and safe communities. We are building an accessible and sustainable city that is truly a unique destination where everyone belongs.

”

Planning for a shared future



The Council & Wellbeing Plan 2025 – 29 establishes Council's direction for the next four years. It is firmly grounded in evidence, reflecting the community's vision for Kingston as a liveable and sustainable city, characterised by green and open spaces, innovation, and a safe, healthy environment for all.

Legislative Requirements

Community Vision

Developed by a representative panel of community members in 2021, Kingston's Community Vision incorporates the community's hopes for Kingston for the next 10 years and will help guide Council's decision making into the future.

Council & Wellbeing Plan

Councils are required by the Local Government Act 2020 to develop a Council Plan to set key directions, objectives and strategies to work towards achieving their long-term Community Vision. Councils are also required by the Public Health and Wellbeing Act 2008 to develop a Municipal Public Health and Wellbeing Plan to contribute to protecting and improving health and wellbeing.

With everything Council does contributing to health and wellbeing, these two plans have been combined in the Council & Wellbeing Plan 2025 – 29. This provides a cohesive approach for maximum positive community impact and reinforces Council's commitment to health and wellbeing.

Council's responsibility to protect and improve health and wellbeing

The Public Health and Wellbeing Act 2008 requirements include enabling the highest attainable standard of public health and wellbeing by protecting public health and preventing disease, illness, injury, disability or premature death; promoting conditions in which persons can be healthy and reducing health inequalities. Councils are also required to specifically respond to family violence, climate change and the Victorian health and wellbeing priorities.

Council's responsibility to promote and take action on gender equality

The Gender Equality Act 2020 requires Councils to promote gender equality in their policies, programs and services and address multiple forms of disadvantage and discrimination. A gender impact assessment has been undertaken to ensure that the development of this plan and future Annual Action Plans consider gender and inequality.

Planning for a shared future



Guiding Principles

The following principles guide Council to deliver good governance, improve community outcomes and promote the wellbeing of the Kingston community through implementation of the Council & Wellbeing Plan 2025 – 29. They are based on the Governance Principles in the Local Government Act 2020 and Health and Wellbeing Act 2008, expanded to include the City of Kingston context.

1. Community outcomes

Prioritise achieving the best outcomes for the municipal community, including future generations, with innovation and continuous improvement.

2. Sustainability

Promote economic, social, and environmental sustainability while addressing climate change risks.

3. Community engagement

Actively involve the municipal community in strategic planning and decision-making processes.

4. Collaboration

Establish partnerships with community organisations, service providers, councils, governments, businesses and statutory bodies to strengthen effectiveness.

5. Financial viability

Ensure long-term financial sustainability to support effective governance and services.

6. Health equity and social justice

Uphold the principles of access, equity and participation, promote human rights and address systemic barriers to ensure that everyone has fair access to health resources and opportunities.

7. Evidence-based decisions

Use data and evidence to guide initiatives, ensuring they are transparent, effective, efficient, and targeted toward those most in need.

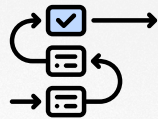
8. Reconciliation and cultural respect

Commit to reconciliation by acknowledging and addressing the injustices faced by Aboriginal and Torres Strait Islander people, championing their rights, and valuing their contributions to the community.



*We are building
an accessible and
sustainable city that
is truly a unique
destination where
everyone belongs.*

Defining Council's role and function



Our Integrated Approach

Kingston's integrated strategic planning and reporting framework shows the key plans that we use to guide and manage our city.

Integrated Strategic Planning and Reporting Framework



Our Roles and Functions

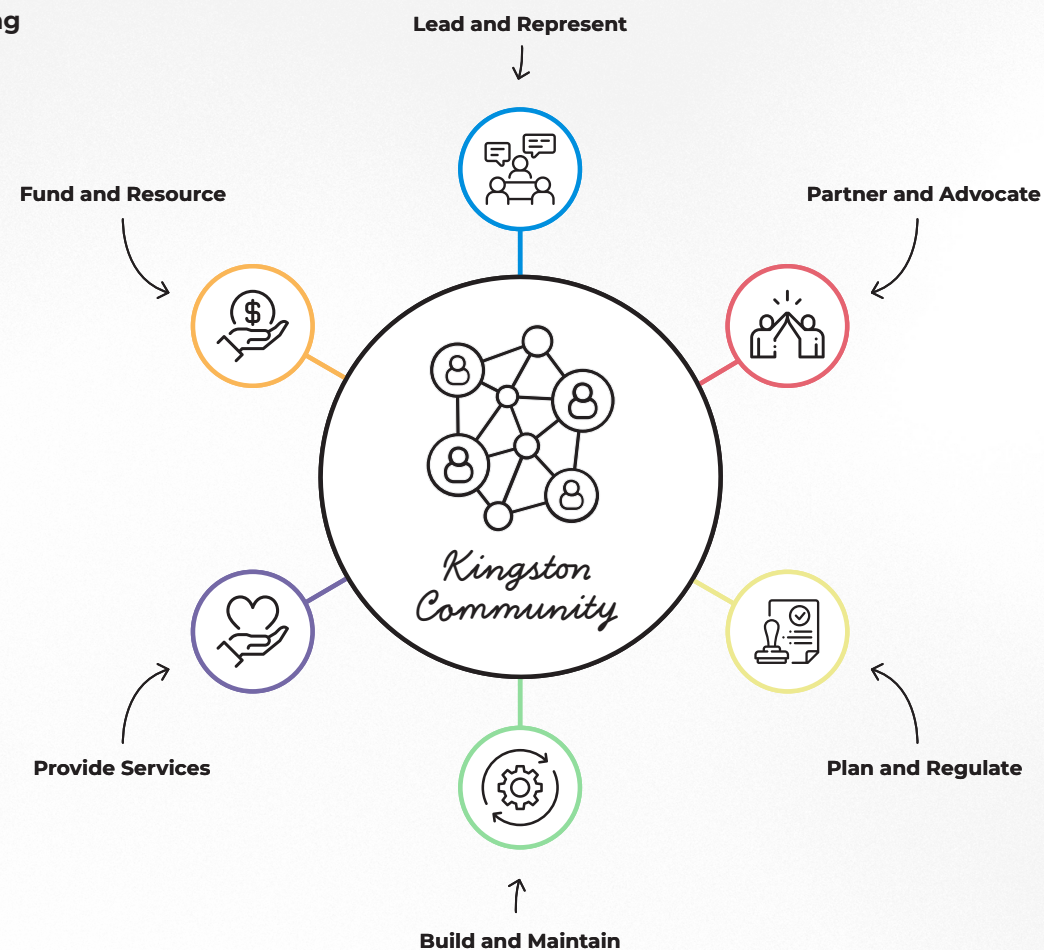


Council plays a key role in meeting the needs of our community.

A partnership approach

Working collaboratively is important for the implementation of the priorities in the Community Vision and Council & Wellbeing Plan 2025 – 29, as Council does not have the funding, powers, or remit to fully deliver these alone.

Council will continue to partner with the community, health organisations, local businesses and policy makers at all levels of government to achieve successful outcomes for our community.

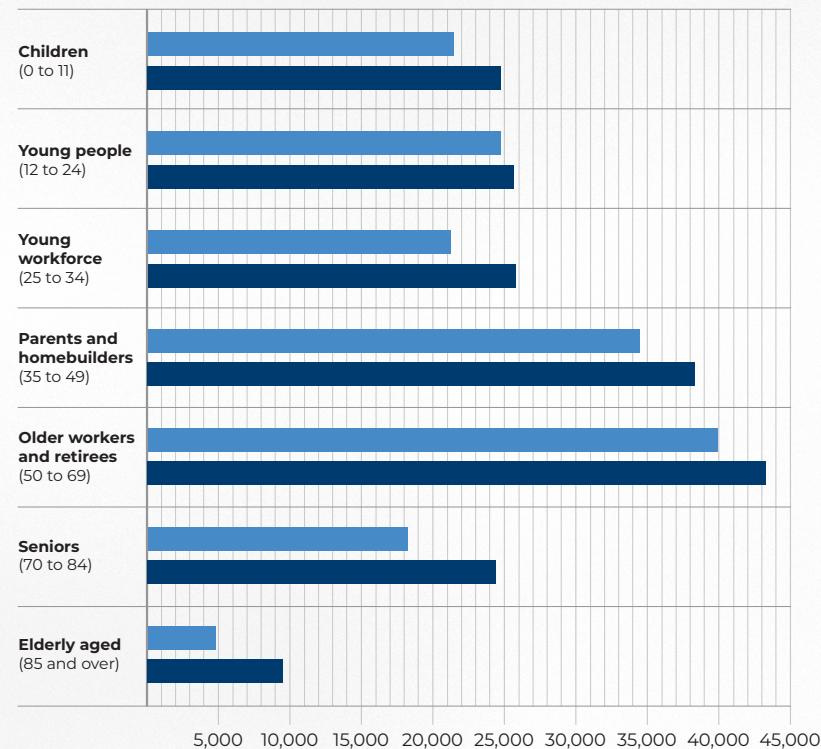




Kingston Community Snapshot

Population and forecast breakdown by age

2025 ■ Total Population 165,099 2046 ■ Total Population 192,026*



*Note: Includes development assumptions created for the Cheltenham Suburban Rail Loop precinct created by .id, based upon public information available at the time of forecasting (July 2024).

City of Kingston Council & Wellbeing Plan 2025 – 2029



51.5% Female **48.5%** Male



723 residents identify as **Identify as Aboriginal and/or Torres Strait Islander**



32% of residents **born overseas**



6% of residents need assistance **due to disability** (51% 85+ years)



14% of residents aged 15+ are carers for people with a disability, long term illness or older age (16% female, 11% male)

Top 5 Non-English languages:


1. Greek
2. Mandarin
3. Russian
4. Italian
5. Vietnamese


Top 5 Overseas countries of birth:

1. UK
2. India
3. China
4. Greece
5. New Zealand





Kingston Community Snapshot


% Total
Household
type


33%
Couples
with
children


26%
People
living
alone


24%
Couples
without
children


11%
One-parent
families


% Total
Household
tenure



37%
Mortgage


34%
Fully owned


25%
Renting


10.7%
Mortgage
housing stress*


27.4%
Rental
housing stress*



\$1,170,000
Median house price
(Dec 2023)


*% of low-medium income households (2021)


% Total
Employment


58%
employed
full time
(46% female,
70% male)


32%
employed
part time
(44% female,
21% male)


4.3%
unemployed
(4% female,
4.6% male)


\$1,867
Median weekly
household
income

Source:
Compiled by .id (informed decisions) - ABS Census of Population and Housing 2021, Population and household forecasts 2021 to 2046 National Forecasting Program,
using data from PropTrack Pty Ltd

City of Kingston Council & Wellbeing Plan 2025 – 2029



*Kingston's Liveability
Survey told us what
is important to our
community in their
neighbourhood...*



Community Engagement



Providing our community with a genuine voice in decisions that impact them is critical to delivering better outcomes for Kingston. Engaging with the community helps Council shape policies, plan services, improve infrastructure, advocate for community needs and build support for change.

In addition to the insights gained from general community engagement, our Council & Wellbeing Plan was shaped by three major engagement projects:

Liveability Survey

- Kingston's Liveability Survey told us what is important to our community in their neighbourhood, how neighbourhoods are performing and ideas for change.
- 2,296 people completed the survey through an online survey and in-person feedback.

The respondents represented every suburb in Kingston:



61% women
38% men
2% non-binary /
prefer not to say

7% 15-25 years
29% 25-44 years
40% 45-64 years
25% 65+ years

15% born overseas

Health and Wellbeing Survey

- Kingston's Health and Wellbeing Survey told us how our community is faring on a range of health, wellbeing, safety and climate topics.
- 1,000 people completed the door-to-door in person survey.

The respondents represented every suburb in Kingston:



50% women
50% men

5% 15-25 years
13% 25-24 years
23% 35-44 years
18% 45-54 years
26% 55-74 years
14% 75+ years

32% spoke a language
other than
English at home

2% LGBTIQ+

10% have a disability

Community Engagement Panel

- Kingston's deliberative panel informed the development of the Council & Wellbeing Plan, Asset Plan and Financial Plan.
- The panel worked together over a series of sessions to develop a set of recommendations that were delivered to the Kingston CEO and Councillors.

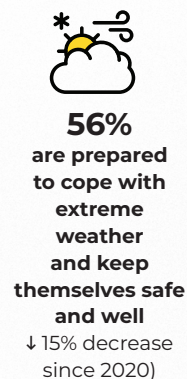
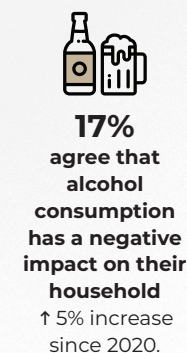
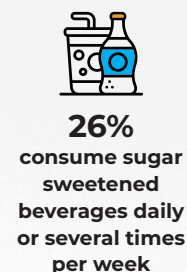
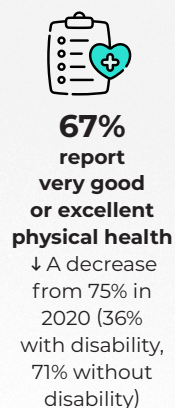
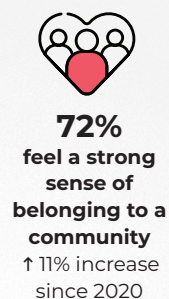
The 48 people on the panel were:



50% women
48% men
2% non-binary /
prefer not to say



Our health and wellbeing at a glance



Top 5 reasons for feeling unsafe:

1. Nighttime
2. Poor / no lighting
3. People (e.g. hanging around, creepy, causing trouble)
4. Drugs and alcohol (intoxicated people in public places)
5. Being female

Further detailed information on Kingston's population and health is available at kingston.vic.gov.au/healthwellbeing



Source:
Metropolis Research 2024, Health and Wellbeing Survey, City of Kingston
Victoria Population Health Survey 2023
Crime Statistics Agency, Latest crime data by area - Year ending September 2024, Family violence dashboard

City of Kingston Council & Wellbeing Plan 2025 – 2029



Our health and wellbeing priorities

Individually and collectively a healthy and well community is a great asset. Having good health improves wellbeing, our productive capacity and ability to participate in society. Council plays an important role in providing everyone with opportunities to be physically and mentally well as they grow, live, learn, work, play and age.

Based on a review of our community's current health status and trends over time, alongside community insights and key legislation and policy, including the Victorian Public Health and Wellbeing Plan 2023 - 2027, the following health and wellbeing priorities have been identified:

Active and healthy living

Designing, building and maintaining environments and promoting physical health and wellbeing by encouraging our community to move more and sit less. It includes opportunities to increase participation in physical activity and encourage active recreation, play, walking and cycling, alongside broader disease prevention and health promotion.

Healthy eating

Improving access to nutritious, safe and culturally appropriate food for everyone, and promoting a sustainable food future that benefits oral health, mental wellbeing and connection through food.

Mental wellbeing

Supporting our community to feel connected, safe and respected for who they are. Diversity is celebrated and everyone has access to the basic needs of life, alongside opportunities for participation in community activities, lifelong learning and volunteering.

Smoking, alcohol & gambling harm

Reducing exposure to and consumption of harmful products including tobacco, vaping, alcohol and gambling. It considers the links with associated health and social impacts including injury, accidents, amenity and violence in the community.

Free from violence

Supporting our community to feel welcome and included when participating in community life, with a zero tolerance of all forms of violence in the home and our community. It includes promoting gender equality and healthy, respectful relationships.

A safe community

Creating a community where people are connected and feel safe in their homes and neighbourhoods. It includes designing safe public places and infrastructure, and promoting safe behaviour to prevent injury from drowning, transport accidents and falls.

Climate change & health

Focusing on the climate emergency and preventing the harm that climate change can have on health. It includes supporting our community to adapt to and manage threats from a changing climate and prioritising actions which both benefit health and reduce emissions at the same time.

Taking action

For details on strategies that help contribute to Kingston's health priorities, and how we will measure progress - see pages 48-50.



Our challenges and opportunities

Enabling better and fairer health and wellbeing outcomes

While many people in Kingston enjoy good health, preventable chronic diseases are increasing, and health inequity is becoming more pronounced. Our health and wellbeing are shaped by our daily lives and the neighbourhoods we live in. Everyone deserves a fair chance to be healthy, regardless of postcode, gender, ability or cultural background.

Council plays a vital role in supporting health and wellbeing through urban planning, open spaces, transport, food environments, and community services. By focusing on reducing inequalities, we can help create a healthier and more connected community for everyone.

Maintaining a prosperous local economy

Kingston's economy is evolving from traditional industries to service-based sectors. Council is working to support this shift by encouraging local investment and collaborating with businesses and government to drive new growth and create more local jobs.

Our retail sector is thriving in some areas but facing challenges in others. Council's business support programs, streetscape improvements and community events help strengthen local businesses, create lively public spaces and support stable employment – all of which contribute to a stronger, more vibrant local economy.

Enhancing Liveability

Liveability is shaped by neighbourhood qualities that support wellbeing and quality of life. Kingston's 2024 Liveability Survey highlighted the importance of public open space, natural features, local businesses, walking and cycling paths, and a sense of safety.

Council is committed to improving liveability by maintaining open spaces, playgrounds, libraries, and sports fields, and by fostering cultural and social connections. As our community grows, protecting and enhancing these qualities will ensure Kingston remains a welcoming and supportive place to live.



Our challenges and opportunities

Responding to climate and ecological emergency

Climate change poses immediate threats to Kingston's beaches, biodiversity, infrastructure and people. Council's Climate and Ecological Emergency Response Plan targets net zero emissions for operations by 2025 and community-wide net zero by 2030.

As our climate changes, Kingston will be subject to more frequent and intense storm events and increased risks of flooding. Council is working with Melbourne Water on a flood modelling project to better understand and manage these risks. We are determined to ensure Kingston remains resilient in the face of climate change.

Housing our growing population

Kingston's population is expected to grow by 17.7% to 192,026 by 2046, with the most growth around Highett, Moorabbin and Cheltenham. State planning changes, including the 2023 Housing Statement, the Suburban Rail Loop and Plan for Victoria will likely drive even higher growth.

Council is focused on providing the infrastructure and services needed to support this growth, including more open spaces, recreation facilities and affordable housing. By carefully managing development, we can ensure Kingston remains a place where people feel at home and connected to their community.

Demand on our services and assets

Council manages a large network of community assets – from roads and drainage to playgrounds and community buildings. As our infrastructure ages, maintaining these assets becomes more challenging.

A significant part of Council's capital budget is needed to keep existing assets in good condition. Careful planning is essential to balance maintenance costs with community needs and funding strategies. By making thoughtful decisions, we can maximise the lifespan of our assets and continue to provide high-quality services.



Our challenges and opportunities

Victoria's Big Build Program

The State Government's Big Build Program is transforming Kingston, with 20 level crossings set to be removed by 2029 and Suburban Rail Loop works progressing in Heatherton and Cheltenham.

Council is actively working to ensure these projects deliver positive outcomes for our community. This includes advocating for well-designed Suburban Rail Loop structure plans for Cheltenham and Clayton supporting traders affected by works, and ensuring new infrastructure enhances local liveability and connectivity.

Planning for our services now and into the future

Delivering effective services in Kingston means adapting to changing needs while managing limited financial and staffing resources. Rising costs, legislative changes and shifting demographics are key challenges.

Council's service planning model helps us respond to these changes, improve efficiency, and ensure services are aligned with community needs. Our goal is to provide high-quality, accessible and responsive services that support the wellbeing of all residents.

Financial Sustainability

Kingston faces growing financial pressures from population growth, rising service costs, ageing infrastructure and climate change. Rate capping and limited government funding make financial planning even more challenging.

Council is working hard to maintain financial stability while continuing to meet community needs. We offer hardship support and flexible payment options for ratepayers under financial stress. Careful management of resources will ensure we can continue to deliver essential services and infrastructure into the future.



Our health and wellbeing are shaped by our daily lives and the neighbourhoods we live in.



Our Key Directions

The Council & Wellbeing Plan 2025 - 29 includes four Key Directions that provide a roadmap for how we will work towards achieving the aspirations of the Community Vision and the Council Vision.

Healthy & Connected



Objective
We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.

Vibrant & Prosperous



Objective
We are a welcoming, lively and creative city that celebrates our well-utilised community spaces and thriving local businesses.

Liveable & Sustainable



Objective
We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.

Responsibly Governed



Objective
We are a transparent and efficient organisation that is accountable, responsive and cost-effective.



Healthy & Connected





Key Direction

Healthy & Connected

Objective

We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.

What we will do to achieve our objective

- Provide affordable, accessible and high-quality local services that address the different needs of our community members.
- 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.
- Provide environments and services that promote and support mental and physical health and wellbeing.
- Support our community to feel safe and be safe.
- Prevent and reduce all forms of family violence in our community.
- Empower and nurture our community to develop and lead community-based initiatives.

Importance for health and wellbeing

Being healthy and connected work together to support physical and mental health. Feeling connected to each other and to our community helps foster a sense of belonging and safety, which is essential for overall wellbeing.



Key Direction

Healthy & Connected

Objective

We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.

How we will measure our progress

- Council's child care centres utilisation rate (excluding sessional kinder).
- Number of new Home Care packages delivered to Kingston residents.
- Participation in the MCH service.
- Number of participants at programs provided by Council at Council-managed community centres.
- Percentage of participants satisfied with Kingston's family support programs.
- Percentage of participants satisfied with Kingston's youth services support & counselling program.
- Number of hours of domestic, personal, respite and social support care delivered to people who are older and/or have a disability.
- Number of hours provided by community volunteers to City of Kingston activities.
- Percentage of Kingston's sporting facilities that are gender inclusive.
- Utilisation of aquatic facilities.
- Percentage of female participation in organised sport.
- Number of people participating in aquatic education programs.
- Percentage of graffiti removal requests actioned within two business days.
- Number of road safety education sessions delivered.
- Percentage of residents satisfied with local traffic management (e.g., traffic calming, signs, speed limits).
- Percentage of participants satisfied with prevention of family violence programs run by Kingston.
- Satisfaction with training sessions run by Council to support the operations of community groups and organisations.



Key Direction

Healthy & Connected

Objective

We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.

Community Engagement Panel recommendations

Commitment to community safety and wellbeing

Incorporating safety and wellbeing of the community within all departmental projects/programmes must be at the forefront of Council's decision-making process.

Nurture community connections

Create and support opportunities to establish non-existent, and strengthen existing connections between members of the community, community groups and businesses.

What the data tells us

49% worry more now than a year ago about meeting monthly living expenses

36% spend eight hours or more sitting on an average weekday
(higher than Victoria 28%)

Young people, females, and people with disabilities feel less safe in local areas

1,902 family violence incidents recorded in Kingston in 2024
(increase from 1,820 in 2023)

21% of adults experience loneliness

27% regularly or sometimes volunteer in their local community



Key Direction

Healthy & Connected

Objective

We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.

Our Services

- **Access Care**
- **Active Kingston**
- **Compliance & Amenity**
- **Environmental Health**
- **Family, Youth & Children's Services**
- **Inclusive Communities**

Our Policies, Strategies and Plans

- All Abilities Action Plan 2024 – 2028
- Aquatic Facilities Plan 2020 – 2030
- Child Safe Standards Strategy 2023 – 2026
- Domestic Animal Management Plan 2021 – 2025
- Fair Access Policy 2024
- Kingston Grants Program Policy
- Municipal Emergency Management Plan 2024 – 2027
- Play Your Way Strategy 2023 – 2033
- Reconciliation Action Plan 2025 – 2028
- Sports and Recreation Strategy 2025 – 2029
- Youth Services Strategy 2023 – 2026

Legislative Drivers

- Aboriginal Heritage Act 2006
- Aged Care Act 1997
- Charter of Human Rights and Responsibilities Act 2006
- Disability Act 2006
- Domestic Animals Act 1994
- Education and Care National Law and Regulations
- Emergency Management Act 2013
- Equal Opportunity Act 2010
- Food Act 1984
- Gender Equality Act 2020
- Infringements Act 2006
- Kingston's Community Local Law
- Public Health and Wellbeing Act 2008
- Road Safety Act 1986



Vibrant & Prosperous



Key Direction

Vibrant & Prosperous

Objective

We are a welcoming, lively and creative city that celebrates our well-utilised community spaces and thriving local businesses.

What we will do to achieve our objective

- Support activity centres and shopping villages to be vibrant, unique and destination-focused.
- Support local businesses to stay in Kingston and thrive.
- Explore and engage in partnerships with local businesses and organisations to enhance leisure and entertainment opportunities for the community.
- Provide and promote vibrant community spaces that support public arts and are welcoming for all.
- Enhance opportunities for everyone to participate in creative arts, learning and recreational activities and services.
- Transform and maximise the use of community spaces and enhance libraries and hubs to meet the diverse and changing needs of the population.

Importance for health and wellbeing

Vibrant and prosperous social and economic conditions foster improved learning and creativity, better quality relationships and greater productivity, all of which contribute to better health and wellbeing.



Key Direction

Vibrant & Prosperous

Objective

We are a welcoming, lively and creative city that celebrates our well-utilised community spaces and thriving local businesses.

How we will measure our progress

- Percentage of residents satisfied with maintenance and cleaning of public areas.
- Number of business support workshops and events held by Council.
- Percentage of Footpath Trading applications processed within 15 days.
- Number of local organisations engaged to assist in the running of Council's business events.
- Number of attendees at Council-run festivals and civic events.
- Percentage of attendees satisfied with Council-run large scale events.
- Percentage of attendees satisfied with City of Kingston arts and cultural programs and events.
- Number of participants in arts and cultural development programs.
- Number of local artists supported through Council Grants.
- Number of carers and children attending story times.
- Active library borrowers in the municipality.
- Percentage of residents satisfied with Kingston library services (e.g., visiting, borrowing books, storytime, using library resources).
- Number of hours usage of City of Kingston arts and cultural venues.
- Number of hours of programs provided by Council at Council-managed community centres and hubs.
- Number of participants at programs provided by Council at Council-managed community centres.



Key Direction

Vibrant & Prosperous

Objective

We are a welcoming, lively and creative city that celebrates our well-utilised community spaces and thriving local businesses.

Community Engagement Panel recommendations

Asset Utilisation for Community Outcomes

Council to identify under-performing assets (i.e. currently underutilised/providing minimal community benefits) and implement strategies to maximise their utility by repurposing them in a way that delivers greater community benefits (e.g. make available to entities that provide services that are currently lacking in the area).

What the data tells us

- **#4** community liveability priority – local businesses that provide for daily needs
- **18,546** locally registered businesses in Kingston, with 99% small and medium-sized
- **73%** satisfied with the quality of community facilities
- **Over 60,000 visitors** to Kingston's arts venues annually
- **Over 400,000 visitors** and 1.2 million loans at Kingston's 8 libraries annually
- **20,000 visitors** to events supporting business precincts in 2023-24



Key Direction

Vibrant & Prosperous

Objective

We are a welcoming, lively and creative city that celebrates our well-utilised community spaces and thriving local businesses.

Our Services

- **Arts, Events & Libraries**
- **Kingston Business**
- **Property Services**

Our Policies, Strategies and Plans

- Commercial use of Council Land 2024
- Footpath Activities Policy
- Leasing and Licensing Policy 2018 (under review)
- Kingston Economic Development Strategy 2024-2034
- Kingston Property Strategy 2024
- Library Strategy 2019 – 2030
- Public Art Placement Plan 2023-2028
- Public Art Policy 2023-2028

Legislative Drivers

- Environment Protection Act 2017
- Land Acquisition and Compensation Act 1986
- Land Act 1958
- Libraries Act 1988
- Planning and Environment Act 1987



Liveable & Sustainable





Key Direction

Liveable & Sustainable

Objective

We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.

What we will do to achieve our objective

- Provide infrastructure and public spaces that enhance liveability, accessibility and are well-maintained now and into the future.
- Support appropriate and affordable housing development and infrastructure to meet the current and future needs of our diverse community.
- Protect, preserve and enhance our natural environment for current and future generations.
- Respond and adapt to the impacts of climate change on our community and infrastructure.
- Maintain our neighbourhood character and preserve our heritage and cultural history.

Importance for health and wellbeing

Our health depends on a healthy environment. A safe climate, access to clean water, good quality air and healthy, natural environments are essential for good health and wellbeing. Liveable communities are safe, inclusive and environmentally sustainable.



Key Direction

Liveable & Sustainable

Objective

We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.

How we will measure our progress

- Percentage of asset renewal and upgrade expenditure compared to depreciation.
- Percentage of residents satisfied with infrastructure and public space.
- Percentage of overflowing litter bins reported by the community that are emptied within 24 hours.
- Percentage of planning decisions made by Council that are appealed to VCAT.
- Percentage of Council planning decisions upheld at VCAT.
- Percentage of Council buildings compliant with Disability (Access to Premises - Buildings) Standards 2010.
- Percentage of kerbside collection waste diverted from landfill.
- Number of fauna sightings recorded on camera traps across Kingston bushland reserves.
- Percentage decrease in the spread of noxious weeds across all Council-managed bushland and foreshore areas.
- Number of participants in Friends of Kingston groups.
- Number of plants distributed as part of Council's Free Plant Vouchers scheme.
- Number of Gardens for Wildlife assessments of residential gardens.
- Number of participants engaged in environmental education opportunities.
- Number of businesses engaged for discussions around emission reduction.
- Number of planning applications that have had an Environmentally Sustainable Design Assessment.
- Percentage reduction in corporate greenhouse emissions.



Key Direction

Liveable & Sustainable

Objective

We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.

Community Engagement Panel recommendations

Environmentally sustainable strategies

Investigate and implement innovative council programs which incorporate best practices for environmental sustainability.

Prioritise funding for maintenance of public works

Ensure funding for the upkeep and maintenance of existing and new public works and aesthetic environment.

What the data tells us

- **#1** community liveability priority – general condition of public open space
- **#2** community liveability priority – elements of natural environment
- **#3** community liveability priority – access to neighbourhood amenities
- **68/100** Appearance of public areas performance score (similar to 67/100 in 2023)
- **10%** of low-medium income households are in housing stress (spending more than 30% of their income on rent or mortgage)
- **84%** are satisfied with the quality of play and active recreation spaces
- **5%** rate significant harm on their health from climate change (↑ increase from 31% in 2020)



Key Direction

Liveable & Sustainable

Objective

We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.

Our Services

- **City Development**
- **City Strategy**
- **City Works**
- **Infrastructure**
- **Municipal Building Surveyor**
- **Open Space**

Our Policies, Strategies and Plans

- Asset Management Policy 2024 – 2028
- Asset Plan 2021 – 2031
- Biodiversity Strategy 2024 – 2029
- Cheltenham Structure Plan
- Cheltenham Suburban Rail Loop Design Advocacy
- Climate and Ecological Emergency Response Plan 2021 – 2030
- Coastal and Marine Management Plan 2022 – 2030
- Community Infrastructure Framework (in development)
- Green Wedge Management Plan 2023 – 2043
- Integrated Transport Strategy 2020 – 2035
- Kingston Integrated Water Strategy 2022 – 2030
- Open Space Strategy 2023 – 2033
- Mentone Structure Plan
- Mordialloc Structure Plan
- Road Safety Strategy 2022 – 2027
- Play Your Way Strategy 2023 – 2033
- Public Toilet Strategy 2016 – 2026
- Sporting Pavilion Assessment and Prioritisation Policy 2024-2026
- Sporting Reserve Pavilion Development Plan and Pavilion Design Guidelines 2023 – 2030

- Suburban Rail Loop Stabling Facility Design Advocacy
- Urban Cooling Strategy 2020 – 2030
- Urban Forest Strategy 2023 – 2030
- Walking and Cycling Plan 2023 – 2028
- Wayfinding Strategy 2023 – 2033

Legislative Drivers

- Climate Change Act 2017
- Environment Protection and Biodiversity Conservation Act 1999
- Environmental Protection Act 2017
- Fire Services Property Act 2012
- Graffiti Prevention Act 2007
- Infringements Act 2006
- Planning and Environment Act 1987
- Road Management Act 2004



Responsibly Governed



City of Kingston Council & Wellbeing Plan 2025 – 2029



Key Direction

Responsibly Governed

Objective

We are a transparent and efficient organisation that is accountable, responsive and cost-effective.

What we will do to achieve our objective

- Provide value for rates through efficiency and innovation.
- Prioritise the current and future needs of the community through effective and sustainable long-term management and planning.
- Provide a diverse range of engagement opportunities for our community to influence decision-making.
- Enhance promotion of our services and ensure communication with the community is proactive, clear and accessible.
- Advocate for more equitable and improved outcomes that respond to the diverse needs of the community.
- Provide people-centred customer service that is responsive, effective and empathetic.
- Ensure good governance through integrity, accountability, and continuous improvement.

Importance for health and wellbeing

The opportunity to be heard helps people shape their community, which creates a sense of belonging and being valued. High levels of trust in public institutions and government contributes to strong civic engagement, political participation and economic development, which are essential for overall wellbeing.



Key Direction

Responsibly Governed

Objective

We are a transparent and efficient organisation that is accountable, responsive and cost-effective.

How we will measure our progress

- Percentage of residents satisfied with Council's performance providing value for rates.
- Net operating surplus/deficit percentage variance from budget.
- Percentage of capital works budget forecast to be spent.
- Community satisfaction with Council decisions made in the interest of the community.
- Percentage of residents satisfied with community consultation and engagement.
- Percentage of Kingston website pages that are Web Content Accessibility Guidelines (WCAG) 2.1 - AA standard accessible.
- Percentage of residents satisfied with Council's website.
- Percentage of residents satisfied with Council's representation, lobbying, and advocacy on behalf of the community.
- Percentage of Customer Care telephone calls resolved at the first point of contact
- Percentage of Freedom of Information requests completed on time.
- Percentage of Council & Wellbeing Plan Annual Action Plan actions on track.



Key Direction

Responsibly Governed

Objective

We are a transparent and efficient organisation that is accountable, responsive and cost-effective.

Community Engagement Panel recommendations

Evidence-based decision making

Utilise the most relevant, current and accurate evidence-based data in the decision making process with consideration of other aspects including financial position.

Planning for the future

Plan to be long-term focused and take into consideration emerging technologies.

Create alternative revenue sources

Council to utilise existing underused assets and services to generate revenue from external sources.

Sustainable decision making

Consider opportunities for implementing sustainable and/or renewable resources when planning programs or projects.

Prioritise community needs over wants

Use the available data to prioritise the needs of the majority of the community over the wants of the community, including the needs of the vulnerable.

Accountable community communication

Focus on open lines of communication between Council and community. Communications reach the community in a form that is accessible to all (e.g. translated and all mediums).

What the data tells us

- **252** community consultations in 2023-24
- **72/100** Customer service performance score (similar to Metro. Melb. 71/100)
- **55/100** Lobbying on behalf of the community performance score (↑ up 4 points from 2023)
- **58/100** Value for money in services and infrastructure performance score (↑ up 4 points from 2023)
- **59/100** Decisions made in the interest of the community performance score (↑ up 4 points from 2023)



Key Direction

Responsibly Governed

Objective

We are a transparent and efficient organisation that is accountable, responsive and cost-effective.

Our Services

- **Advocacy, Communications & Engagement**
- **Customer Experience & Corporate Performance**
- **Finance**
- **Governance, Risk & Integrity**
- **Information & Digital Technology**
- **Office of the Chief Executive**
- **People & Culture**
- **Procurement & Contracts**
- **Project Management Office & Major Projects**

Our Policies, Strategies and Plans

- Advocacy Strategy 2023 –2026
- Community Engagement Policy
- Complaint Resolution Policy 2024
- Customer Experience Improvement Strategy (2021)
- External Communications Strategy 2023 – 2025
- Fraud and Corruption Policy
- Gender Equality Action Plan 2021 – 2025
- Good Governance Framework
- Long Term Financial Plan 2024/25 – 2033/34
- Our Customer Commitment
- Public Transparency Policy
- Rates Hardship Policy
- Revenue and Rating Plan 2024 – 2028

Legislative Drivers

- Charter of Human Rights and Responsibilities Act 2006
- Freedom of Information Act 1982
- Gender Equality Act 2020
- Local Government Act 1989
- Local Government Act 2020
- Occupational Health & Safety Act 2004
- Privacy and Data Protection Act 2014



Each year Council will develop an Annual Action Plan that identifies actions to achieve...



Implementing our plan

Each year Council will develop an Annual Action Plan that identifies actions to achieve the strategies and objectives in the Council & Wellbeing Plan 2025 – 29. Council will also develop an Annual Budget that identifies the resources necessary to implement the Council & Wellbeing Plan 2025 – 29.

Our partnership approach is essential for successful implementation of our Annual Action Plan. Ongoing engagement with our partners helps identify shared priorities and opportunities for collaborative action.

Monitoring our progress

We regularly report against our Council & Wellbeing Plan through quarterly reporting and Annual Reports. These are endorsed by Council and shared publicly on our website.

Council also undertakes an annual Community Satisfaction Survey, asking the community to provide feedback on Council's performance across key service areas. The results help determine priorities and areas for improvement.

In addition, the Liveability Survey and Health and Wellbeing Survey are held every four years to monitor changes in our community and review health and wellbeing priorities.

Monitoring our health and wellbeing

Changes to community health and wellbeing only become apparent over time. We will use the following health trend measures to track and report significant changes in our community's health and wellbeing over the long term.

Active and healthy living

- Self-reported physical health status.
- % engaging in sufficient levels of moderate physical activity.
- % walking or cycling to selected destinations (work/study, local shops/facilities).
- % who sit for eight hours or more per day.
- % who are satisfied with the quality of public open spaces and community facilities in their local area.

Healthy eating

- % consumed at least two servings of fruit every day.
- % consumed at least five servings of vegetables per day.
- % of adults consuming recommended number of serves of fruit and vegetables.
- % consume sugar-sweetened soft drinks daily.
- % who were worried about running out of money to buy food in the last 12 months.
- % overweight.

Mental wellbeing

- % who self-reported their mental health status as good, very good or excellent.
- % experiencing loneliness.
- % with high or very high levels of psychological distress.
- % who feel a strong sense of belonging to a community.
- % regularly or sometimes volunteer.
- % belong to a formal or informal club or community group.
- % agree screen time and social media have a negative impact on mental wellbeing.
- % that worry about being able to meet normal monthly living expenses.
- % that report the household has experienced cost of living pressures over the last 12 months.
- % homeless or living in social housing.
- % of housing that is affordable to very low, low, and moderate income households to rent or buy in Kingston.
- Unemployment rate.
- % aged 15-24 years who are engaged in employment and/or education.
- % of children at school entry who are vulnerable on one or more domain.

Monitoring our health and wellbeing continued

Changes to community health and wellbeing only become apparent over time. We will use the following health trend measures to track and report significant changes in our community's health and wellbeing over the long term.

Smoking, alcohol & gambling harm

- % 10 or less standard alcoholic drinks per week.
- % 4 or less standard alcoholic drinks per day.
- % agree that alcohol consumption has a negative impact on their household.
- Hospital admission for alcohol rate per 100,000 people, total population and 0-24 years.
- Hospital admission for illicit drugs, rate per 100,000 people, total population and aged 0-24 years.
- % smoke tobacco or vape.
- % agree that gambling causes harm in their neighbourhood.

Free from violence

- % who know where to go or who to contact if they needed to get advice or support for someone about family violence issues.
- Total family incidents rate per 100,000 people.
- % agree they have experienced of discrimination in the last 12 months, and various types of discrimination experienced.
- % agree that multiculturalism makes life better.

A safe community

- % feel safe in selected situations (during day/night - local area, public transport, foreshore & local beaches, parks and reserves, shopping centres).
- % rate different crimes and anti-social behaviours as a problem in their neighbourhood (theft, break-ins, graffiti, vandalism, street drinking, aggressive behaviour, scammers).
- % emergency department presentations for injury, poisoning and certain other consequences of external causes.
- Total criminal incidents per 100,000 people.
- % agree they can call on neighbours for help in an emergency.
- Performance score for sense of neighbourhood safety (from crime, traffic, pollution etc).
- Performance score for sense of personal safety (for all ages, genders, day or night).

Climate change & health

- % selected significant harm regarding whether they think climate change is currently harming them and / or their household's health.
- % household is prepared / very prepared to cope with extreme weather and keep safe and well.
- % reporting mental health concerns related to climate change.
- Performance score for sustainable behaviours in the community (water management, solar panels, recycling etc).


Appendix 1: Summary of health and wellbeing strategies which strongly contribute to Kingston's health priorities

Health and Wellbeing Strategies	Active and healthy living	Healthy eating	Mental wellbeing	Smoking, alcohol & gambling harm	Free from violence	A safe community	Climate change & health
Provide affordable, accessible and high-quality local services that address the different needs of our community members.	●	●	●	●			
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.			●		●	●	
Provide environments and services that promote and support mental and physical health and wellbeing.	●	●	●	●	●	●	●
Support our community to feel safe and be safe.			●		●	●	
Prevent and reduce all forms of family violence in our community.			●	●	●	●	
Empower and nurture our community to develop and lead community-based initiatives.	●	●	●				
Transform and maximise the use of community spaces and enhance libraries and hubs to meet the diverse and changing needs of the population.	●		●			●	
Enhance opportunities for everyone to participate in creative arts, learning and recreational activities and services.	●		●				
Provide infrastructure and public spaces that enhance liveability, accessibility and are well-maintained now and into the future.	●		●				
Support appropriate and affordable housing development and infrastructure to meet the current and future needs of our diverse community.			●				
Protect, preserve and enhance our natural environment for current and future generations.	●		●			●	●
Respond and adapt to the impacts of climate change on our community and infrastructure.			●				●
Provide a diverse range of engagement opportunities for our community to influence decision-making.			●				



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Annual Action Plan

2025 – 2026



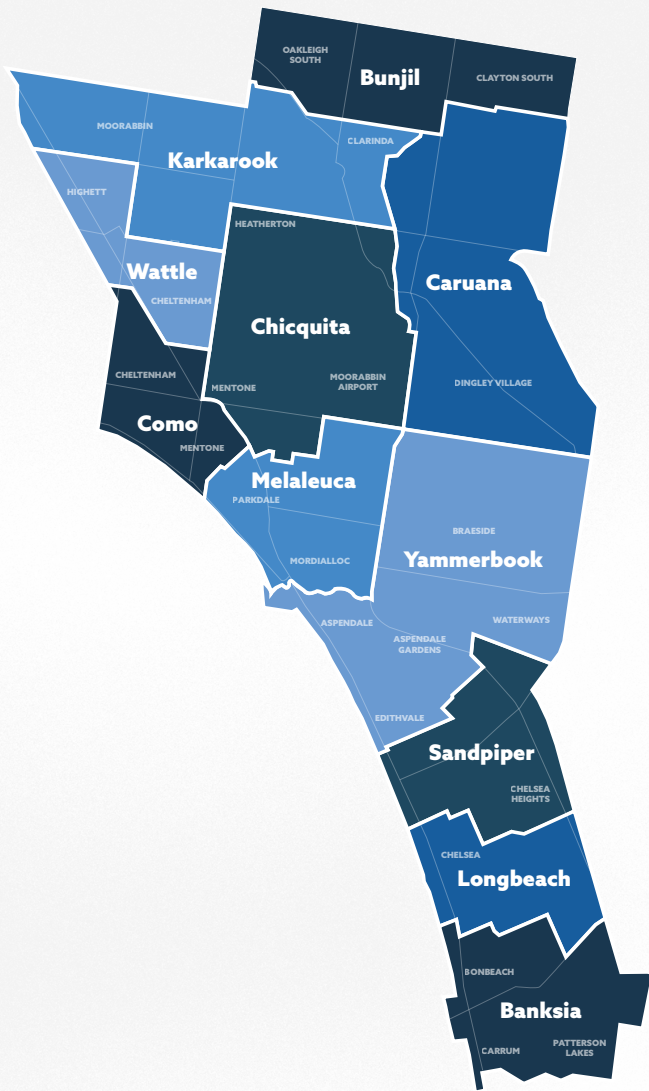


Acknowledgement of Country

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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A message from the Mayor



Kingston: Unique, Connected, Thriving!

Delivering on our community's priorities each year is the core objective of this Annual Action Plan.

We are a Council shaping a brighter future that champions wellbeing and safe communities. We are building an accessible and sustainable city that is truly a unique destination where everyone belongs.

We created our Community Vision together, setting out what you want to see achieved in our community. To bring this vision to life, we developed the Council & Wellbeing Plan 2025 – 29, which sets out our key directions and objectives under four key pillars: Healthy & Connected, Vibrant & Prosperous, Liveable & Sustainable, and Responsibly Governed.

Having a clear vision, defined objectives and a structured plan is essential for turning aspirations into reality. This is precisely the purpose of the Annual Action Plan 2025 – 26. It outlines the specific actions we will take over the coming year to advance these objectives by the end of June 2026. This plan provides a clear pathway for how we will continue to build the Kingston you aspire to live in.

These plans were developed with the Kingston community, and we will continue to keep you informed of our progress through the Kingston Annual Report, Council & Wellbeing Plan quarterly reports, and the annual Community Satisfaction Survey.

Please feel free to reach out at any time for an update or to share your feedback — we are here to support you.

Mayor Cr Georgina Oxley
Longbeach Ward Councillor

A message from our CEO



A strong community vision for the future of Kingston was developed through the extensive work we did with our representative community panel.

That group spent more than 2,000 hours using input from the community to help shape the future of our municipality. The outcome of this has contributed to the development of the Council & Wellbeing Plan 2025-29.

Our Council & Wellbeing Plan 2025-29 sets out a vision for a healthy & connected, vibrant & prosperous, liveable & sustainable and responsibly governed city.

The Kingston Annual Action Plan 2025-26 focuses on our organisation's commitment to complete 107 actions in the 2025-26 financial year, as well as delivering a range of services aimed at improving quality of life and wellbeing.

This Annual Action Plan is about working together with our community to achieve a shared vision for Kingston's future.

A handwritten signature in black ink, appearing to read 'Peter Bean'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Peter Bean
Chief Executive Officer

Working towards our Community Vision



The Kingston community has set a long-term, ambitious Community Vision which captures local priorities and aspirations. Every four years, Council develops a Council & Wellbeing Plan, which sets the organisation's key directions, objectives and strategies which contribute to the realising of the Community Vision.

The Council & Wellbeing Plan 2025–29 details how we will ensure the Community Vision is attained, while also focusing on how we will work with our community, key stakeholders, community organisations, surrounding municipalities and other levels of government to achieve this.

The Council & Wellbeing Plan is structured into four Key Directions and Strategic Objectives, as follows:

Healthy & Connected

We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.

Vibrant & Prosperous

We are a welcoming, lively and creative city that celebrates our well-utilised community spaces and thriving local businesses.

Liveable & Sustainable

We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.

Responsibly Governed

We are a transparent and efficient organisation that is accountable, responsive and cost-effective.

“

Kingston is a resilient, inclusive, and diverse community.

We are building the most liveable and sustainable city in Victoria.

We champion and nurture our green and open spaces creating a safe, healthy environment.

Our shared legacy connects our community, embracing innovation, making Kingston the place to live.

”

Planning for a shared future

Each year the City of Kingston develops an Annual Action Plan, which lists the key actions Council will deliver for our community, and which will move us closer to achieving our Community Vision and Council & Wellbeing Plan 2025-29.

An integral part of developing the Community Vision and Council & Wellbeing Plan 2025-29, was to provide community engagement opportunities for Council to understand our community's vision for the future of the City of Kingston, and what their specific needs and expectations are of Council.

Our dynamic engagement program, Your Kingston Your Future saw multiple engagement activities occur.

Key themes emerging from all community engagement activity were used to shape the Council & Wellbeing Plan 2025-29 and the Annual Action Plan 2025-26.



48 person
Community
Panel



6 face-to-face
targeted
workshops



753.5 hours
of Community
Panel meetings



724 submissions
to Talking Kingston
to help shape future
budgets



2,500 residents
participated in
Neighbourhood
Liveability Study



400 residents
participated in
Community Satisfaction
Survey



1,000 residents
participated in
Health & Wellbeing
Survey

Our Roles and Functions

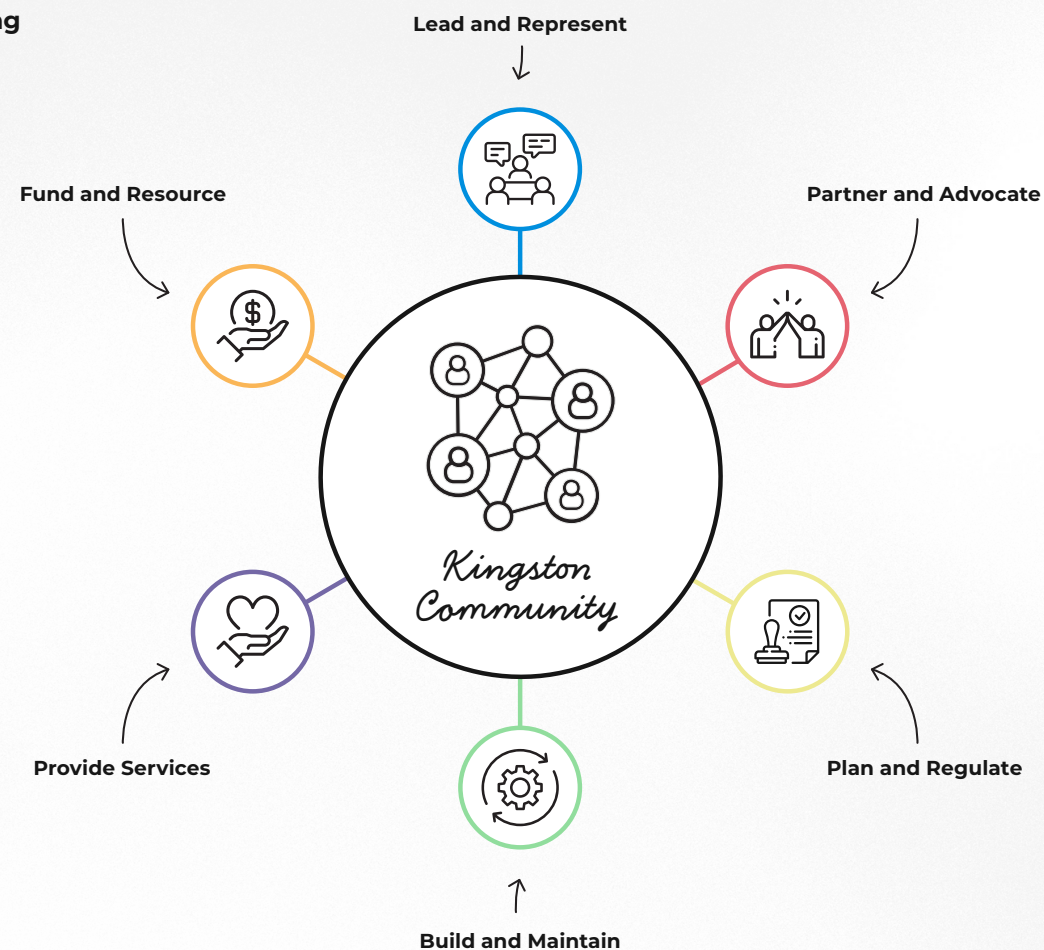


Council plays a key role in meeting the needs of our community.

A partnership approach

Working collaboratively is important for the implementation of the priorities in the Community Vision and Council & Wellbeing Plan 2025–29, as Council does not have the funding, powers, or remit to fully deliver these alone.

Council will continue to partner with the community, health organisations, local businesses and policy makers at all levels of government to achieve successful outcomes for our community.





Healthy & Connected

Key Direction

Healthy & Connected

Objective

We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
Provide affordable, accessible and high-quality local services that address the different needs of our community members.	Commence development of a new AccessCare Strategy in line with the Australian Government Department of Health and Aged Care reform announcements.	Strategy or plan	Plan and regulate	AccessCare
	Review the Community Connections Program to better respond to the significant rise in homelessness or risk of homelessness.	Strategy or plan	Provide services	AccessCare
	Undertake a disability audit of youth services and develop an action plan to improve access.	Strategy or plan	Provide services	Family, Youth & Children's Services
	Implement a transparent expression of interest process to ensure fair access to all spaces in Community Hubs, optimising the utilisation of Council-managed facilities.	Initiative	Provide services	Inclusive Communities
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.	Commence developing a strategy to guide Council's approach to fairness and wellbeing across key life stages and priority population groups in our community.	Strategy or plan	Build and maintain	Inclusive Communities
	Implement the All Abilities Action Plan (2024-2028) for 2025-26 to improve physical access, social inclusion and economic opportunities for people with disability.	Strategy or plan	Partner and advocate	Inclusive Communities
	Implement community connection initiatives to acknowledge Loneliness Awareness Week 2025.	Initiative	Partner and advocate	Inclusive Communities
	Continue to promote existing programs and services to young people in residential care, including sporting and recreational activities, to improve their access to programs, services, and supports.	Initiative	Provide services	Family, Youth & Children's Services
	Finalise the redevelopment of the Reconciliation Action Plan (2025-28) and commence implementation to build better relationships and opportunities for Aboriginal and Torres Strait Islander peoples and promote respect and equality.	Strategy or plan	Partner and advocate	Inclusive Communities
	Develop a First Nations youth program through the Derrimut Weelam Gathering Place to foster cultural pride, develop skills and create pathways for future education and workforce success.	Initiative	Partner and advocate	Inclusive Communities

Healthy & Connected

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
Provide environments and services that promote and support mental and physical health and wellbeing.	Deliver aquatic and leisure centre programs for 2025–26 to support the health and wellbeing of the diverse Kingston community.	Strategy or plan	Provide services	Active Kingston
	Support sports clubs to enhance access and inclusion opportunities to increase community participation in sport and recreation.	Initiative	Provide services	Active Kingston
	Create a localised 2025 campaign to encourage young women to get active.	Initiative	Provide services	Family, Youth & Children's Services
	Provide information to the community about gambling harm and supports available to reduce harms from gambling in our community.	Initiative	Partner and advocate	Inclusive Communities
	Progress the update of Council's Gambling Policy to prevent and reduce harm from gambling in the City of Kingston.	Initiative	Plan and regulate	Inclusive Communities
	Complete the pilot Community Food Connections study to establish a baseline food profile for Clayton South that will identify future food initiatives to increase healthy eating in the community.	Initiative	Partner and advocate	Inclusive Communities
	Co-design anti-smoking campaigns with secondary school aged young people to reduce the prevalence of vaping.	Initiative	Partner and advocate	Family, Youth & Children's Services
	Collaborate with organisational and community partners to support initiatives that promote connection, belonging and good mental wellbeing in the community.	Initiative	Partner and advocate	Inclusive Communities
	Develop and test a model for providing Casual Counsellor training to enhance community skills in supporting people experiencing mental health challenges.	Initiative	Provide services	Inclusive Communities

Healthy & Connected

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
Support our community to feel safe and be safe.	Support foreshore clubs to promote and provide increased community participation opportunities and programs around accessibility and water safety.	Initiative	Provide services	Active Kingston
	Develop and adopt the Domestic Animal Management Plan (2026-30) to ensure Kingston remains a place where people and pets can peacefully and safely co-exist.	Strategy or plan	Plan and regulate	Compliance & Amenity
	Strengthen regional community safety networks to identify opportunities for collaboration on projects that improve community safety and create positive change.	Initiative	Partner and advocate	Inclusive Communities
	Deliver transport information sessions for 2025-26 to increase the ability and confidence of the community to use all modes of transport safely, and to maintain independence and social connections.	Strategy or plan	Provide services	Infrastructure
	Maintain an active swimming pool and spa safety program.	Initiative	Plan and regulate	Municipal Building Surveyor
Prevent and reduce all forms of family violence in our community.	Deliver local activities for 16 Days of Activism Against Gender-Based Violence to increase understanding of the prevention of violence towards women and children.	Initiative	Partner and advocate	Inclusive Communities
	Implement initiatives to promote healthy masculinities and improve men's mental health in response to identified needs.	Initiative	Partner and advocate	Inclusive Communities
	Collaborate with regional, strategic and community partners to support initiatives that prevent all forms of family violence in our community.	Initiative	Partner and advocate	Inclusive Communities
	Collaborate with partners to promote women's health, increase health literacy, and support health screening efforts.	Initiative	Partner and advocate	Inclusive Communities
	Develop and co-design the Gender Equality Action Plan (2026-30) to meet the requirements of the Gender Equality Act 2020 and continue to address systemic barriers that create gender inequality in the workplace.	Strategy or plan	Lead and represent	People & Culture
Empower and nurture our community to develop and lead community-based initiatives.	Review the community event application process for events held on Council land to ensure events are well-governed and safe for all attendees.	Initiative	Plan and regulate	Arts, Events & Libraries
	Deliver the Kingston Grants Program, incorporating review recommendations, to improve flexibility, responsiveness and ease of access for community organisations.	Initiative	Provide services	Inclusive Communities
	Implement the recommendations of Council's awards program review to enhance the recognition and celebration of community achievements.	Initiative	Provide services	Inclusive Communities



Vibrant & Prosperous



Key Direction

Vibrant & Prosperous

Objective

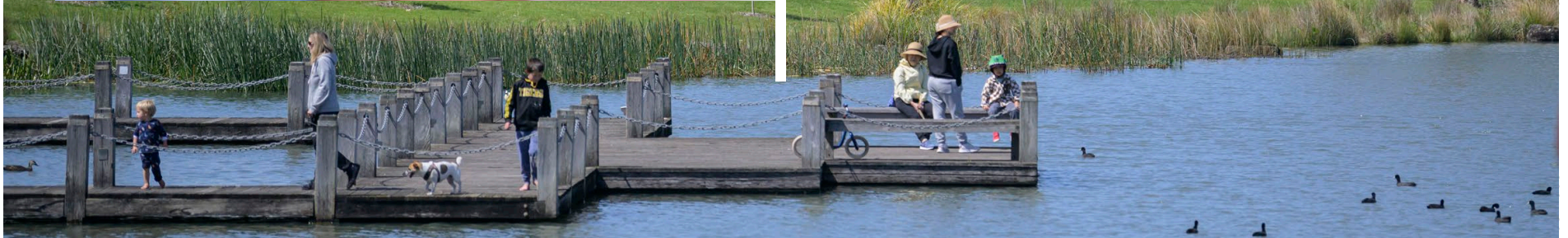
We are a welcoming, lively and creative city that celebrates our well-utilised community spaces and thriving local businesses.

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
Support activity centres and shopping villages to be vibrant, unique and destination-focused.	Invest in the renewal of local shopping centres and villages including Edithvale; Cavanagh Street, Cheltenham and Thames Promenade, Chelsea Heights to support local businesses and enhance liveability.	Major initiative	Build and maintain	City Economy & Innovation
	Implement Council's destination marketing campaign for 2025-26 to entice visitors to Kingston, boosting tourism and the local economy.	Initiative	Lead and represent	Advocacy, Communications & Engagement
Support local businesses to stay in Kingston and thrive.	Lead the implementation of streamlined processes and procedures to support businesses through the planning application process.	Initiative	Provide services	City Development
	Establish a new partnership with a business development provider to support local entrepreneurs.	Initiative	Partner and advocate	City Economy & Innovation
	Update the Footpath Activities Policy to foster a safe and vibrant street life which balances the needs of residents, businesses and visitors to the municipality.	Strategy or plan	Plan and regulate	City Economy & Innovation
	Engage with major industry sectors to strengthen business to business opportunities and build capability.	Initiative	Provide services	City Economy & Innovation
	Continue to facilitate the Better Approvals coordination service which provides a single point of contact for businesses and reduces the time, cost, and uncertainty of starting a business.	Initiative	Provide services	City Economy & Innovation

Vibrant & Prosperous

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
Explore and engage in partnerships with local businesses and organisations to enhance leisure and entertainment opportunities for the community.	Commence implementation of the community use agreement for Hawthorn Football Club's community oval and pavilion to provide additional opportunities for physical activity and inclusion with a focus on women's sport.	Major initiative	Partner and advocate	Active Kingston
	Pursue opportunities to develop partnerships with local organisations to enhance leisure, events and entertainment experiences in Kingston.	Initiative	Partner and advocate	City Economy & Innovation
	Work with local businesses to promote participation in place activation events in commercial precincts.	Initiative	Partner and advocate	City Economy & Innovation
Provide and promote vibrant community spaces that support public arts and are welcoming for all.	Deliver phase 1 of the Kingston Arts Precinct Masterplan, and advance the project aligned with the Council's direction.	Major initiative	Fund and Resource	Arts, Events & Libraries
	Engage with local artists to deliver a suite of cultural programming to showcase local talent alongside professional artists.	Initiative	Provide services	Arts, Events & Libraries
	Increase local performer representation across council-led festivals and events to create more opportunities for local talent.	Initiative	Lead and represent	Arts, Events & Libraries
Enhance opportunities for everyone to participate in creative arts, learning and recreational activities and services.	Complete the development of the Creative & Learning Strategy (2025-29) to provide accessible and affordable programs for all ages to create a culturally rich, inclusive and vibrant community and promote mental well-being and social connection.	Strategy or plan	Plan and regulate	Arts, Events & Libraries
	Deliver engaging and high-quality library programs and events for 2025-26 to address recreational, informational, creative and social needs of the community.	Initiative	Provide services	Arts, Events & Libraries
	Establish a creative careers and networking hub for young people to promote everyday creativity.	Initiative	Provide services	Family, Youth & Children's Services
Transform and maximise the use of community spaces and enhance libraries and hubs to meet the diverse and changing needs of the population.	Finalise the Community Infrastructure Framework to guide Council's investment in community facilities to support service delivery and community needs.	Strategy or plan	Plan and regulate	Inclusive Communities
	Commence development of the Community Hubs Strategy to explore opportunities to enhance the utilisation of Council's community hubs, halls and community centres.	Strategy or plan	Provide services	Inclusive Communities

Liveable & Sustainable



Key Direction

Liveable & Sustainable

Objective

We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
Provide infrastructure and public spaces that enhance liveability, accessibility and are well-maintained now and into the future.	Implement the Play Your Way Strategy (2023-33) program for 2025-26 to design and deliver playground renewals to provide equitable, accessible and quality play spaces for our community.	Strategy or plan	Build and maintain	Active Kingston
	Continue to work with the Victorian Government to secure suitable replacement land in the Green Wedge for regional sporting facilities (Kingston Fields).	Major initiative	Partner and advocate	Active Kingston
	Upgrade Highett Reserve Pavilion to provide public toilets, umpire rooms and changing rooms for use by all genders and abilities.	Major initiative	Build and maintain	Active Kingston
	Progress construction of the Walter Galt Pavilion upgrade to provide additional umpire rooms and change rooms for use by all genders and abilities, and improve accessibility.	Major initiative	Build and maintain	Active Kingston
	Deliver sporting infrastructure renewals and upgrades to support community participation in sport and staying active.	Initiative	Build and maintain	Active Kingston
	Investigate locations to establish a purpose-built BMX/Pump track designed in collaboration with the community to facilitate the growing need for off road cycling facilities.	Initiative	Build and maintain	Active Kingston
	Progress phase one of the program to install electric vehicle chargers in 18 prioritised locations across the City of Kingston, including community education.	Initiative	Build and maintain	City Strategy
	Develop the Waste Strategy with a focus on efficient and cost-effective services to support sustainability outcomes.	Strategy or plan	Build and maintain	City Works
	Undertake programmed maintenance blitzes at various activity centres to improve amenity and presentation.	Strategy or plan	Build and maintain	City Works
	Finalise the Public Toilet Strategy to improve provision of public toilets across the municipality.	Strategy or plan	Build and maintain	Inclusive Communities

Liveable & Sustainable

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
<CONTINUED> Provide infrastructure and public spaces that enhance liveability, accessibility and are well-maintained now and into the future.	Develop a program of works for accessibility improvements in Kingston's major activity centres to improve community participation and belonging.	Strategy or plan	Build and maintain	Infrastructure
	Implement the Walking and Cycling Plan (2023-28) program for 2025-26 to provide more active and sustainable transport options in the municipality.	Strategy or plan	Build and maintain	Infrastructure
	Commence improvements at Doug Denyer Reserve and Kevin Hayes Reserve to enhance amenity across the two reserves.	Initiative	Build and maintain	Open Space
	Commence delivery of the Le Page Park Masterplan program of works for 2025-26 to improve recreational facilities and accessibility.	Major initiative	Build and maintain	PMO & Major Projects
	Commence delivery of the Namatjira Reserve Masterplan program of works for 2025-26 to improve recreational facilities and accessibility.	Major initiative	Build and maintain	PMO & Major Projects
Support appropriate and affordable housing development and infrastructure to meet the current and future needs of our diverse community.	Advocate for Council's decisions at VCAT and continue to provide positive, mediated outcomes in the interests of the community.	Initiative	Partner and advocate	City Development
	Explore and facilitate social and affordable housing opportunities with private developers and on key Victorian Government and Council-owned sites to increase the provision of social and affordable housing across the municipality in accordance with the Social and Affordable Housing Strategy (2020).	Initiative	Lead and represent	City Strategy
Protect, preserve and enhance our natural environment for current and future generations.	Lead the review of the Significant Tree Register to provide a robust strategic basis for a future planning scheme amendment of the Environmental Significance Overlay – Schedule 3 to protect Kingston's best trees.	Initiative	Plan and regulate	City Development
	Deliver Gardens for Wildlife assessments to enhance habitat for native wildlife and connect the community with nature.	Initiative	Provide services	City Strategy
	Develop and deliver communications and education to the Kingston community, through membership of the Lower Dandenong Creek Litter Collaborative, to reduce litter in our waterways and Port Philip Bay.	Initiative	Provide services	City Strategy
	Implement the Urban Forest Strategy (2023-30) for 2025-26 to protect and enhance our urban forest and increase our tree canopy cover.	Strategy or plan	Fund and resource	Open Space

Liveable & Sustainable

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
<CONTINUED> Protect, preserve and enhance our natural environment for current and future generations.	Commence the update of the Open Space Strategy to reflect the future needs of the growing Kingston community.	Strategy or plan	Fund and resource	Open Space
	Continue to manage the Kingston foreshore consistent with the Coastal and Marine Management Plan, focusing on creating safe and welcoming beaches and balancing the needs of users and the environment.	Initiative	Provide services	Open Space
	Continue to work in partnership with the Victorian Government on the development and realisation of the Chain of Parks.	Initiative	Lead and represent	PMO & Major Projects
Respond and adapt to the impacts of climate change on our community and infrastructure.	Investigate and develop an investment strategy for future investment into Waves, including electrifying operations and other environmentally sustainable design solutions, to improve efficiencies and reduce our greenhouse gas emissions.	Major initiative	Build and maintain	Active Kingston
	Implement Environmentally Sustainable Design training for internal and external stakeholders to improve the built form in the municipality, including passive design.	Initiative	Provide services	City Development
	Launch the Sustainable Event Guidelines to Council staff to embed high-quality, accessible and sustainable practices in Kingston-run events.	Initiative	Lead and represent	City Economy & Innovation
	Commence development of a coastal climate adaptation plan to improve understanding of climate hazards and mitigate future climate risks in line with key actions from the Plan for Victoria.	Strategy or plan	Lead and represent	City Strategy
	Engage the community in environmental education and behaviour change activities to enhance stewardship of our urban forest, reduce community greenhouse emissions and potable water use, and save on bills.	Initiative	Provide services	City Strategy
	Work in collaboration with Melbourne Water to develop flood mapping for Kingston to inform capital works and maintenance projects, strategic planning and emergency management.	Initiative	Build and maintain	Infrastructure
	Continue to transition Council's fleet to zero/low emission vehicles where appropriate, including electric vehicles and hybrids, to help achieve Council's NetZero emissions goals.	Initiative	Lead and represent	Procurement & Contracts
Maintain our neighbourhood character and preserve our heritage and cultural history.	Progress implementation of the Kingston Heritage Review to identify and preserve significant heritage places across Kingston.	Initiative	Plan and regulate	City Strategy

Responsibly Governed



Key Direction

Responsibly Governed

Objective

We are a transparent and efficient organisation that is accountable, responsive and cost-effective.

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
Provide value for rates through efficiency and innovation.	Commence the service review program for 2025–26 to ensure adaptable, capable, and sustainable services.	Initiative	Plan and regulate	Customer Experience & Corporate Performance
	Implement a program to uplift leadership capability through Council's Workforce Plan Annual Action Plan 2025–26 to manage, develop and optimise the workforce to meet current and future community needs.	Strategy or plan	Fund and resource	People & Culture
Prioritise the current and future needs of the community through effective and sustainable long-term management and planning.	Develop the 2026-27 Annual Budget, Long Term Financial Plan, and Revenue and Rating Plan to ensure financial sustainability, responsibility and efficiency.	Strategy or plan	Fund and resource	Finance
	Draft and adopt the Acquisition and Divestment Policy to ensure consistent and transparent decision-making for Council's property portfolio.	Strategy or plan	Plan and regulate	Property Services
Provide a diverse range of engagement opportunities for our community to influence decision-making.	Deliver Council's Representative Community Panel and deliberative engagement program for 2025–26, including identification of key topics and induction of a new panel, to provide opportunities for public consultation and ensure a diverse and inclusive range of views are considered in key Council decisions.	Initiative	Partner and advocate	Advocacy, Communications & Engagement

Responsibly Governed

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
Enhance promotion of our services and ensure communication with the community is proactive, clear and accessible.	Deliver the Website Redevelopment Project for 2025–26 to provide contemporary, simple-to-use and accessible websites for Council's services, including the new Kingston Arts website.	Major initiative	Provide services	Advocacy, Communications & Engagement
	Provide information to the community in a variety of accessible and responsive formats to ensure Council communication is accessible and inclusive.	Initiative	Provide services	Advocacy, Communications & Engagement
Advocate for more equitable and improved outcomes that respond to the diverse needs of the community.	Implement the Advocacy Strategy (2023-26) for 2025–26, including launching the advocacy campaign for the 2026 Victorian Government election campaign, to seek positive community outcomes on key projects.	Strategy or plan	Partner and advocate	Advocacy, Communications & Engagement
	Advocate for the Victorian Government to improve maintenance on state-owned assets to meet community expectations and enhance liveability.	Initiative	Partner and advocate	Advocacy, Communications & Engagement
	Advocate for Council's position on the Suburban Rail Loop Authority's precinct planning process through the Independent Advisory Committee to ensure the planning and infrastructure outcomes meet the current and future needs of the Kingston community.	Initiative	Partner and advocate	City Strategy
	Advocate for the Level Crossing Removal Project to deliver good urban design outcomes, including connectivity and open space, to support vibrant and safe localities, active transport and community participation and recreation.	Initiative	Partner and advocate	City Strategy
	Advocate for urban design excellence in development within Kingston to provide a high-quality and accessible built environment for our community.	Initiative	Partner and advocate	City Strategy
Provide people-centred customer service that is responsive, effective and empathetic.	Develop a Digital Strategy to improve customer experience, targeted communications and efficiencies across digital channels including Council's website, social media and digital data protection.	Strategy or plan	Plan and regulate	Advocacy, Communications & Engagement
	Leverage the unified, cloud-based communications platform and explore future opportunities around data analytics and AI to enhance customer service and experience.	Initiative	Provide services	Customer Experience & Corporate Performance
	Implement a framework to collect and analyse customer complaints data to identify new trends and systemic issues across Council, with the objective to support service delivery and enhanced customer experience.	Initiative	Provide services	Customer Experience & Corporate Performance

Responsibly Governed

WE WILL:	ACTION	ACTION TYPE	COUNCIL ROLE	LEAD DEPARTMENT
Ensure good governance through integrity, accountability, and continuous improvement.	Communicate Council's performance for 2025–26 via the Annual Community Satisfaction Survey, Local Government Performance Reporting Framework, Kingston Annual Report and quarterly Council & Wellbeing Plan Performance Reports to provide accountability and transparency to the community.	Initiative	Plan and regulate	Customer Experience & Corporate Performance
	Review all strategic and operational risks and high-risk compliance obligations to drive accountability as part of the Good Governance Framework.	Initiative	Plan and regulate	Governance, Risk & Integrity
	Implement relevant processes and practices upon the enactment of the Model Public Transparency Policy to drive transparency as part of the Good Governance Framework.	Initiative	Plan and regulate	Governance, Risk & Integrity
	Commence development of a Cyber Security Strategy to protect Council's information systems, data and networks from cyber threats.	Strategy or plan	Plan and regulate	Information & Digital Technology
	Develop the Records and Information Management Strategy to identify key organisational priorities, define actionable steps, and establish modern records management practices.	Strategy or plan	Plan and regulate	Information & Digital Technology
	Establish a unified, cloud-based communications platform to modernise Council operations, improve accessibility, collaboration, and customer engagement.	Major initiative	Provide services	Information & Digital Technology
	Update the procurement guidelines and contract management framework to enhance accountability and integrity.	Initiative	Plan and regulate	Procurement & Contracts

Reporting Back To Our Community



All actions listed in the Annual Action Plan are expected to be completed by 30 June. Progress towards our achievements will be reported to the community via:

Kingston Annual Report

The Annual Report reviews our progress on the implementation of the Council & Wellbeing Plan 2025–29. It includes a statement of progress on the initiatives in the Budget, and a report of the results we achieved against a suite of performance and sustainable capacity indicators.

Council & Wellbeing Plan Quarterly Performance Reports

Council will report quarterly on the progress of actions in the Annual Action Plan to demonstrate how the actions contribute to achieving the key directions and objectives in the Council & Wellbeing Plan 2025–29.

Annual Community Satisfaction Survey

Council will participate in an annual Community Satisfaction Survey to enable the community to provide direct feedback on Council's performance across a number of service areas. This will be compared with results from previous years to determine priorities and areas for improvement.



City of
KINGSTON

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Ordinary Council Meeting

23 June 2025

Agenda Item No: 10.2

MEDIA & COMMUNICATIONS POLICY

Contact Officer: Tracey Cheeseman, Manager Advocacy, Engagement and Communications

Purpose of Report

The report presents a new draft of the Media & Communications Policy, which must be updated within the first 12 months of a Council term, for Council consideration.

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. Adopts the new Media & Communications Policy
2. Revokes the Social Media Policy

1. Executive Summary

The Media and Communications Policy guides the organisation's media and communications function.

The Media and Communications Policy must be reviewed within the first 12 months of a new Council term.

The policy covers the following key areas:

- Authorised Council spokespeople
- Media relations
- Branding guidelines
- Accessible communications
- Digital first approach
- Kingston Your City magazine
- Speeches/presentation
- Councillor communications
- Political content
- Privacy
- Internal communications.

Currently Council also has a separate Social Media Policy that was introduced when social media was an emerging channel. A separate social media policy is no longer required, therefore it is recommended to include social media direction via the overarching Media & Communications Policy, with:

- online behaviour covered in the staff and councillor codes of conduct respectively
- operational guidance for social media provided via guidelines.

For those reasons, it is recommended to retire the Social Media Policy.

(Council also has a separate Community Engagement Policy, reviewed every two years, which guides our consultation program.)

2. Background

Council currently has two policies that govern our media, external communications and social media:

- Media and External Communications Policy
- Social Media Policy

The Media and External Communications Policy must be reviewed within the first 12 months of a new Council term.

During the 2020 review, only minor changes were made to the policy. It has therefore been some time since the policy has been significantly updated to reflect a contemporary communications approach. The current policy is also disjointed in approach and repeats content found in other policies including the Election Period Policy.

Council also adopted a separate Social Media Policy (originally in 2011 and most recently reviewed in 2020), to help guide Council's use of what was then an emerging communications channel. With the use of social media now well-embedded in the organisation, much of the policy is redundant or fits better within other policies and/or guidelines including the Media and Communications Policy, Election Period Policy, Staff Code of Conduct, Councillor Code of Conduct etc.

Further detail on our Communications approach is also provided by the External Communications Strategy which was adopted in July 2023

It is therefore proposed to

- adopt a new Media & Communications Policy that removes duplicated information, improves grouping of information and recognises internal communications
- revoke the Social Media Policy as content is now covered in Media & Communications Policy and/or codes of conduct, operational guidelines.

This approach was endorsed at Council's Governance & Policy Committee (February 2025).

3. Discussion

3.1 Sections retaining current approach

No changes proposed on approach, but have re-ordered and/or improved wording in the areas of:

- spokesperson authorisations
- media management
- accessible communications
- speeches/presentations
- political content – including adding reference to the Election Period Policy being the guiding document during election periods.

3.2 Sections strengthening current approach

At times the current practice across the organisation does not reflect the policy. For that reason, we have strengthened wording to make it very clear that responsibility for branding of organisation, and its many sub-brands, sits with the Advocacy, Communications & Engagement Department **not** with individual project teams.

It also clarifies that external graphic designers/ communications consultants must not be engaged without approval from the manager Advocacy, Communications & Engagement.

Any new communications channel – including social media – must be approved by the Manager ACE and supported by a business case, draft content plan and staff resourcing.

3.3 Sections with additions/changes to the policy

The draft policy includes new sections on:

- Digital first – reflecting contemporary approach with our website Council's most used customer service channel and a range of digital communications channels available
- Privacy – outlining our alignment with Council's Privacy Policy and legislative responsibilities
- Internal communications – recognising ACE responsibility for broadscale internal communications
- Kingston Your City – providing greater flexibility for special editions, different approach to Councillor content. This reflects existing practice that had not always adhered to the policy. (eg. Advocacy editions, summer tourism edition)

3.4 Section on Councillor communications

Clarifies Councillor responsibilities regarding Councillor's own individual communications, interaction with the media, and level of support provided by the organisation for Councillor communications.

4. Consultation

4.1 Internal Consultation:

- Governance & Policy Committee February 2025 – endorsed approach to update Media & Communications Policy and revoke Social Media Policy
- Councillor briefing on organisation's communications approach (May 2025)
- Legal Executive Manager – approved policy.
- Manager Governance, Risk & Integrity supports revoking of Social Media Policy. Any requirements for Councillor behaviour (including on social media) are covered by the Model Councillor Code of Conduct.
- Manager People & Culture - approved inclusion of staff behaviour on social media as part of the recent 2024 December update to the Staff Code of Conduct – supportive of revoking of Social Media Policy.
- Team Leader Corporate Information & Strategy – approved section on Privacy.

5. Compliance Checklist

5.1 Council Plan Alignment

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

Strategy: Openly report our progress and performance

The Media & Communications Policy provides for clear and open communications to our community to ensure we report back to the community.

5.2 Governance Principles Alignment

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

The policy seeks to provide direction to Council's communications function which aims to ensure our community is well-informed on Council decisions, projects and services.

5.3 Financial Considerations

N/A Communications function is provided for under the existing Advocacy, Communications & Engagement Department budget.

5.4 Risk considerations

The policy seeks to mitigate the inherent risks involved in media relations and broader communications by nominating specific approved spokespeople.

As part of the assessment of this updated policy, a Gender Impact Assessment was undertaken.

Appendices

Appendix 1 - Draft Media & Communications Policy March 2025 (Ref 25/68728)  [Download](#)

Author/s: Tracey Cheeseman, Manager Advocacy, Engagement and Communications

Reviewed and Approved By: Dan Hogan, General Manager Customer and Corporate Support

10.2

MEDIA & COMMUNICATIONS POLICY

1	Draft Media & Communications Policy March 2025	497
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Draft Media & Communications Policy

VERSION NO.	13/105311 [v5]
APPROVAL	Council
	Signature:
	Date:
TRIM REFERENCE	13/105311
REVIEW	NOVEMBER 2029
RESPONSIBLE EXECUTIVE	General Manager Customer & Corporate Support
POLICY TYPE	Select Policy Type
	Council
POLICY OWNER	Manager Advocacy, Communications & Engagement

REVISION RECORD	Version	Revision Description
December 2020	13/105311[v4]	Minor changes to clarify Council spokespersons and media protocols. In addition, several new sections added on areas including <i>branding</i> and logo use.
March 2025	13/105311[v5]	Information streamlined to: <ul style="list-style-type: none"> - reduce duplication with other existing Policies such as Election Period Policy, Model Code of Conduct, Staff Code of Conduct - reflect current practice/ flexibility in KYC special editions - provide greater clarity on internal approvals - better group information under key headings - recognise importance of digital first approach and internal communications

1. Purpose

To assist Council to provide our community with communications that are clear, concise, accurate, non-political and consistent with Council *branding*, decisions and policies.

This Policy provides a clear approach to roles and responsibilities when using varying *communications channels* and external media.

2. Scope

This Policy applies to all Councillors, employees, contractors, and volunteers of Kingston City Council (**Council**).

3. Governance Principles and Council Plan alignment

3.1. Governance Principles

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

This Policy aligns with the Councillor Model Code of Conduct, Employee Code of Conduct and the Election Period Policy and has considered the overarching governance principles and supporting principles.

3.2. Council Plan alignment

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

Strategy: We strive to provide clear, accurate and transparent communications to the community in a number of formats to meet community needs.

4. Policy details

Council will use a variety of communication channels to inform, educate, engage and consult with the community on Council decisions, initiatives, policies, programs, activities and events.

Communication should enhance the reputation of Council and be accurate, timely, impartial and consistent with the Council Plan, legislation and policies.

Our communications aim to:

- facilitate transparent, open and accountable government;
- explain Council decisions and the impact of those decisions;
- increase awareness of, and participation in, Council services, events, and facilities;
- promote opportunities for participation in decision-making;
- advocate for the needs of the Kingston community; and
- promote local tourism and the local economy.

4.1. Council spokespersons

In all communications, the Mayor and/or Chief Executive Officer are Council's official *spokespersons* on behalf of Council and its organisation. At times they may delegate this role to others as per the table below:

Position	Roles and responsibilities
Mayor	Official <i>spokesperson</i> on all decisions of Council
CEO	Official <i>spokesperson</i> on high-level operational matters
General Managers + CFO	CEO delegate on operational/technical matters
Deputy Mayor	May be delegated to act as <i>spokesperson</i> during Mayor's absence
Councillors	May be quoted on Council media releases regarding ward-based projects, at the discretion of the Mayor. Must not speak on behalf of Council, but rather as an individual opinion.

Manager Advocacy, Communications & Engagement	May act as <i>spokesperson</i> to provide comment on minor fact-based queries and for low-risk community media channels.
Media Advisor	Responsible for coordinating responses and providing approved information to the <i>media</i> on behalf of Council
Staff	No <i>spokesperson</i> role. Project staff may be asked to assist in researching/formulated <i>media</i> response/statements. In very low-risk issues, the Manager Advocacy Communications & Engagement may approve a staff member to take part in a <i>media</i> interview/statement. (e.g.: Kingston Arts team to promote an exhibition on community radio)

4.2. Media management

All *media* enquiries must be referred to, coordinated and managed, by the Advocacy, Communication & Engagement Department.

Council will maintain good working relationships with the *media* by providing clear, consistent and reliable information to the *media* in a timely manner via:

- issuing regular *media* releases on key topics;
- responding promptly to *media* questions and meeting mutually agreed deadlines; and
- initiating, developing and implementing positive communications strategies that inform the community about Council activities and services and enhance the reputation and image of Kingston.

At times we may choose not to respond to media enquiries.

4.3. Branding guidelines

The Advocacy, Communications & Engagement Department is responsible for *branding* of all departments across the organisation.

All publications and promotional material (print and digital) regarding Council initiatives, policies, programs, facilities, activities and events should adhere with Council's *branding* guidelines including (but not limited to):

- approved City of Kingston logos must appear on all Council communications, signage, uniforms, vehicles etc; and
- no adjustments can be made to Council's logos without approval from the Manager Advocacy, Communications & Engagement (this includes Council's *sub-brands* such as Kingston Active, Kingston Libraries, Kingston Youth Services, and Kingston Arts).

External graphic designers and/or communications consultants must not be engaged without approval from the Manager Advocacy, Communications & Engagement.

This Policy is supported by Council's Brand Guidelines and *branding* guidelines established for key *sub-brands*. Examples include: Kingston Active, Kingston Libraries, Kingston Arts, and the Mordi Aquatic Centre.

Any new *communications channel* - including social *media* channels, e-newsletters, websites, apps, printed magazines - must be approved by the Manager Advocacy, Communications & Engagement prior to commencement. New channels must be supported by a business case, draft content plan and staff resourcing prior to approval. Further detail is provided via the Social Media Guidelines.

4.4. Accessibility

Council's suite of communications should reflect and celebrate our community and feature a range of people from different ages, backgrounds and abilities.

Consideration should be given to making key information/major projects accessible via a range of measures such as digital and printed formats, easy English, infographics, providing information on translation services, plus direct translations where suitable.

4.5. Digital first

Council's corporate website is the organisation's number one customer service channel with over 1 million visits per year.

While *communications campaigns* are tailored on a project-by-project basis and will consider a range of *communications channels*, all campaigns should be built on a foundation of digital-first.

This provides our customers with 24/7 information and services that is accessible, translated and simple to understand.

Content for the website is generated and updated by project teams and overseen by the Advocacy, Communications & Engagement Department.

4.6. Kingston Your City magazine

Council will produce and distribute a regular newsletter, currently *Kingston Your City* (KYC), to provide proactive and direct information to the community about Council decisions, policies, initiatives, activities, services and events.

While allowing for flexibility for special editions, KYC will generally seek to include:

- opportunities for participation in Council decision-making via consultations;
- information from ward councillors (via various formats including ward columns, breakout-quotes etc); and
- Calendar of events, with community groups invited to submit items for inclusion.

KYC will not be used to:

- promote political purposes or individual agendas;
- criticise Councillors, Council decisions, community members, members of the Government or opposition, or Council Officers; or
- promote content that is not directly related to Council or its advocacy.

The CEO, as Editor in Chief, is ultimately responsible for KYC. At all times a conservative approach will be taken to ensure the independence of KYC is preserved.

Councillors will be provided with an advance copy of KYC prior to publication.

4.7. Speeches/presentations

The Advocacy, Communications & Engagement Department will support the Mayor (and their appointed delegates) with speech notes and/or presentations for events organised via Council's Mayoral Booking requests.

4.8. Councillor communications

Individual Councillors may choose to do their own communication through their own channels, however they must make it clear that they are expressing their 'individual' views and not the 'official' view of Council.

Councillors are responsible for ensuring that information they are commenting on or providing is accurate and consistent with legislation and policies.

As set out in the Councillor Support and Reimbursement of Expenses Policy, Councillor communications (including newsletters, social media, speeches etc) are not supported by the Advocacy, Communications & Engagement Department and must be developed and/or funded by Councillors. A notable exception to this is communications activities set out in the Ward Meeting Policy.

While it is recognised that Councillors can speak directly with the *media* in their capacity as a ward councillor, they are required to alert the Manager of Advocacy, Communications & Engagement to ensure consistent statements are provided by the organisation and Councillors. To support the Mayor and Councillors, an annual *media* training session is offered by the organisation.

Councillor behaviour, including via *communications channels*, is covered by the Model Councillor Code of Conduct.

Councillors are responsible for moderating their own social media channels. As set out via legal advice provided to Councillors:

- Councillors have an absolute right to moderate 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.
- Councillors have an absolute right to block or ban persons from their social media platform at their sole discretion.
- Councillors must ensure they have a clear, accessible complaints mechanism on their social media platforms to enable individuals to complain about potentially defamatory comments published through their social media accounts to comply with section 31A of the Defamation Act 2005 (Vic) (the DA).
- An example of an accessible complaints mechanism may be a statement clearly displayed in a Councillor's Instagram page bio stating "should you have any concerns regarding content on this page, please email your complaint to example@example123.com and we will undertake appropriate action within 7 days".
- Councillors ought remain aware that complaints received other than via the available complaints mechanism indicated on the social media account, ought not be ignored. Complaints can also be made by delivery in person, by post, by facsimile transmission, or by email, messaging or other electronic means. Councillor's should be mindful that complaints that are sent to their direct messaging (DM) function on social media may still comply with the approved complaints method for the purposes of sections 31A(3)(b) and 44 of the DA and therefore should be actioned.
- Councillors must undertake action prevention steps as appropriate within 7 days of receiving a complaint regarding content on their social media accounts, including but not limited to defamatory comments on their posts.

4.9. Political content

Council communications should not be used in a way that may impact local, State or Federal elections. The Election Period Policy (and associated Election Period Communications Guidelines) will take precedence over this Policy, particularly during the declared local government election period.

State or Federal politicians will only be represented through Council's *media* and external communication activities where necessary to reasonably inform the community of important news such as:

- funding announcements for Council projects;
- launching official openings of Council projects and buildings;
- promoting Council's advocacy platform and activities; and
- advising of opportunities for community participation in consultation on major state/federal projects in the Kingston municipality.

4.10. Privacy

Council's communications must comply with Council's Privacy Policy and legislative responsibilities. This includes:

- providing a collection notice for instances where personal information is collected, stored and used by Council;
- ensuring correct storage of contact details and personal information;
- ensuring distribution lists are only used to promote information connected to the original or legitimate secondary purposes;
- providing recipients of digital communication with Council contact details and the option to opt out at any time; and
- displaying signage at events to allow participants to opt out of having their image taken by official photographers.

4.11. Internal communications

The Advocacy, Communications & Engagement Department is responsible for coordinating broadscale internal communications provided via staff intranet and newsletter.

5. Key stakeholders

Development of this Policy has included engagement with a range of internal departments including:

- Governance, Risk & Integrity - ensuring communications during election period is covered under the Election Period Policy, that sections covering Councillor communications align with the Model Councillor Code of Conduct and the Councillor Support and Reimbursement of Expenses Policy.
- People & Culture - ensuring staff behaviour on social media is covered under the staff Code of Conduct.
- Information Services & Strategy - ensuring the policy aligns with the Information Privacy Policy.
- Legal Team - to ensure legislation referred to is correct and current.

6. Internal and external assessments

6.1. Risk assessment

This policy has been assessed by the relevant department.

6.2. Delegation and authorisation (Compliance Framework)

Refer to Council's Instruments of Delegations:

- Power to make statements to the press
- Power to give authority to make statements to the press

- Power to authorise the issue of *media* releases
- Power to authorise publications on the internet
- Power to authorise publications on the intranet
- Power to approve arrangements having important public relations aspects
- Power to authorise expenditure on advertising and *media*
- Power to give permission to publish any document or publication

6.3. Gender Impact Assessment

A Gender Impact Assessment was completed on this Policy and found that:

- 95% of community can understand simple English. Consider on a project-by-project basis the need for targeted communications to address language barriers and/or non-digital audiences.
- Communications collateral will avoid the use of gender specific language (except for targeted campaigns where appropriate) to ensure it is relatable to all sections of our community.
- Across our suite of communications, we will look for opportunities to reflect and celebrate our community. This includes using imagery that reflects our different ages, genders, heritages in proportion with the community demographics.
- Provide information on accessibility of Council facilities via our website.

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 (Vic).

In particular this Policy promotes: *Section 18: The right to participate in public affairs* - by ensuring Council provides clear, *accessible communication* on key issues - including opportunities for participation in decision-making via consultation.

7. Related documents

7.1. Legislation & External Documents

- *Local Government Act 2020* (Vic)
- *Gender Equality Act 2020* (Vic)
- *Privacy and Data Protection Act 2014* (Vic)
- Model Councillor Code of Conduct 2024

7.2. Internal Documents and resources

- Community Engagement Policy
- Councillor Support and Reimbursement of Expenses Policy
- Election Period Policy
- Information Privacy Policy
- External Communications Strategy
- Election Period Communications Guidelines
- Social Media Guidelines

8. Definitions

Term	Definition
<i>Accessible communication</i>	Information presented in a way that can be understood and accessed by a wide range of community members. This can include information in simple, easy to understand words; infographics; video; providing information on translation services, providing direct translations, providing options for large format viewing.
<i>Branding</i>	Covers the approved names, logos, style of communications
<i>Communications campaign</i>	Range of activities undertaken to promote Council including its decisions, programs, services, facilities etc
<i>Communications channel</i>	The tool used to deliver messages to the community. This includes hard copy channels such as Kingston Your City magazine, flyers, letters etc and digital channels such as websites, social media, e-newsletters etc
<i>Media</i>	Journalists from various organisations at a local, state and national level covering print, radio, TV, magazine and online publications
<i>Sub-brands</i>	Our main brand is the City of Kingston. <i>Sub-brands</i> include key projects/services of Kingston including: Kingston Arts, Kingston Libraries, Kingston Active etc
<i>Spokesperson</i>	Authorised to speak on behalf of Council and/or the organisation

Ordinary Council Meeting

23 June 2025

Agenda Item No: 10.3

GOVERNANCE AND COMPLIANCE REPORT

Contact Officer: Sharon Banks, Organisational Governance Officer
Sharon Lozsan, Team Leader Council Governance

Purpose of Report

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

- Appoint and authorise members of Council staff under the *Planning and Environment Act 1987* (the PE Act) (Appendix 1);
- Appointment of Mr Geoff Harry as Chair to Audit and Risk Committee;
- Re-appointment of Mr Philip Lee as Independent Member to the Audit and Risk Committee for a further two years;
- Revoke the Maintenance of Private Roads policy (Appendix 2);
- Receive the Victorian Electoral Commission (VEC) 2024 Local Government Election Report (Appendix 3); and
- Note the Informal Meetings of Councillors Records (Appendix 4)

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. In the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, Kingston City Council resolves that:
 - a) The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument.
 - b) The instrument comes into force immediately on resolution and remains in force until such time as the officers are no longer employed, contracted or otherwise engaged to undertake the duties on behalf of Kingston City Council, unless Council determines to vary or revoke it earlier.
2. Appoint Mr Geoff Harry as Chair of the Audit and Risk Committee from 1 July 2025 to 30 June 2026 at the rate of \$12,065.77 per annum that is indexed annually by the Melbourne All Groups CPI on 1 July;
3. Re-appoint Mr Philip Lee as Independent Member to the Audit and Risk Committee for a further two years until 30 June 2027 at the rate of \$8,336.00 per annum that is indexed annually by the Melbourne All Groups CPI on 1 July;
4. Revoke the Maintenance of Private Roads policy;
5. Receive the Victorian Electoral Commission 2024 Local Government Election Report; and
6. Receive the Informal Meetings of Councillors Records.

1. Executive Summary

1.1 Instrument of Appointment and Authorisation

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

1.2 Appointments to the Audit and Risk Committee

The CEO has recommended that:

1. Mr Geoff Harry be appointed Chair of the Audit and Risk Committee effective from 1 July 2025, following the term of Ms Claire Filson; and
2. The option to extend Mr Philip Lee's term as Independent Member to the Audit and Risk Committee by a further two years be exercised, following the successful completion of his initial one-year term.

1.3 Revoke the Maintenance of Private Roads policy

The *Maintenance of Private Roads Policy [V2]* was adopted by Council on 23 May 2016. In line with Council's Policy Framework, if a policy is no longer required, it must be formally revoked by the policy approver — in this case, Council. The intent of this policy has now been incorporated into the *Road Management Plan 2025–2029*, specifically in section 2.6.5 *Assets not covered under this Plan*. As such, the standalone policy is no longer required.

1.4 VEC 2024 Local Government Election Report

This report provides information on the 2024 Kingston City Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election activities including compulsory voting enforcement.

1.5 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.

2. Discussion

2.1 Instrument of Appointment and Authorisation (S11A)

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

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

2.2 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.*

2.3 Appointment Audit and Risk Committee Independent Member

As outlined in the Audit and Risk Committee Charter:

Independent Members:

- *Will be appointed for three-year terms and be arranged so that there is an orderly rotation of membership and avoidance of more than one member retiring at the same time.*
- *May be reappointed subject to satisfactory performance, by the Council on the recommendation of the Chief Executive Officer.*

2.4 VEC 2024 Local Government Election Report

The VEC has provided the Kingston City Council Election Report 2024 as required by Regulation 83(1) of the *Local Government (Electoral) Regulations 2020* (Appendix 3).

Regulation 83(3) requires that the Chief Executive Officer submit this report to Council at the earliest practicable meeting after receipt of the report.

2.5 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.

Records of Informal Meetings of Councillors are included in this report at Appendix 4.

3. Consultation

3.1 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).

4. Compliance Checklist

4.1 Council Plan Alignment

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

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

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 the VEC 2024 Local Government Election Report is in accordance with Regulation 83 of the *Local Government (Electoral) Regulations 2020*.

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

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

The recording of informal meetings of Councillors provides public transparency regarding the actions of 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 - Maintenance of Private Roads Policy (Ref 14/159377)  [↓](#)

Appendix 3 - VEC 2024 Local Government Election Report (Ref 25/132821)  [↓](#)

Appendix 4 - Informal Meetings of Councillors Records - June 2025 (Ref 25/152346)  [↓](#)

Author/s:

Sharon Banks, Organisational Governance Officer
Sharon Lozsan, Team Leader Council Governance

Reviewed and Approved By:

Kelly Shacklock, Manager Governance Risk and Integrity
Dan Hogan, General Manager Customer and Corporate Support

10.3

GOVERNANCE AND COMPLIANCE REPORT

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3	VEC 2024 Local Government Election Report	517
4	Informal Meetings of Councillors Records - June 2025	591



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

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

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

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 23 June 2025.

Maintenance of Private Roads Policy

APPROVAL	Approved by Council on 23 May 2016
VERSION NO:	Version 2.0
TRIM REF:	14/159377
REVIEW	30 June 2019
RESPONSIBLE EXECUTIVE	General Manager City Assets & Environment
POLICY OWNER	Manager Infrastructure

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.

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1. Purpose of the Policy

The purpose of this policy is to define when Council will assume the responsibility for maintenance of private access roads and details the criteria that must be met before acceptance as a municipal road.

2. Background

Under the Road Management Act 2004, Kingston takes responsibility for the maintenance and management of all public local roads within the municipality. This does not include declared arterial roads and freeways which are the responsibility of the Road Corporation.

The standards to which roads are constructed to achieve a reasonable life and the standards to which roads are maintained are defined in Kingston's Civil Engineering Standards and the Road Management Plan respectively.

Some developments in the municipality have constructed internal private roadways to other standards.

The "private roads" in question are those roads constructed on private land associated with multi-unit or larger developments. It does not include unconstructed roads laid out on a plan of subdivision.

In determining the criteria to apply, particular reference is paid to the standard of construction, as the additional cost for the maintenance of sub-standard roads should not be borne by the general community because the owners of unit developments exclusively receive the benefit of lower development costs.

3. Criteria to be satisfied

The following criteria apply when considering whether an existing or proposed, private road may be transferred to a municipal road on the Kingston Road Register:

- The existing or proposed private access road must be in general common property which can be converted to a road reserve - the width of which must be adequate for a public road.
- The private access road must be reasonably required for public access be that for emergency services or pedestrian access to a public space for example.
- The required road reservation for the purposes of a public road must be capable of being readily subdivided from the development without the necessity for land acquisition from unit owners.
- The creation of such roads as public highways will only be undertaken when this will not invalidate the existing Planning Approval for the unit development.
- Private access roads must be constructed to the required standard for public roads with particular reference to the pavement width and composition, pedestrian facilities, street lighting, traffic control, and drainage.
- The Manager Infrastructure shall be the final arbiter of the required standard of design and construction required for a particular private access road, taking into account the position and purpose of the road.

4. Supporting Documents

- Kingston City Council Standard Engineering Drawings
- Kingston Civil Design Standards for Developers (Part B: Road Works and Construction Plans)
- Relevant Planning Permit for Property being considered

5. Relevant Legislation

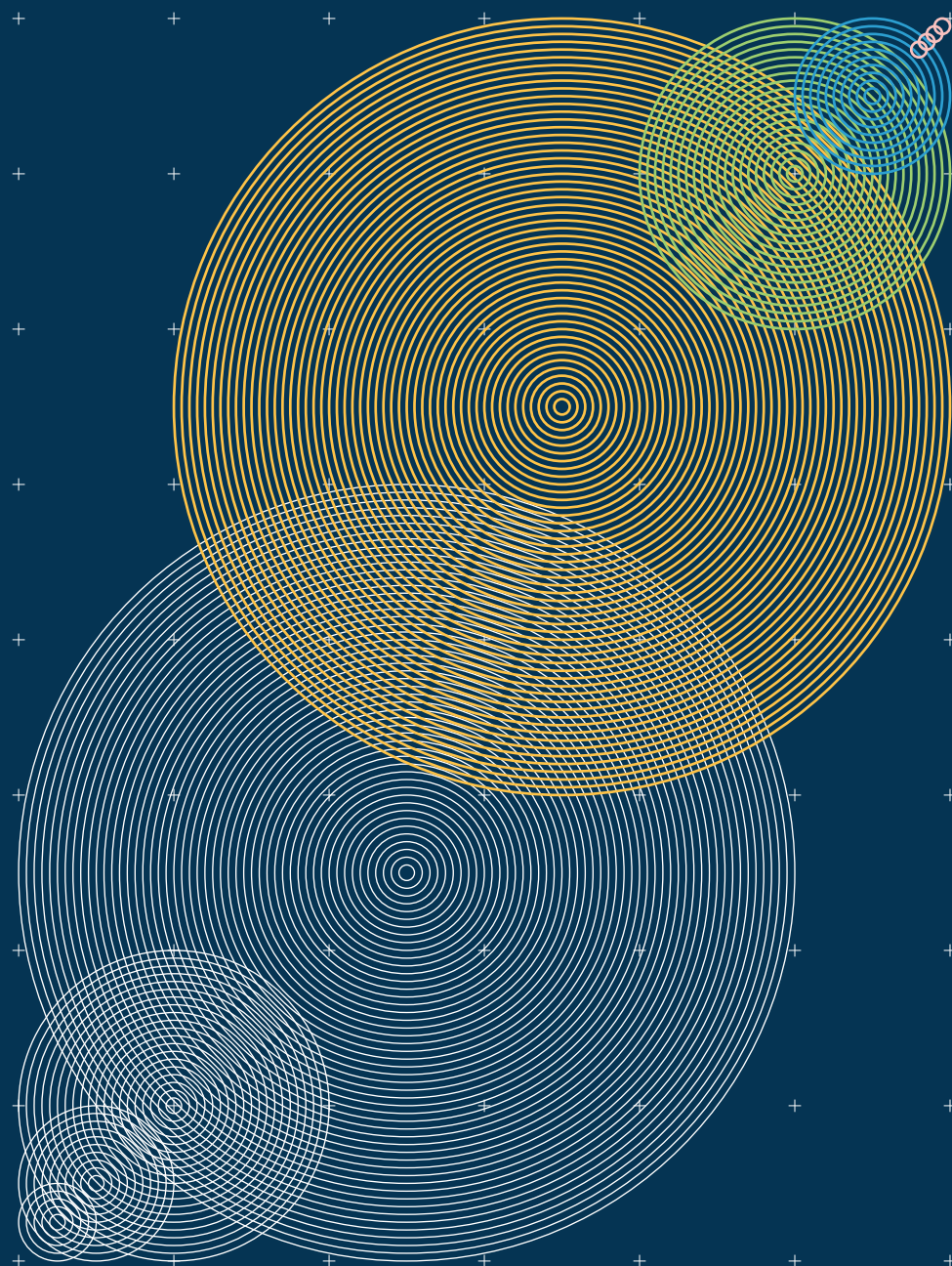
- The Road Management Act details that Council must keep a Road Register and set maintenance standards for all roads on the Road Register. Any Private Road which Council agrees to take over the care and management of, will need to be placed on Council's Road Register

Election report

Kingston City Council

2024 Local government elections

April 2025



Letter of Transmittal

14 April 2025

Mr Peter Bean
Chief Executive Officer
Kingston City Council
PO Box 1000
Mentone VIC 3194

Dear Mr Bean

Pursuant to Regulation 83 of the Local Government (Electoral) Regulations 2020, I submit this report to the Chief Executive Officer of Kingston City Council on the general election held in October 2024.

Yours sincerely



Sven Bluemmel
Electoral Commissioner

Acknowledgement of Country

The Victorian Electoral Commission (VEC) acknowledges the Aboriginal and Torres Strait Islander people of this nation, as the traditional custodians of the lands on which the VEC works and where we conduct our business. We pay our respects to ancestors and Elders, past, present, and emerging. The VEC is committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

Election report
Kingston City Council
2024 Local government elections

Voter turnout (front cover)

Graphic representation of the Council's voter turnout rate for the 2024 and 2020 Local Government elections. Rings are grouped into units to visualise the turnout percentage, each ring representing 1%. Data for 2024 is depicted using coloured rings, while data for 2020 is shown in white.

Kingston City Council

Turnout (2024): 84.01%

Turnout (2020): 84.73%

1% 

5% 

10% 

20% 

50% 

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1. Introduction

The Victorian local government general elections are held every 4 years as set out in the *Local Government Act 2020* (Vic) (**LG Act**). In 2024, general elections were held for 78 of the 79 Victorian councils with Saturday 26 October marking election day. In accordance with section 263(1) of the LG Act, the Victorian Electoral Commission (**VEC**) is the statutory election service provider for the conduct of local government elections in Victoria.

This report provides information on the 2024 Kingston City Council general election including details of the end-to-end service delivery of electoral activities throughout the election timeline. This report also provides details of post-election activities including compulsory voting enforcement.

About the Victorian Electoral Commission

The VEC is an independent statutory authority established under the *Electoral Act 2002* (Vic) (**Electoral Act**). The VEC's principal functions are to conduct State elections, local government elections, certain statutory elections and polls, commercial and community elections, and to support electoral representation processes for local councils and the Electoral Boundaries Commission for State electoral boundaries. The VEC is also responsible for maintaining the Victorian register of electors and administering political funding and donation disclosure laws. The VEC has a mandated role to conduct electoral research, provide communication and education services, and inform and engage Victorians in the democratic process.

Sven Bluemmel is the appointed Electoral Commissioner and Dana Fleming is the appointed Deputy Electoral Commissioner. The Electoral Commissioner and Deputy Electoral Commissioner report to the Victorian Parliament in relation to the VEC's operations and activities.

The Electoral Commissioner heads the VEC's Executive Management Group that comprises the Deputy Electoral Commissioner, the Executive Director, Corporate Services and 7 Directors, each leading the main functional areas of the VEC. Each Director acts as subject matter experts and oversees legislative responsibilities under the LG Act and the Electoral Act.

The VEC has a dedicated local government election program framework that incorporates a range of programs, projects and activities that are supported through strategic planning, project management, and process mapping. The program is overseen by the VEC's Delivery Group and has sponsorship from the Executive Management Group.

2. Key changes

Changes in legislation

The *Local Government Amendment (Governance and Integrity) Act 2024* (Vic) received royal assent on 25 June 2024 and introduced a number of changes to local government electoral legislation.

The VEC implemented the necessary changes to the 2024 local government election program in response to the reforms as they applied to the elections.

Key changes from *Local Government Amendment (Governance and Integrity) Act 2024*

Close of roll	<p>The date for the close of roll was extended from 57 days to 80 days before the election. For all elections after the October 2024 general elections, including by-elections, the date for the close of roll will be 73 days before election day.</p> <p>The previous timelines were no longer viable due to an increase in the scale and complexity of local government elections, including changes to enrolment entitlements, population growth, higher number of wards, likely increase in the number of candidates, and reduction in mail services offered by Australia Post.</p> <p>By moving this date earlier, other key dates including nomination day, the lodgement date for candidate statements and questionnaires, and the period for mailing out of ballot materials have been brought forward through the <i>Local Government (Electoral) Regulations 2020</i> (Vic) (LG Regulations) providing more time to ensure they are sustainable.</p>
Certification of the roll	<p>The timeframe for roll certification was increased to 23 business days (previously 13 business days) to ensure CEOs (or their delegates) and the VEC have adequate time to process enrolment applications and complete related roll certification processes.</p>
Candidate statement word limit	<p>In response to the pandemic, the LG Regulations permitted candidate statements to be increased from 200 to 300 words for the 2020 local government elections, acknowledging that candidates at the 2020 elections would face restrictions in campaigning.</p> <p>As candidates would no longer face pandemic-based barriers to campaigning activities, the word limit was reverted to 200 words. Equivalent amendments were also applied to the <i>City of Melbourne (Electoral) Regulations 2022</i> (Vic).</p> <p>Returning to the original word limit allowed the VEC to produce smaller candidate statement booklets, reducing associated printing costs and administrative burden.</p>
Rejection and amendment of candidate statements	<p>The time allowed for a candidate to amend their statement was reduced by one day to now be the day after the close of nominations (or 38 days before election day). This aligned the periods for rejections and amendments with the earlier deadline for lodging a candidate statement, allowing additional time to print ballot packs.</p>
Close of candidate statements, photos and questionnaires	<p>The deadline for submitting a candidate statement, photograph and questionnaire was amended to close the same day as the close of nominations at 12 noon, facilitating a more efficient process for candidates and allowing the VEC more time to print ballot packs.</p>
Mailout of ballot pack	<p>The timeline for conducting the mailout of ballot materials was extended from occurring over 3 business days to 4 business days, allowing the VEC to manage the risk of mail service level reductions and provide additional safeguards against election fraud.</p>

3. Election dates

Key timelines for the 2024 local government elections

Deadline fixed by the VEC for council primary enrolment data	Monday 15 July 2024
Close of roll	4 pm Wednesday 7 August 2024
Opening of the election office to the public	Monday 9 September 2024
Certification of the voters' roll and opening of nominations	Monday 9 September 2024
Close of nominations	12 noon Tuesday 17 September 2024
*Deadline for lodging candidate statements, photographs and questionnaires	12 noon Tuesday 17 September 2024
*Ballot draw	From 10 am Wednesday 18 September 2024
*General mail out of ballot packs to voters	Monday 7 October to Thursday 10 October 2024
*Close of voting	6 pm Friday 25 October 2024
Day prescribed as Election Day	Saturday 26 October 2024
*Close of extended postal vote receipt period	12 noon Friday 1 November 2024
Declaration of election results	No later than Friday 15 November 2024

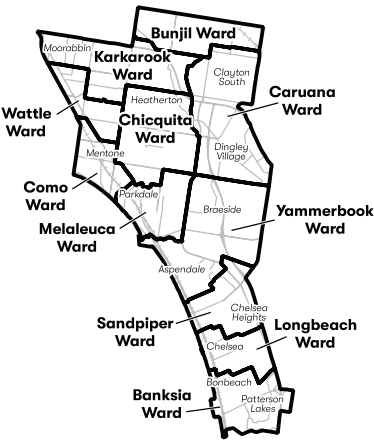
*Dates with asterisks relate to contested elections only.

4. About Kingston City Council

Kingston City Council is comprised of 11 councillors elected from a subdivided structure.

The structure was last reviewed in accordance with the *Local Government Act 1989* through an electoral representation review in 2019.

Figure 1: The electoral structure of Kingston City Council at the general election held on 26 October 2024.



5. Voters' roll

The VEC prepared the voters' roll for the election under section 8(2)(c) of the Electoral Act and in accordance with section 249 of the LG Act. The close of roll for the election was 4 pm on Wednesday 7 August 2024. Pursuant to section 249(4) of the LG Act, the VEC certified the voters' roll on Monday 9 September 2024.

At certification, the voters' roll for the 2024 Kingston City Council general election included 114,049 enrolled voters.

Composition of the voters' roll

Section 249 of the LG Act specifies that the voters' roll for a local government election is formed by combining 2 separate lists of voters:

1. The Electoral Commissioner's list (EC list) – list of State electors that are enrolled within that local government area.
2. The Chief Executive Officer's list (CEO list) – list of council-entitled voters.

Refer to **Appendix 1** for a breakdown of the Kingston City Council general election voters' roll.

Amendments to the voters' roll

In accordance with section 250 of the LG Act, the VEC is able to amend any error or omission in the preparation, printing or copying of the voters' roll, or correct any misnomer or inaccurate description of any person, place or thing on the voters' roll. Amendments to the voters' roll are to be certified by the VEC.

All voters added to the roll were issued with a ballot pack. Where a voter was removed from the roll after the mail-out of ballot material, the VEC had systems in place to ensure that returned ballot papers from the deleted voters could be identified and excluded from the extraction and count. Where roll amendments were required, the total number of voters on the roll was updated.

Following the close of roll, the VEC made 3 amendments to the voters' roll, zero additions and 3 deletions.

6. Advertising and communication campaign

State-wide advertising

The VEC delivered a state-wide advertising campaign to maximise public awareness and participation amongst all eligible voters. Campaign activities and consistent messaging were delivered across 2 phases – enrolment and voting – and through multiple traditional and emerging mediums, including radio, digital and social media, and offline/outdoor advertising.

Public notices

The VEC published a series of public notices on the VEC website throughout the election as required by the LG Act. The notices included critical information relevant to each milestone of the election timeline.

For the 2024 general election, Kingston City Council nominated the following newspaper for the public notices:

- › Chelsea Mordialloc Mentone News

Refer to **Appendix 2** for further information in relation to the public notices.

VEC website

The VEC provided council specific information regarding the election on its website. The VEC website went live for the local government elections in early July 2024. Whilst some council-specific data remained static during the election, the website was regularly updated with content relevant to the election and at each key milestone such as close of roll, nominations, voting and results.

Media liaison

An online media briefing was held on Monday 29 July 2024. The briefing was made available to view on the VEC website for media representatives unable to join the live event. The media briefing provided an overview of the planning, timeline, legislative changes and other key information for the 2024 local council elections.

Media outlets were provided with a media handbook that outlined the election timeline and key information, and provided the VEC's head office media contacts. This was made available along with other resources from the VEC's media centre webpage. The VEC's communication team supported each election manager with managing media interest locally in their council area.

The VEC's media liaison program principally featured scheduled state-wide and tailored council-specific media releases aimed at highlighting key milestones during the election and capitalise on existing general news coverage.

More information on the VEC's media release schedule is available at **Appendix 3**.

The media program also involved a responsive media enquiry service, as well as the translation and distribution of 3 key media releases for multiple non-English news outlets in Victoria.

Social media campaign

As part of its state-wide advertising campaign, the VEC used paid promotions on social media platforms including Facebook, Instagram, Snapchat, TikTok and WeChat, targeting voters through audience segmentation.

This advertising was supported by a defined timeline of organic social media posts on the VEC's channels, designed to cover each of the key messages of the communication campaign to further extend the reach to the community and promote conversation about the democratic process.

VoterAlert advisories

State-enrolled voters can sign up to VoterAlert, our free SMS and email service, to receive reminder messages about elections that affect them. They can subscribe to messages via SMS, email, or both.

During the general election, we used VoterAlert to send direct messages on:

Wednesday 17 to Wednesday 31 July 2024 –

64,849 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters to enrol or update their details by the close of roll.

Monday 7 October to Monday 14 October 2024 –

65,080 voters were contacted by VoterAlert messages sent by SMS and/or email advising that we had commenced posting ballot packs.

Tuesday 22 October to Wednesday 23 October 2024 –

40,599 voters were contacted by VoterAlert messages sent by SMS and/or email reminding voters that it was the last week to post their ballot material back to us.

More information on VoterAlert is available at **Appendix 4**.

Voter engagement

The VEC delivered an extensive voter engagement program throughout Victoria, specific to local demographics.

Appendix 5 contains the full list of initiatives for the 2024 local government elections.

Democracy ambassadors

The VEC delivered education sessions conducted by our Democracy Ambassadors to a range of councils. The sessions focused on enrolment and voting for the election. These sessions were offered to councils in priority areas and delivered at no cost to council. Where resourcing allowed, requests for sessions that were not in the priority area were also fulfilled.

Four sessions were delivered for the Kingston City Council election.

Blind and low-vision services

Braille and large print ballot material was available to blind and low-vision voters who registered for these products by 5 pm on Tuesday 17 September 2024.

The VEC received and processed no requests for braille ballot material and 13 requests for large print ballot material for Kingston City Council.

Interpreting services

The VEC engaged the Victorian Interpreting and Language Services' Language Loop to provide a telephone interpreting service for telephone enquiries from voters who had a first language other than English. The VEC advertised direct lines for 20 languages other than English and a general line for all other languages.

Public enquiry service

A centralised contact centre was established to respond to telephone public enquiries. This ensured consistency in messaging, early identification of themes and trends along with the opportunity to enable election offices to focus on election administration. The call centre was also responsible for emails received during the local government elections. Any calls regarding CEO list applications were referred to the relevant councils. Outside the call centre hours of operation, a recorded service was available that provided information on enrolment and voting.

Election offices fielded phone queries from local candidates on issues directly related to their candidacy (as separate to general queries about running as a candidate).

A total of 1,447 telephone calls were recorded for Kingston City Council during the 2024 local government elections. An overall total of 11,758 email queries were received for all councils.

7. Election manager

The VEC maintains a pool of trained senior election officials from across Victoria to fill election management roles for State and local government elections. Election-specific training is provided to senior election officials before they are appointed for each election.

The size of election management teams depends on the size of the council. Under the LG Act, an election manager is appointed to conduct each council's election and is supported by one or more assistant election managers.

In accordance with regulation 21(1) of the LG Regulations, the VEC appointed Robyn Farmer as the election manager for the 2024 Kingston City Council general election.

The appointed assistant election managers were Jennifer Wright and Paul Doherty-Mills.

8. Election office

The election manager was responsible for establishing and managing the election office at Suites 1.08 and 1.09, Level 1, 4-10 Jamieson Street, Cheltenham. The premises were provided by the VEC.

9. Candidates

Nominations opened at 9 am on Monday 9 September and closed at 12 noon on Tuesday 17 September 2024. Candidates were required to lodge their nomination forms in person at the election office. The nomination fee was \$250.

Candidate information

The VEC developed resources to support prospective candidates with the nomination process, including a candidate handbook. From mid-July, candidates could access information about nominating as a candidate for the election. The online Candidate Helper, accessible via the VEC website, went live on Tuesday 20 August 2024. Candidate Helper enabled candidates to complete most of their nomination forms and other forms online before lodging them in person with the election manager.

For the Kingston City Council 2024 elections, the VEC's candidate information session was delivered in person by the election manager. Additionally, a candidate information video was available on the VEC website from Tuesday 20 August 2024.

Nominations

At the close of nominations, 66 candidates had successfully nominated for the elections, which includes any candidates who retired after the close of nominations. Candidates who withdrew before the close of nominations are not included.

The following is a breakdown of candidate nominations per ward:

- › Banksia Ward - 4 nominations
- › Bunjil Ward - 2 nominations
- › Caruana Ward - 9 nominations
- › Chicquita Ward - 10 nominations
- › Como Ward - 5 nominations
- › Karkarook Ward - 4 nominations
- › Longbeach Ward - 6 nominations
- › Melaleuca Ward - 6 nominations
- › Sandpiper Ward - 4 nominations
- › Wattle Ward - 7 nominations
- › Yammerbook Ward - 8 nominations

Ballot draws to determine the order of the names on the ballot paper were held at the election office following the close of nominations using the VEC's computerised ballot draw application.

See **Appendix 6** for the list of candidates in ballot draw order.

Candidate statements and photos

In accordance with regulation 39 of the LG Regulations, candidates were able to submit a 200-word statement and a recent photograph for inclusion in the ballot packs sent to voters. The deadline for these items was 12 noon on Tuesday 17 September 2024.

See **Appendix 6.1** for a breakdown of submitted statements and photos and **6.2** for sample ballot material.

Candidate questionnaires

In accordance with regulation 43 of the LG Regulations, candidates could also submit answers to a set of prescribed questions. The election manager accepted questionnaires from 60 of the 65 candidates at the election.

Voters could read the completed questionnaires on the VEC website or access them by contacting the election office.

Retirement of a candidate

In accordance with the LG Regulations, at any time after the close of nominations and before election day, a candidate may retire, or be retired by the VEC. A candidate can only retire if it will result in an uncontested election or if they are not qualified to be a Councillor. If the VEC believes a candidate was not entitled to nominate, it must formally query the candidate's qualification and invite written reasons why they are entitled. If the VEC remains satisfied that the candidate is not entitled, it must retire the candidate from the election.

When a candidate is retired from an election, the VEC is required to take all practicable steps to remove the retired candidate's name from ballot papers. If it is not practicable to do so, during the counting of votes the retired candidate's votes are passed on to other candidates according to voters' preferences.

There were no candidate retirements at the Kingston City Council elections.

10. Voting

Ballot pack preparation and redirection

Artwork for ballot papers and candidate statements is generated using the VEC's automation tool. This tool selects from a range of pre-defined artwork templates and populates them with the relevant candidate information directly from the VEC's election management system database.

Following an extensive quality assurance process, print-ready artwork files were securely transmitted directly to the VEC's contracted ballot material printer ready for production. The VEC's contracted mail house directly printed the voters' addresses (mailing and entitlement address) and barcodes on the ballot paper envelopes in preparation for assembly and delivery of ballot packs. The VEC utilised multiple third party providers to assemble the ballot packs prior to the mail house lodging with Australia Post. The mail house allocated a secure area within its operations that was used solely for the printing, insertion, and dispatch of ballot material. This ensured the highest standards of security were met.

Electors could apply to have their ballot material redirected to an address other than their entitlement address. Voters had until the certification day for the voters' roll (also the day that nominations open) to apply for their ballot material to be redirected. The VEC arranged for ballot material to be delivered to any voter applying for redirection to the address specified in their request. For the 2024 local government elections, voters had until Monday 9 September 2024 to submit redirection requests.

The election manager received 80 requests for redirection of ballot packs for the election.

Early votes

Voters could request an early postal ballot envelope (early vote) before the general mail out of ballot packs. The election manager processed requests and issued early votes where the request was assessed as reasonable. Requests for early votes could be processed from Wednesday 18 September 2024, the day after nominations closed, until the start of the general mail out of ballot packs on Monday 7 October 2024.

Due to the timing of early votes, some early voters may not have had access to the candidate statements, photographs or questionnaires.

The election manager issued a total of 97 early votes for the election.

Mail-out of ballot packs

The VEC mailed 114,041 ballot packs between Monday 7 and Thursday 10 October 2024.

See **Appendix 7** for a breakdown of the packs sent on each day of the general mail out. The VEC did not mail ballot packs to voters who passed away between the close of roll and generation of the mail-out file.

This included 80 ballot packs which were redirected to alternative addresses for voters who had applied to redirect their ballot pack by Monday 9 September 2024.

In accordance with regulation 49(3) of the LG Regulations, no more than 35% of ballot packs were mailed or delivered to voters on any one day during the mail-out period. All ballot packs were lodged with Australia Post under the priority paid delivery timetable.

The VEC liaised closely with Australia Post during the mail-out period to confirm that ballot packs had been delivered to voters. Australia Post confirmed all ballot packs had been delivered by Tuesday 15 October 2024.

During the voting period, 1,621 ballot packs were returned to the election office by Australia Post as return-to-sender mail. In most cases, this was likely due to the addressee no longer residing at the address.

Unenrolled votes

The election manager issued unenrolled votes to people whose names could not be found on the voters' roll but said they were entitled to vote at the election. The unenrolled ballot pack included a declaration for the voter to sign. The election manager assessed the declaration and decided to admit or disallow the vote.

The election manager issued 13 unenrolled votes and following relevant checks, 2 were admitted to the count.

Replacement ballot packs

Following the general mail out of ballot packs, a voter who claimed that their ballot pack had not been received, or had been lost, spoilt, or destroyed, could apply for a replacement vote by completing an online application form or contacting the public enquiry service.

A centralised team processed applications and mailed replacement ballot packs to the postal address provided. Voters also had the option to attend the election office in the council for which they hold entitlement, to have a replacement vote issued over the counter.

3,076 replacement ballot packs across all wards during the voting period were issued. Please refer to **Schedule 1** for further information on replacement ballot packs issued.

11. Return of ballot paper envelopes

VEC provided voters with a priority reply paid envelope to return their completed ballot paper and ballot paper envelope. The return mail was delivered to the election office from local postal facilities or mail distribution centres. Voters could also put their ballot papers and envelope in a ballot box at the election office.

As ballot paper envelopes were returned, they were progressively checked by the election manager to ensure they had been signed by the voter. Additionally, processes were in place to ensure that only one returned ballot paper from any one voter could proceed to the extraction and count.

The election manager received a total of 84,331 returned ballot paper envelopes across all wards by the close of voting at 6 pm on Friday 25 October 2024.

In accordance with regulation 57(3) of the LG Regulations, the election manager could accept returned ballot paper envelopes until 12 noon on the Friday following the close of voting, if they thought the voter had signed the envelope before voting closed.

The election manager accepted 13,850 ballot paper envelopes across all wards during the extended postal vote receipt period.

The total returned ballot paper envelopes for Kingston City Council was 98,181.

The election manager set aside 1,927 returned ballot paper envelopes that were not admitted to the extraction and counting process due to the voter not having signed the declaration envelope or, in the case of unenrolled declaration votes, an entitlement was not found for the person, or the declaration envelope was not returned with the vote.

Refer to **Schedule 1** for the total certified record of ballot papers and declaration envelopes across all wards for Kingston City Council.

12. Results

Extraction

The extraction process involved separating the declaration flaps containing voters' details from each admitted ballot paper envelope, and then extracting the ballot papers from the envelopes. This 2-stage process maintains anonymity and ensures the VEC can track the number of envelopes for ongoing reconciliation.

A total of 96,254 ballot paper envelopes were admitted to the extraction process.

Ballot papers were extracted at the election office from Tuesday 29 October 2024. The extraction of all admitted ballot paper envelopes was completed on Wednesday 6 November 2024, following the close of the extended postal vote receipt period.

If the VEC found any returned ballot paper envelopes that did not contain a ballot paper, contained more than one ballot paper, or did not contain the correct ballot paper, these were required to be rejected and not counted. There were 440 returned ballot paper envelopes rejected during the extraction activity.

Following the extraction of ballot papers from the ballot paper envelopes, a total of 95,814 ballot papers proceeded to the count.

Computer count

A computer count information session explaining the process was recorded and available for online streaming from the VEC website from Friday 18 October 2024.

Following the extraction of ballot papers admitted to the count for all wards, preferences on ballot papers were data entered into the VEC's computer counting application at Sandown Racecourse & Melbourne Convention and Exhibition Centre. The application distributes preferences using the preferential method once data entry of ballot paper preferences is complete. Results were calculated at the election office on Thursday 7 November 2024.

The VEC published provisional results on its website as they became available. Results were updated as finalised once declarations had taken place.

For a breakdown of first preference results by ward, refer to **Appendix 8**.

Recounts

At any time before a candidate is declared elected, the election manager or a candidate may initiate

a recount. Election managers initiate recounts if margins in a preference distribution are close or critical. Candidates must ask for a recount in writing, with the reasons for their request. The election manager and head office staff assess candidate recount requests and either accept or deny them.

The election manager did not receive any requests for a recount following the count.

Scrutineers

Scrutineers help deliver fair and transparent elections by observing election activities. They contribute to electoral integrity and help build public trust. Scrutineers can observe all activities involved in ballot paper and envelope processing.

Candidates are not permitted in election venues during extraction and counting activities and instead appoint scrutineers. Each candidate could appoint one scrutineer per election official involved in an activity. To appoint scrutineers, candidates completed a hardcopy 'Appointment and declaration of scrutineer form', which the candidate signed and submitted to the election manager. All scrutineers then had to sign the form's formal declaration in front of an election official. The declaration meant the scrutineers committed to eligibility and legal requirements and the VEC's conditions of entry.

A *Scrutineer handbook* was made available to all candidates and scrutineers with information on the role and responsibility of scrutineers during election activities. It included overviews of the activities so that scrutineers could understand what to expect during election activities they may attend. When scrutineers attended election venues they were briefed on their responsibilities and the processes they would witness. Scrutineers were instructed when and how they could challenge activities when ballot paper formality was being decided and votes were being counted. Scrutineers were allowed to notify election managers if they disagreed with the decision made by an election official on ballot paper formality or whether votes were counted for the selected candidate. Election managers reviewed the challenge and made a final decision on the ballot paper.

Declaration of results

In the Service Plan, the VEC committed to complete all results declarations by Friday 15 November 2024.

The results of the 2024 Kingston City Council general election were declared at 3 pm on Friday 8 November 2024 at Kingston City Council, Moorabbin/Mordialloc Rooms, 1230 Nepean Highway, Cheltenham for all wards.

The VEC website was updated following the declaration to reflect the elected candidates.

13. Election statistics

Participation

Participation is measured by the number of voters marked off the roll as a percentage of the total enrolment and can vary from turnout. The overall participation rate in the Kingston City Council election was 85.49%, which is higher than the state average of 83.79% (excluding Melbourne City Council) and lower than the 87.13% rate at the 2020 Kingston City Council general election.

Analysis of voter participation for the different enrolment categories shows that participation is lower for voters who are enrolled on the EC's list (85.44%) compared to voters enrolled on the CEO's list (94.90%).

Refer to **Appendix 9** for further information on participation, including a breakdown by enrolment category.

Turnout

Voter turnout is measured by the number of formal and informal ballot papers counted in the election as a percentage of voters on the voters' roll for the election.

The overall voter turnout for the 2024 Kingston City Council general election was 84.01%. This is compared to the state average turnout of 81.46% (excluding Melbourne City Council). The voter turnout at the 2020 general election for the council was 84.73%.

Informality

The overall informal voting rate recorded at the 2024 Kingston City Council general election was 3.26%, compared with the State average of 3.47%. An informality rate of 2.75% was recorded at the Kingston City Council general election held in October 2020.

14. Complaints

Type of complaints

At local government elections, complaints generally fall into 2 broad categories:

1. Election Administration

Complaints about the conduct of the election and services to voters.

2. Election participation and conduct

Complaints about candidates and other participants in the election, at times alleging a breach of the LG Act or local laws.

Most complaints at the 2024 local government elections related to the second category, and often alleged inappropriate or illegal action by a person or group associated with the election.

Complaints process

The VEC have a streamlined complaints process during elections, developed with local councils and enforcement agencies. Complaints must be lodged in writing, then processed at head office. For the 2024 local government elections, customers could provide feedback and complaints online.

Complaints alleging a breach of the LG Act are forwarded to the Local Government Inspectorate. Complaints relating to local laws are referred to council. Complaints about the VEC's services, or the behaviour or actions of VEC staff and election officials, are the responsibility of the VEC.

The VEC is committed to responding to each complaint within 5 working days.

Complaints received

The VEC received 34 written complaints relating to the election for Kingston City Council.

Please see **Appendix 10** for a description of complaints received by the VEC.

15. Post-election activities

Storage of election material

The VEC will keep all records from the election safely and secretly in accordance with regulation 79 of the LG Regulations.

Refund of nomination fees

Nomination fees were refunded to eligible candidates on Tuesday 17 December 2024. Eligible candidates include those elected or who received at least 4% of the first preference vote. Any forfeited nomination fees were remitted to the council on Tuesday 17 December 2024.

Courts and tribunals

The Victorian Civil and Administrative Tribunal (VCAT) is responsible for hearing disputes on the validity of an election under section 311 of the LG Act.

Applications for a review of the declaration of the results of an election must be lodged within 14 days of the declaration and can be made by a candidate in the election, 10 persons who were entitled to vote at the election, or the VEC.

There were no applications to VCAT disputing the result of the Kingston City Council general election.

16. Non-voter follow up

In accordance with section 267 of the LG Act, the VEC has commenced its compulsory voting enforcement program. Any person who was required to vote at the election and failed to vote will be issued with an 'Apparent failure to vote' notice in February/March. Apparent non-voters have 28 days to respond.

People who do not respond to the notice, or do not provide a satisfactory response, may be issued with an infringement notice in April/May that will incur a penalty. Further follow-up with a penalty reminder notice in July may also occur – this stage includes the original penalty and a penalty reminder notice fee. Penalties collected on behalf of council will be reimbursed at the end of the infringement and reminder notice stages.

Additionally, during the infringement and penalty reminder notice stages, non-voters may ask for their matter to proceed directly to the Magistrates' Court.

These requests will be actioned at the conclusion of the infringement and penalty reminder notice stages. The VEC will lodge the file of any remaining non-voters with Fines Victoria at the end of the penalty reminder notice stage.

17. Evaluating VEC services

The VEC is committed to providing high quality election services to its local government clients. Through a formal feedback and debriefing program, the VEC can gauge its performance and seek advice for future local government election projects.

Feedback from councils

The VEC invited feedback from councils on its services in December 2024 and acknowledges the receipt of feedback provided by Kingston City Council. Additional feedback can be provided to the LG2024 Program Manager by emailing LGProgram2024@vec.vic.gov.au

Internal debriefing program

After every electoral event, the VEC conducts an internal debriefing program that includes input from all areas of its workforce. Internal debriefing following the local government elections began in December 2024. The VEC will publish a consolidated report on its performance and key statistics from the elections. This will be tabled in Parliament and available on the VEC website.

Appendices

Schedule 1: Record of ballot papers and declaration envelopes

Banksia Ward election	
Ballot papers printed	
Victorian Electoral Commission	13,000
Election manager	10
Total	13,010
Ballot papers issued	
General mail out	10,611
Early and replacement votes	341
Unenrolled declaration votes	1
Spoilt	1
Sub total	10,954
Unused	2,056
Total	13,010
Declarations returned	
General mail out admitted to the extraction	8,354
Early and replacement votes admitted to the extraction	226
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	182
Declarations returned to sender	193
Sub total	8,955
Declarations not returned	1,999
Total	10,954

Schedule 1: Record of ballot papers and declaration envelopes

Kingston City Council

Bunjil Ward election**Ballot papers printed**

Victorian Electoral Commission	13,001
Election manager	15
Total	13,016

Ballot papers issued

General mail out	10,576
Early and replacement votes	360
Unenrolled declaration votes	3
Spoilt	0
Sub total	10,939
Unused	2,077
Total	13,016

Declarations returned

General mail out admitted to the extraction	8,650
Early and replacement votes admitted to the extraction	252
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	197
Declarations returned to sender	96
Sub total	9,195
Declarations not returned	1,744
Total	10,939

Kingston City Council

Schedule 1: Record of ballot papers and declaration envelopes

Caruana Ward election**Ballot papers printed**

Victorian Electoral Commission	13,001
Election manager	25
Total	13,026

Ballot papers issued

General mail out	10,335
Early and replacement votes	262
Unenrolled declaration votes	0
Spoilt	0
Sub total	10,597
Unused	2,429
Total	13,026

Declarations returned

General mail out admitted to the extraction	8,979
Early and replacement votes admitted to the extraction	184
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	149
Declarations returned to sender	70
Sub total	9,382
Declarations not returned	1,215
Total	10,597

Victorian Electoral Commission

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Schedule 1: Record of ballot papers and declaration envelopes

Kingston City Council

Chicquita Ward election**Ballot papers printed**

Victorian Electoral Commission	13,000
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Election manager	25
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Total	13,025
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Ballot papers issued

General mail out	10,323
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Early and replacement votes	267
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Unenrolled declaration votes	2
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Spoilt	2
--------	---

Sub total	10,594
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Unused	2,431
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Total	13,025
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Declarations returned

General mail out admitted to the extraction	8,639
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Early and replacement votes admitted to the extraction	209
--	-----

Unenrolled declaration votes admitted to the extraction	0
---	---

Returned declarations unable to be admitted to the extraction	142
---	-----

Declarations returned to sender	135
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Sub total	9,125
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Declarations not returned	1,469
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Total	10,594
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Kingston City Council

Schedule 1: Record of ballot papers and declaration envelopes

Como Ward election**Ballot papers printed**

Victorian Electoral Commission	13,001
Election manager	10
Total	13,011

Ballot papers issued

General mail out	10,734
Early and replacement votes	420
Unenrolled declaration votes	1
Spoilt	0
Sub total	11,155
Unused	1,856
Total	13,011

Declarations returned

General mail out admitted to the extraction	8,544
Early and replacement votes admitted to the extraction	304
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	192
Declarations returned to sender	222
Sub total	9,262
Declarations not returned	1,893
Total	11,155

Victorian Electoral Commission

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Schedule 1: Record of ballot papers and declaration envelopes

Kingston City Council

Karkarook Ward election**Ballot papers printed**

Victorian Electoral Commission	13,000
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Election manager	15
------------------	----

Total	13,015
--------------	---------------

Ballot papers issued

General mail out	10,271
------------------	--------

Early and replacement votes	320
-----------------------------	-----

Unenrolled declaration votes	2
------------------------------	---

Spoilt	1
--------	---

Sub total	10,594
-----------	--------

Unused	2,421
--------	-------

Total	13,015
--------------	---------------

Declarations returned

General mail out admitted to the extraction	8,406
---	-------

Early and replacement votes admitted to the extraction	227
--	-----

Unenrolled declaration votes admitted to the extraction	1
---	---

Returned declarations unable to be admitted to the extraction	140
---	-----

Declarations returned to sender	141
---------------------------------	-----

Sub total	8,915
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Declarations not returned	1,679
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Total	10,594
--------------	---------------

Kingston City Council

Schedule 1: Record of ballot papers and declaration envelopes

Longbeach Ward election**Ballot papers printed**

Victorian Electoral Commission	12,003
Election manager	10
Total	12,013

Ballot papers issued

General mail out	9,897
Early and replacement votes	315
Unenrolled declaration votes	1
Spoilt	1
Sub total	10,214
Unused	1,799
Total	12,013

Declarations returned

General mail out admitted to the extraction	8,077
Early and replacement votes admitted to the extraction	198
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	212
Declarations returned to sender	191
Sub total	8,678
Declarations not returned	1,536
Total	10,214

Victorian Electoral Commission

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Schedule 1: Record of ballot papers and declaration envelopes

Kingston City Council

Melaleuca Ward election**Ballot papers printed**

Victorian Electoral Commission	13,001
Election manager	15
Total	13,016

Ballot papers issued

General mail out	11,065
Early and replacement votes	468
Unenrolled declaration votes	0
Spoilt	0
Sub total	11,533
Unused	1,483
Total	13,016

Declarations returned

General mail out admitted to the extraction	8,930
Early and replacement votes admitted to the extraction	331
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	202
Declarations returned to sender	212
Sub total	9,675
Declarations not returned	1,858
Total	11,533

Kingston City Council

Schedule 1: Record of ballot papers and declaration envelopes

Sandpiper Ward election**Ballot papers printed**

Victorian Electoral Commission	12,001
Election manager	10
Total	12,011

Ballot papers issued

General mail out	10,171
Early and replacement votes	262
Unenrolled declaration votes	1
Spoilt	0
Sub total	10,434
Unused	1,577
Total	12,011

Declarations returned

General mail out admitted to the extraction	8,509
Early and replacement votes admitted to the extraction	182
Unenrolled declaration votes admitted to the extraction	1
Returned declarations unable to be admitted to the extraction	172
Declarations returned to sender	159
Sub total	9,023
Declarations not returned	1,411
Total	10,434

Victorian Electoral Commission

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Schedule 1: Record of ballot papers and declaration envelopes

Kingston City Council

Wattle Ward election**Ballot papers printed**

Victorian Electoral Commission	12,004
Election manager	15
Total	12,019

Ballot papers issued

General mail out	9,847
Early and replacement votes	350
Unenrolled declaration votes	1
Spoilt	0
Sub total	10,198
Unused	1,821
Total	12,019

Declarations returned

General mail out admitted to the extraction	7,847
Early and replacement votes admitted to the extraction	256
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	172
Declarations returned to sender	202
Sub total	8,477
Declarations not returned	1,721
Total	10,198

Kingston City Council

Schedule 1: Record of ballot papers and declaration envelopes

Yammerbook Ward election**Ballot papers printed**

Victorian Electoral Commission	12,001
Election manager	10
Total	12,011

Ballot papers issued

General mail out	10,211
Early and replacement votes	276
Unenrolled declaration votes	1
Spoilt	0
Sub total	10,488
Unused	1,523
Total	12,011

Declarations returned

General mail out admitted to the extraction	8,744
Early and replacement votes admitted to the extraction	204
Unenrolled declaration votes admitted to the extraction	0
Returned declarations unable to be admitted to the extraction	167
Declarations returned to sender	0
Sub total	9,115
Declarations not returned	1,373
Total	10,488

Victorian Electoral Commission

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Schedule 2: Certification statement

In accordance with Regulation 77, I certify that Schedule 1 of this report on the conduct of the 2024 Kingston City Council local government election is a true and correct account of the number of ballot papers issued, returned and not used in this election and declarations not returned.



Sven Bluemmel
Electoral Commissioner

Appendix 1: Breakdown of the voters' roll

Kingston City Council election	Voters enrolled through an entitlement under section 241 of the LG Act	Voters enrolled through entitlements under sections 242–245 of the LG Act	Total voters enrolled
Kingston City Council	113,438	611	114,049
Banksia Ward	10,557	54	10,611
Bunjil Ward	10,489	87	10,576
Caruana Ward	10,311	25	10,336
Chicquita Ward	10,286	39	10,325
Como Ward	10,644	90	10,734
Karkarook Ward	10,191	81	10,272
Longbeach Ward	9,856	41	9,897
Melaleuca Ward	11,014	51	11,065
Sandpiper Ward	10,139	34	10,173
Wattle Ward	9,781	68	9,849
Yammerbook Ward	10,170	41	10,211

Appendix 2: Public notices

Schedule of public notices


Close of roll notice	
VEC website/public notices	22 July 2024
Chelsea Mordialloc Mentone News	24 July 2024
Notice of election	
VEC website/public notices	12 August 2024
Chelsea Mordialloc Mentone News	14 August 2024
Voting details notice	
VEC website/public notices	20 September 2024
Chelsea Mordialloc Mentone News	2 October 2024
Reminder notice	
Chelsea Mordialloc Mentone News	16 October 2024
Notice of result	
VEC website/public notices	8 November 2024
Chelsea Mordialloc Mentone News	20 November 2024

Appendix 2.1: Sample public notices

Close of roll

Sample Council postal election

My council, my vote



You must be enrolled to vote

A general election for Sample Council will be held in October 2024. To be able to vote in the election, you must be enrolled by the close of roll at **4 pm on Wednesday 7 August 2024**. Two categories of voters can be enrolled to vote in the Sample Council election: State-enrolled voters and Council-enrolled voters.

State-enrolled voters

Am I enrolled to vote?

You are automatically enrolled for this election if:

- you will be 18 years of age or over on Saturday 26 October 2024 and
- you live in the Sample Council and you are on the State electoral roll for your current address.

You need to enrol if:

- you are an Australian citizen aged 18 or over on Saturday 26 October 2024 and
- you live in the Sample Council and you are not on the State electoral roll or
- you have lived at your current residential address within the Sample Council for at least a month and have not yet updated your enrolment details, including any changes to your postal address.

How do I enrol?

You can enrol online at vec.vic.gov.au

You can also download an enrolment form from the website.

All enrolment applications must be received by the Victorian Electoral Commission by the close of roll at **4 pm on Wednesday 7 August 2024**.

How can I check my State enrolment?

You can check your enrolment details online at vec.vic.gov.au at any time, or call 131 832.

Council-enrolled voters

Am I enrolled to vote?

To be a Council-enrolled voter, you must be:

- 18 years of age or over on Saturday 26 October 2024 and
- not a State-enrolled voter within the Sample Council.

New rules mean you are no longer automatically enrolled if you are a non-resident property owner (e.g. a landlord or a business owner that pays rates). If you are a non-resident property owner within the Sample Council, you need to apply to enrol if you wish to vote in the Sample Council election.

Who else can enrol & vote?

You may also apply to enrol if:

- you have purchased a rateable property within the Sample Council location since the last election but you are not a resident of the Sample Council, or
- you are not an Australian citizen and you live in, and pay rates for, a property within the Sample Council location, or
- you pay rates on a property you occupy within the Sample Council and have no other voting entitlement within the Sample Council, for example you are a shop tenant and pay rates to the Council for your tenancy, and you have no other voting entitlement within the Sample Council, or
- you are a director or company secretary of a corporation within the Sample Council that pays rates to Sample Council and you have no other voting entitlement within the Sample Council.

How do I apply to be a Council-enrolled voter?

If you meet any of the above criteria and wish to enrol, contact Sample Council on 0000 0000 for a council enrolment form. Council enrolment forms must be received by the Council by the close of roll at **4 pm on Wednesday 7 August 2024**.

How can I check if I am Council-enrolled?

You can check your enrolment details by contacting the Council on 0000 0000.

Thinking about standing for election?

To nominate as a candidate for Sample Council, you must:

- be an Australian citizen and enrolled on the voters' roll for Sample Council and
- be eligible to become a councillor and
- have completed the mandatory candidate training provided by Local Government Victoria before lodging your nomination with the Election Manager.

For further information, visit vec.vic.gov.au

Enrolment closes **4 pm Wednesday 7 August 2024**

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 131 832

For enquiries in languages other than English:

العربية (Arabic) 9209 0102 • Azərbaycan (Azerbaijani) 9209 0160 • বাংলা (Burmese) 9209 0161 • 普通话 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101 • हिन्दी (Hindi) 9209 0102 • ދިވެހި (Dhivehi) 9209 0193 • ไทย (Thai) 9209 0119 • Ελληνικά (Greek) 9209 0103 • هازاراجي (Hazaragi) 9209 0162 • Italiano (Italian) 9209 0104 • ქართული (Georgian) 9209 0192 • 한국어 (Korean) 9209 0194 • македонски (Macedonian) 9209 0105 • नेपाली (Nepali) 9209 0163 • فارسی (Persian) 9209 0195 • ภาษาไทย (Thai) 9209 0164 • Türkçe (Turkish) 9209 0110 • اردو (Urdu) 9209 0165 • Tiếng Việt (Vietnamese) 9209 0111 • All other non-English languages 9209 0112

Authorised by S. Buemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.


@electionvec

VEC Victorian Electoral Commission

Notice of election

Sample Council postal election

My council, my vote



Vote by post this October

Ballot packs will be mailed to voters enrolled in the Sample Council general election from Monday 7 October. Complete and return your ballot material ASAP. Ballot material must be in the mail or delivered to the election manager by **6 pm on Friday 25 October**.

If you will be away

If you will be away when ballot packs are mailed, or your address has changed since Wednesday 7 August, you can request for your ballot pack to be redirected by completing the online redirection form at vec.vic.gov.au/redirections, or call 131 832.

Requests for redirection must be received by 5 pm on Monday 9 September.

Large print and braille ballot papers

Large print or braille ballot papers are available for voters who are blind or have low vision—please register by 5 pm Tuesday 10 September. To register, call 03 8620 1314 during business hours.

Early votes

If you will be away during the voting period (7–25 October), you can go to your local election office to vote in person, from 10 am on Wednesday 18 September.

The Sample Council election office is at:

Sample election office address

How to nominate as a candidate

To nominate as a candidate, you must:

- be an Australian citizen and enrolled on the voters roll for Sample Council AND
- be eligible to become a councillor should you be elected AND
- have completed the mandatory candidate training before lodging your nomination with the election manager.

To nominate, complete the nomination form and lodge it with the election manager together with the \$250 nomination fee. Nomination forms can be lodged by appointment during business hours from Monday 9 September until 12 noon on Tuesday 17 September at the election office.

Visit vec.vic.gov.au for more information and to pre-complete your nomination form using the online Candidate Helper. The online Candidate Helper will be available from Tuesday 20 August.

If you use the online Candidate Helper, print your pre-completed form and make an appointment to lodge it with the election manager along with the nomination fee.

Call the election manager from Monday 9 September on 131 832 to make a nomination appointment.

Nominations close 12 noon Tuesday 17 September.

Candidate information session

Sample time sample date at sample venue name, sample address

Candidate information kits containing nomination forms and other electoral information will be available online and from the election manager.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

For enquiries in languages other than English:

العربية (Arabic) 9209 0102 • Azərbaycan (Azerbaijani) 9209 0160 • বাংলা (Burmese) 9209 0161 • 普通话 (Mandarin) 9209 0106 • 廣東話 (Cantonese) 9209 0101 • हिन्दी (Hindi) 9209 0102 • ދިވެހި (Dhivehi) 9209 0193 • ไทย (Thai) 9209 0119 • Ελληνικά (Greek) 9209 0103 • هازاراجي (Hazaragi) 9209 0162 • Italiano (Italian) 9209 0104 • ქართული (Georgian) 9209 0192 • 한국어 (Korean) 9209 0194 • македонски (Macedonian) 9209 0105 • नेपाली (Nepali) 9209 0163 • فارسی (Persian) 9209 0195 • ภาษาไทย (Thai) 9209 0164 • Türkçe (Turkish) 9209 0110 • اردو (Urdu) 9209 0165 • Tiếng Việt (Vietnamese) 9209 0111 • All other non-English languages 9209 0112

vec.vic.gov.au | 131 832 | @electionvec

Authorised by S. Buemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

VEC Victorian Electoral Commission

Voting details notice

Sample Council postal election

My council, my vote

An election will be held for Sample Council.

Check the mail for your ballot pack

Ballot packs containing voting material will be mailed to enrolled voters from **Monday 7 October**.

This is a postal election only.

If you do not receive your ballot pack by **Tuesday 15 October** please visit vec.vic.gov.au to complete the online replacement form, or call **131 832** to arrange a replacement.

Candidates

Candidates who have nominated for election are listed in the ballot packs and at vec.vic.gov.au

A photo and candidate statement will also be included if provided by candidates. Responses to a candidate questionnaire, if provided, are available at vec.vic.gov.au

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number **1** in the box next to the candidate you want to see elected, then number all the other boxes in order of your choice. You must number **every box** and only use each number once.

How to return your ballot pack

Put your completed ballot paper in the ballot paper envelope, complete the declaration, then post it ASAP using the reply-paid envelope provided, or hand deliver it during election office hours to:

Sample election office address

Voting is compulsory

Voting is compulsory for all voters who were enrolled at 4 pm on Wednesday 7 August. This includes state-enrolled and council-enrolled voters.

If you don't vote and don't have a valid excuse, you may be fined.

Your completed ballot pack must be in the mail or hand delivered by **6 pm Friday 25 October**.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 131 832

For enquiries in languages other than English:

* Arabic (Arabic) 9209 0100 * Azərbaycanca (Azerbaijani) 9209 0160 * বাংলা (Burmese) 9209 0161 * 普通话 (Mandarin) 9209 0106 * 廣東話 (Cantonese) 9209 0101 * हिन्दी (Hindi) 9209 0102 * ភាសាខ្មែរ (Khmer) 9209 0163 * ភាសាឡាវ (Laotian) 9209 0119 * Ελληνικά (Greek) 9209 0103 * ភាសាអង់គ្លេស (English) 9209 0104 * বাংলা (Bengali) 9209 0105 * বাংলা (Burmese) 9209 0164 * বাংলা (Cantonese) 9209 0106 * বাংলা (Dutch) 9209 0107 * বাংলা (Farsi) 9209 0108 * বাংলা (French) 9209 0109 * বাংলা (German) 9209 0110 * বাংলা (Greek) 9209 0111 * বাংলা (Hebrew) 9209 0112 * বাংলা (Hindi) 9209 0113 * বাংলা (Indonesian) 9209 0114 * বাংলা (Italian) 9209 0115 * বাংলা (Japanese) 9209 0116 * বাংলা (Korean) 9209 0117 * বাংলা (Macedonian) 9209 0118 * বাংলা (Malay) 9209 0119 * বাংলা (Malayalam) 9209 0120 * বাংলা (Marathi) 9209 0121 * বাংলা (Nepali) 9209 0122 * বাংলা (Persian) 9209 0123 * বাংলা (Polish) 9209 0124 * বাংলা (Portuguese) 9209 0125 * বাংলা (Romanian) 9209 0126 * বাংলা (Russian) 9209 0127 * বাংলা (Slovak) 9209 0128 * বাংলা (Slovenian) 9209 0129 * বাংলা (Spanish) 9209 0130 * বাংলা (Swedish) 9209 0131 * বাংলা (Tamil) 9209 0132 * বাংলা (Telugu) 9209 0133 * বাংলা (Thai) 9209 0134 * বাংলা (Turkish) 9209 0135 * বাংলা (Ukrainian) 9209 0136 * বাংলা (Vietnamese) 9209 0137 * All other non-English languages 9209 0138

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VEC Victorian Electoral Commission

Reminder notice

Sample Council postal election

My council, my vote

An election is being held for Sample Council.

Check the mail for your ballot pack

Ballot packs containing voting material were mailed to enrolled voters from **Monday 7 October**.

This is a postal election only.

If you do not receive your ballot pack by **Tuesday 15 October** please visit vec.vic.gov.au to complete the online replacement form, or call **131 832** to arrange a replacement.

Candidates

Candidates who have nominated for election are listed in the ballot packs and at vec.vic.gov.au

How to vote correctly

You must complete your ballot paper correctly for your vote to count. Put the number **1** in the box next to the candidate you want to see elected, then number all the other boxes in order of your choice. You must number **every box** and only use each number once.

How to return your ballot pack

Put your completed ballot paper in the ballot paper envelope, complete the declaration, then post it ASAP using the reply-paid envelope provided, or hand deliver it during election office hours to:

Sample election office address

Voting is compulsory

Voting is compulsory for all voters who were enrolled at 4 pm on Wednesday 7 August. This includes state-enrolled and council-enrolled voters.

If you don't vote and don't have a valid excuse, you may be fined.

Your completed ballot pack must be in the mail or hand delivered by **6 pm Friday 25 October**.

State-enrolled voters can register for free VoterAlert SMS and email reminders at vec.vic.gov.au

vec.vic.gov.au | 131 832

For enquiries in languages other than English:

* Arabic (Arabic) 9209 0100 * Azərbaycanca (Azerbaijani) 9209 0160 * বাংলা (Burmese) 9209 0161 * 普通话 (Mandarin) 9209 0106 * 廣東話 (Cantonese) 9209 0101 * हिन्दी (Hindi) 9209 0102 * ភាសាខ្មែរ (Khmer) 9209 0163 * ភាសាឡាវ (Laotian) 9209 0119 * Ελληνικά (Greek) 9209 0103 * ភាសាអង់គ្លេស (English) 9209 0104 * বাংলা (Bengali) 9209 0105 * বাংলা (Burmese) 9209 0164 * বাংলা (Cantonese) 9209 0106 * বাংলা (Dutch) 9209 0107 * বাংলা (Farsi) 9209 0108 * বাংলা (French) 9209 0109 * বাংলা (German) 9209 0110 * বাংলা (Greek) 9209 0111 * বাংলা (Hebrew) 9209 0112 * বাংলা (Hindi) 9209 0113 * বাংলা (Indonesian) 9209 0114 * বাংলা (Italian) 9209 0115 * বাংলা (Japanese) 9209 0116 * বাংলা (Korean) 9209 0117 * বাংলা (Macedonian) 9209 0118 * বাংলা (Malay) 9209 0119 * বাংলা (Malayalam) 9209 0120 * বাংলা (Marathi) 9209 0121 * বাংলা (Nepali) 9209 0122 * বাংলা (Persian) 9209 0123 * বাংলা (Polish) 9209 0124 * বাংলা (Portuguese) 9209 0125 * বাংলা (Romanian) 9209 0126 * বাংলা (Russian) 9209 0127 * বাংলা (Slovak) 9209 0128 * বাংলা (Slovenian) 9209 0129 * বাংলা (Spanish) 9209 0130 * বাংলা (Swedish) 9209 0131 * বাংলা (Tamil) 9209 0132 * বাংলা (Telugu) 9209 0133 * বাংলা (Thai) 9209 0134 * বাংলা (Turkish) 9209 0135 * বাংলা (Ukrainian) 9209 0136 * বাংলা (Vietnamese) 9209 0137 * All other non-English languages 9209 0138

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VEC Victorian Electoral Commission

Declaration of results

Sample Council election

Declaration of results

Sample Council logo

The following candidates were elected to Sample Council at the general election held in October 2024:




Sample Ward 1 Sample elected candidate 1	Sample elected candidate 4	Sample Ward 8 Sample elected candidate 8
Sample Ward 2 Sample elected candidate 2	Sample Ward 5 Sample elected candidate 5	Sample Ward 9 Sample elected candidate 9
Sample Ward 3 Sample elected candidate 3	Sample Ward 6 Sample elected candidate 6	
Sample Ward 4	Sample Ward 7 Sample elected candidate 7	

Further details about the results are available at [vec.vic.gov.au](#)


Sample Election Manager name
Election Manager

Sample declaration date

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 Victorian Electoral Commission

Appendix 3: Schedule of media releases and advisories

Kingston City Council council-specific media releases and advisories

Enrol now for the Kingston City Council election	Monday 29 July 2024
Call for candidates for Kingston City Council election	Thursday 22 August 2024
Ballot packs mailed for Kingston City Council election	Monday 7 October 2024
Voting closes soon for Kingston City Council election	Tuesday 15 October 2024
New councillors for Kingston City Council	Friday 8 November 2024

Statewide media releases and advisories

Victorians urged to enrol for upcoming local council elections	Monday 22 July 2024
Media advisory: 2024 local council elections briefing	Monday 22 July 2024
Last chance to enrol for Victorian council elections	Friday 2 August 2024
News alert: Enrolment closes tomorrow for October's council local elections	Tuesday 6 August 2024
Nominations open soon for Victorian local council elections	Monday 26 August 2024
Media advisory: Accessing candidate information for the 2024 Victorian local council elections	Friday 6 September 2024
Nominations for the 2024 Victorian local council elections now open	Monday 9 September 2024
Over 4.6 million enrolled for local council elections	Tuesday 10 September 2024
Time is running out to nominate for this year's local council elections	Monday 16 September 2024
Electoral Commissioner calls for transparency in the use of AI in upcoming local council elections	Tuesday 17 September 2024
Media advisory: Media attendance at local council election ballot draw	Tuesday 17 September 2024
Nominations are in for October local council elections	Wednesday 18 September 2024
Democracy ambassadors help community voices 'Be Heard'	Thursday 19 September 2024
VEC retires 16 local council election candidates	Monday 30 September 2024
Voting starts next week for Victoria's local council elections	Friday 4 October 2024

Kingston City Council

Appendix 3: Schedule of media releases and advisories

Statewide media releases and advisories

Police investigate break-in at the Ballarat election office	Thursday 10 October 2024
Voters urged to request a replacement ballot pack following van theft	Friday 18 October 2024
Local council elections voting deadline looms	Monday 21 October 2024
Voters urged to request a replacement ballot pack following theft	Thursday 24 October 2024
Final day of voting	Friday 25 October 2024
Media advisory: Results timelines for Victorian local council elections	Friday 25 October 2024
Media advisory: Media attendance at results declarations	Wednesday 6 November 2024
Suspected postal vote tampering in 2 local council elections referred for inquiry	Wednesday 13 November 2024
Didn't vote in the 2024 local council elections?	Monday 17 February 2025
Non-voters asked to explain why they didn't vote in the 2024 local council elections	Friday 7 March 2025
Infringements sent to 2024 local council election non-voters	Scheduled for Monday 14 April 2025
Act on penalty reminder notice or risk enforcement action	Scheduled for Thursday 1 July 2025

Victorian Electoral Commission

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Appendix 4: VoterAlert advisories

Appendix 4.1: SMS alerts

Close of roll – sent from Wednesday 17 July to Wednesday 31 July 2024

VoterAlert: Vic council elections will be held by post this Oct. Make sure your details are correct before 4pm Wed 7 Aug. More info <https://vec.vic.gov.au/LG24>. If you'd rather not open links in this message, look up the VEC website or call 131 832 to check. Unsubscribe <https://vec.vic.gov.au/voteralert>

Reminder close of voting – sent from Tuesday 22 October to Wednesday 23 October 2024

VoterAlert: return your council election ballot pack by 6pm Fri Oct 25. If your ballot pack hasn't arrived, find out how to get a replacement at <https://vec.vic.gov.au/LG24>. Ignore if you've already voted or asked for a replacement. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

Uncontested election – sent from Wednesday 25 September to Tuesday 1 October 2024

VoterAlert: the election in your area is uncontested, as only one person nominated per vacancy. You do not need to vote. More info: <https://vec.vic.gov.au/LG24>. If you'd rather not visit links in this message, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

Mail-out of ballot packs – sent from Monday 7 October to Monday 14 October 2024


VoterAlert: ballot packs for the local council elections are on their way, arriving by 15 Oct. Complete and return before 6pm on Fri 25 Oct. For more info visit <https://vec.vic.gov.au/LG24>, look up the VEC website or call 131 832. Unsubscribe: <https://vec.vic.gov.au/voteralert>

Appendix 4.2: Email alerts

Close of roll email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert

Victorian Electoral Commission

Hi

Victorian local council elections are being held by post this October. You must be correctly enrolled by **4 pm on Wednesday 7 August**.

What you need to do

Not sure if your enrolment details are up to date? You can check online at vec.vic.gov.au/enrolment

If you've changed your address or name since you last voted in an election, you should update your details. Please also check the postal address listed on your enrolment, as this is where we will send your ballot pack.

CHECK MY DETAILS

If your details **haven't changed** since the last time you voted, get ready to vote. All voting in this election is by post. We will start posting ballot packs out from Monday 7 October.

The full list of candidates will be available on our website from 12 noon on Tuesday 17 September.

[Find out more about your council election.](#)

Voting is compulsory – don't risk a fine.

If you own properties in more than one Victorian council

Some people are eligible to enrol in more than one council. If you own or pay rates on a property in a Victorian council other than where you normally live, you can apply to enrol with that council. This is known as council enrolment.

Contact the council directly for more information about council enrolment.

[Find out more about council enrolment.](#)

You **must** vote for all councils you are enrolled in.

Electoral structure changes

Over half of Victoria's local councils have new electoral structures or have changed internal ward boundaries. You may be voting in a new ward this October.

You can check your council's ward boundaries on our [interactive map](#).

Information in your language

You can find election information in 20 languages other than English on our website.

[Find in-language information.](#)

Security

If you would rather not click any links in this email, all this information and more is on our website at vec.vic.gov.au. You can also hover over links to confirm they go to a [vic.gov.au](https://vec.vic.gov.au) website before you click them.

Be aware of scams: all emails we send you will have 'Victorian Electoral Commission <voteralert@info.vec.vic.gov.au>' as the sender. We will never ask you to enter credit card details or make payments through a website.

More information

Visit vec.vic.gov.au or call us on **131 832** between 8:30 am and 5 pm Monday to Friday.




Authorised by S. Bluemmel, Electoral Commissioner, 530 Collins Street, Melbourne, Victoria.

Our mailing address is:

Level 11, 530 Collins Street, Melbourne VIC 3000

This message was sent to you by the Victorian Electoral Commission because your contact details are listed on the Victorian electoral roll. Responses are not monitored.

UNSUBSCRIBE




[VEC website](#) | [Contact us](#) | [Privacy](#) | [Legal](#)

Uncontested election email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert

Victorian Electoral Commission

Hi

The , Ward election is uncontested as there were the same number of candidates as vacancies at the close of nominations.

You are not required to vote this October.

If you own properties in any other Victorian councils

You will still get a ballot pack for any other councils you are enrolled in. Please complete and return all ballot packs you receive before **6 pm on Friday 25 October**.

If you don't vote you may risk a fine.

Check your enrolment online or contact the council directly to check your enrolment details.

Check my enrolment

Security

If you would rather not click any links in this email, all this information and more is on our website at vec.vic.gov.au. You can hover your mouse over links to make sure they go to a [vic.gov.au](https://vec.vic.gov.au) website before you click them.

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Victorian Electoral Commission


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Ballot pack mail-out email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert

 Victorian Electoral Commission

Hi

You are enrolled to vote in the 2024 local council elections.

Your vote matters. Local council elections are your chance to vote on who represents you on the local community issues that you care about.

How to vote

Voting in these elections is by **post**.

We have started posting ballot packs to all enrolled voters. They will arrive by **Tuesday 15 October**.

Please follow the instructions in your ballot pack to complete your vote and mail it back to us as soon as possible.

If you're unsure, you can learn [how to fill out a ballot paper](#) on our website.

Voting closes at **6 pm on Friday 25 October**, but your local mail collection times may be earlier than this. We recommend you return your completed vote as soon as possible.

You can also drop your vote off at your local election office.

If you don't get a ballot pack

Ballot packs are in the mail and will arrive by **Tuesday 15 October**.

If you don't get a ballot pack by then, you can ask us to send you a replacement by calling **131 832** between 8:30 am and 5 pm, Monday to Friday.

Moved house or away from your address

If you are away from your mailing address you can request a replacement ballot pack. You can:

- call us on **131 832** between 8:30 am and 5 pm, Monday to Friday
- visit the election office of your **old address** to get a replacement on the spot. If you will be away during the election, you can fill in your vote there and return it straight away.

Find my election office

Find candidates

Information about candidates, including statements and candidate questionnaire responses are on our website.

Find candidates

Information in your language

Our website has information in more than 20 languages. There are also videos explaining how to vote in 10 different languages.

Find information in your language

Security

If you would rather not click any links in this email, all this information and more is on our website: [vec.vic.gov.au](#). You can hover your mouse over links to confirm they go to a [vic.gov.au](#) website before you click them.

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Last week to vote email

Do not reply to this email. Replies go to an unmonitored inbox. Contact us with any questions.

VoterAlert

 Victorian Electoral Commission

Reminder: voting for the 2024 local council elections closes at 6 pm this Friday 25 October.

Please ignore this email if you've already voted or asked for a replacement ballot pack.

How to vote

Voting in these elections is by **post**.

Please follow the instructions in your ballot pack to complete your vote and mail it back to us as soon as possible. You can find instructions on [how to fill out a ballot paper](#) on our website.

Voting closes at **6 pm on Friday 25 October**, but your local mail collection times may be earlier than this. We recommend you return your completed vote as soon as possible.

You can also drop your vote off at your local election office.

Find my election office

If you don't get a ballot pack

If you haven't received your ballot pack in the mail yet, you can ask us to send you a replacement by:

- visiting your election office* to get a replacement on the spot. You can fill in your vote there and return it straight away.
- calling us on **131 832** between 8:30 am and 6 pm, Monday to Friday
- filling in our [online form](#).

*This must be the election office for your enrolled address. [Check your enrolment details](#) if you've recently moved.

Find my election office

Information in your language

Our website has information in more than 20 languages. There are also videos explaining how to vote in 10 different languages.

Find information in your language

Security

If you would rather not click any links in this email, all this information and more is on our website: [vec.vic.gov.au](#). You can hover your mouse over links to confirm they go to a [vic.gov.au](#) website before you click them.

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More information

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Victorian Electoral Commission

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Appendix 5: Voter engagement program and initiatives

Program	Program details
Be Heard Democracy Ambassador program	This program provides free peer-led electoral education and information sessions to those under-represented in the electoral process. This includes people with disability and their carers, culturally and linguistically diverse (CALD) communities, people experiencing homelessness and young people. A total of 238 sessions were provided across the state reaching over 10,000 participants.
Specialist mobile enrolment	This program delivered peer-led enrolment sessions in prisons, homeless services, schools and tertiary education settings to reach young people and Aboriginal community settings across Melbourne and regional Victoria.
CALD in-language social media videos	This project produced a series of videos in 11 different languages including Auslan. Languages were chosen to reach language groups most in need of additional support. The videos provided electoral information on how to enrol, how to vote by post, and how to respond to an Apparent Failure to Vote Notice. These were widely distributed and shared through the VEC's social media platforms, community networks, and partner organisations.
Active Citizenship program	Electoral and civics education workshops were delivered to CALD community leaders in 3 locations across regional Victoria.
Aboriginal engagement	This program delivered information and engagement sessions across the greater Melbourne area and regional Victoria. These were designed to raise awareness that voting was compulsory and taking place via post. Culturally appropriate resources were produced to provide information on how to respond to an Apparent Failure to Vote Notice, including a video which was distributed and shared through the VEC's social media platforms and partner organisations.
Easy English guide	This was produced for people with low English proficiency and designed as a co-read product where a person supports the reader. These were distributed by Democracy Ambassadors as a key resource, and also available for download from the VEC's website.

Appendix 6: Final list of candidates in ballot paper order

The candidates, in ballot paper order, were as follows:

Banksia Ward election

PARRANT, Rosemary

MURDAY, Kalina

SMITH, Heather

HOWE, Chris

Bunjil Ward election

ATHANASOPOULOS, Tony

KAUR, Nikki

Caruana Ward election

WHITE, Caroline

SHEIKH NASIR, Riz

CRUPI, Joe

BEVINAKOPPA, Gandhi

CARTY, Michael

RAYKHTIN-BREITENFELD, Natan

PEULICH, Sav

HUGHES, Shannon

LEE, Eric

Chicquita Ward election

AGIRTAN, Jane

FRENCH, Wandzia

RICCIUTI, Anna

DAVIES, Tracey

PISTONE, Lina

McKAY, Jayden

DOBLE, Emma

WEST, Rosemary

BALDOCK, Ian

McDONALD, Lachlan

Como Ward election

BECKETT, David

XU, Ya Ge

HILL, Chris

OXLEY, Victoria

LENARCIC, Brendan

Karkarook Ward election

STEVENSON, Lauren

LING, Jono

SAAB, Hadi

AMBADGATTI, Shiva

Longbeach Ward election

CURRIE, Bronwyn

Kingston City Council

Appendix 6: Final list of candidates in ballot paper order

Longbeach Ward election

DIXON, Samara

WALKER, David

GILLING, Luke

PARRANT, Rohan

OXLEY, Georgina

Melaleuca Ward election

CASSIDY, Jack

LAW, Tess

BRESKIN, Alex

DUBOUT, Declan

NOLAN, Gavin

BLACK, Louise

Sandpiper Ward election

ASHWORTH-COLLETT, Kirralee

GARCIA, Abraham Jesus

FOUNTAIN, Graham

NUTT, Kealey

Wattle Ward election

WOODS, Geoff

PIRIHI, Trent

EREVNIDIS, Georgia

DAVEY-BURNS, Jenna

DORIAN, Amiriya

Wattle Ward election

VISIC, Nadica

COMAZZETTO, Aldo

Yammerbook Ward election

EDEN, David

FIRMAN, Tony

O'DONNELL, Sarah

MOORE, Susanna

GLANVILLE, Mellissa

LOZA, Daniel

TARULLI, Mark

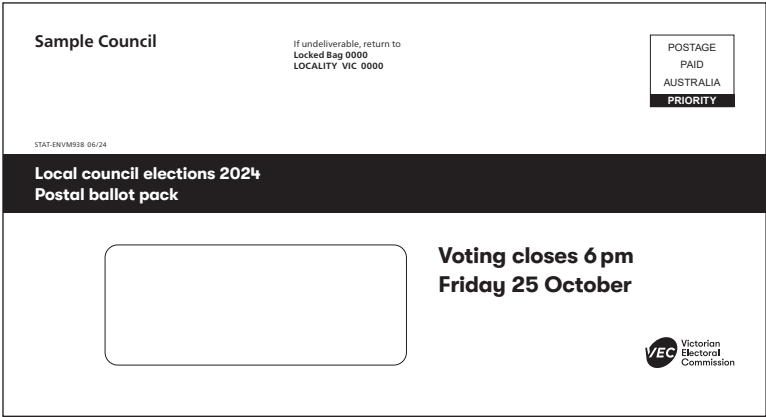
McMAHON, Greg

Appendix 6.1: Candidate statements and photographs

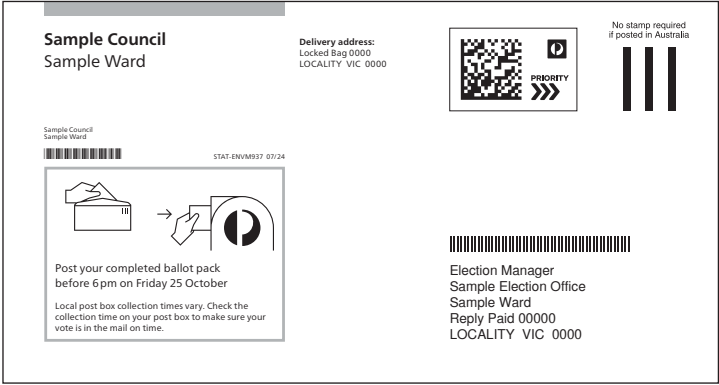
Kingston City Council election	Total number of candidates at close of nominations	Number of candidates that lodged a candidate statement	Number of candidates that lodged a candidate photograph
Banksia Ward	4	4	4
Bunjil Ward	2	2	2
Caruana Ward	9	9	9
Chicquita Ward	10	10	10
Como Ward	5	5	5
Karkarook Ward	4	4	4
Longbeach Ward	6	6	6
Melaleuca Ward	6	6	6
Sandpiper Ward	4	4	4
Wattle Ward	7	7	7
Yammerbook Ward	8	8	8

Appendix 6.2: Sample ballot material

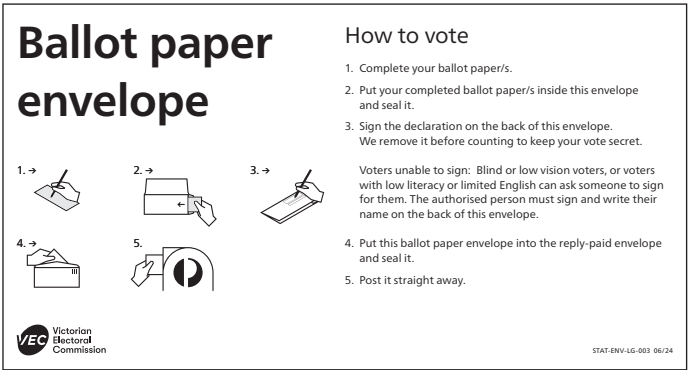
Outer envelope



Reply-paid envelope



Ballot paper envelope



Candidate leaflet

Voting closes
6 pm Friday
25 October 2024

All voting in this election is by post.
Post your vote before voting closes.
We cannot accept late votes.

Local post box collection times vary. Check the collection time on your post box to make sure your vote is in the mail on time.

You can also drop your vote off during business hours to:

Address line 1
Address line 2
Address line 3

For more information, visit [vec.vic.gov.au](#) or call 131 832 during business hours.

Voting is compulsory


You are enrolled to vote in this election.

Voting is your right. By voting, you get to have a say in who represents you on your local council.

Voting is also a responsibility. If you don't vote, you may get a fine.

If your enrolment details have changed, it is your responsibility to update them. Visit [vec.vic.gov.au/update](#) for more information.


Sample Council
Sample Ward



Candidate leaflet

Sample Council
election 2024
Sample Ward


Sample Ward



Notice

The contents of candidate statements are provided by the candidates. Any enquiries about candidate statements should be directed to the relevant candidate. Candidate statements are not verified or endorsed by the election manager. Candidate statements are also available at [vec.vic.gov.au](#)

Candidates may also provide answers to a questionnaire. Responses are available at [vec.vic.gov.au](#)



How to vote multi-language leaflet
If applicable

How to vote leaflet



Language support

Visit [vec.vic.gov.au/languages](#) for more information in your language.

For interpreter assistance, call us. See the phone numbers on the next page.



STAT-LEAMUL01 01/24

Ballot paper

Sample Council
Sample Ward

Election of 1 Councillor

Number the boxes 1 to 4 in the order of your choice.
Number every box to make your vote count.
You must not use any number more than once.

☐

CANDIDATE, Name

☐

CANDIDATE, Name

☐

CANDIDATE, Name

☐

CANDIDATE, Name

Sample Council election 2024
Sample Ward

At the close of nominations for the Sample Council, Sample Ward election, one nomination was received for one vacancy. Therefore, Candidate Name will be elected unopposed.

You are not required to vote.

Election Manager Name
Election Manager

For more information call 131 832

 Victorian
Electoral
Commission

Appendix 7:

Daily breakdown of the general mail out

Kingston City Council election	7 October 2024	8 October 2024	9 October 2024	10 October 2024	Total general mail out
Kingston City Council	38,775	38,775	18,250	18,241	114,041
Banksia Ward	3,608	3,608	1,698	1,697	10,611
Bunjil Ward	3,596	3,596	1,692	1,692	10,576
Caruana Ward	3,514	3,514	1,654	1,653	10,335
Chicquita Ward	3,510	3,510	1,652	1,651	10,323
Como Ward	3,650	3,650	1,717	1,717	10,734
Karkarook Ward	3,492	3,492	1,644	1,643	10,271
Longbeach Ward	3,365	3,365	1,584	1,583	9,897
Melaleuca Ward	3,762	3,762	1,771	1,770	11,065
Sandpiper Ward	3,458	3,458	1,628	1,627	10,171
Wattle Ward	3,348	3,348	1,576	1,575	9,847
Yammerbook Ward	3,472	3,472	1,634	1,633	10,211

Appendix 8:

Result information

Banksia Ward count summary		
Enrolment	10,611	
Formal votes	8,275	
Informal votes	251 (2.94% of the total votes)	
Voter turnout	8,526 (80.35% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
PARRANT, Rosemary	771	9.32%
MURDAY, Kalina	1,796	21.70%
SMITH, Heather	629	7.60%
HOWE, Chris	5,079	61.38%
Successful candidates		
HOWE, Chris		
Bunjil Ward count summary		
Enrolment	10,575	
Formal votes	8,411	
Informal votes	411 (4.66% of the total votes)	
Voter turnout	8,822 (83.42% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
ATHANASOPOULOS, Tony	4,791	56.96%
KAUR, Nikki	3,620	43.04%
Successful candidates		
ATHANASOPOULOS, Tony		

Caruana Ward count summary

Enrolment	10,336	
Formal votes	8,798	
Informal votes	337 (3.69% of the total votes)	
Voter turnout	9,135 (88.38% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
WHITE, Caroline	2,713	30.84%
SHEIKH NASIR, Riz	412	4.68%
CRUPI, Joe	275	3.13%
BEVINAKOPPA, Gandhi	201	2.28%
CARTY, Michael	435	4.94%
RAYKHTIN-BREITENFELD, Natan	1,040	11.82%
PEULICH, Sav	822	9.34%
HUGHES, Shannon	1,022	11.62%
LEE, Eric	1,878	21.35%

Successful candidates

WHITE, Caroline

Chicquita Ward count summary

Enrolment	10,325	
Formal votes	8,400	
Informal votes	423 (4.79% of the total votes)	
Voter turnout	8,823 (85.45% of the total enrolment)	
Candidates (in ballot paper order)	First preference votes	Percentage
AGIRTAN, Jane	1,937	23.06%
FRENCH, Wandzia	966	11.50%
RICCIUTI, Anna	411	4.89%
DAVIES, Tracey	1,620	19.29%
PISTONE, Lina	204	2.43%

Chicquita Ward count summary

McKAY, Jayden	591	7.04%
DOBLE, Emma	533	6.35%
WEST, Rosemary	758	9.02%
BALDOCK, Ian	812	9.67%
McDONALD, Lachlan	568	6.76%

Successful candidates

AGIRTAN, Jane

Como Ward count summary

Enrolment	10,734
Formal votes	8,609
Informal votes	203 (2.30% of the total votes)
Voter turnout	8,812 (82.09% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
BECKETT, David	1,357	15.76%
XU, Ya Ge	658	7.64%
HILL, Chris	2,933	34.07%
OXLEY, Victoria	1,903	22.10%
LENARCIC, Brendan	1,758	20.42%

Successful candidates

HILL, Chris

Karkarook Ward count summary

Enrolment	10,272
Formal votes	8,313
Informal votes	273 (3.18% of the total votes)
Voter turnout	8,586 (83.59% of the total enrolment)

Karkarook Ward count summary

Candidates (in ballot paper order)	First preference votes	Percentage
STEVENSON, Lauren	1,611	19.38%
LING, Jono	1,940	23.34%
SAAB, Hadi	3,744	45.04%
AMBADGATTI, Shiva	1,018	12.25%

Successful candidates

SAAB, Hadi

Longbeach Ward count summary

Enrolment	9,896
Formal votes	7,960
Informal votes	285 (3.46% of the total votes)
Voter turnout	8,245 (83.32% of the total enrolment)

Candidates (in ballot paper order)	First preference votes	Percentage
CURRIE, Bronwyn	1,413	17.75%
DIXON, Samara	370	4.65%
WALKER, David	539	6.77%
GILLING, Luke	622	7.81%
PARRANT, Rohan	1,996	25.08%
OXLEY, Georgina	3,020	37.94%

Successful candidates

OXLEY, Georgina

Melaleuca Ward count summary

Enrolment	11,065
Formal votes	8,988
Informal votes	230 (2.50% of the total votes)

Melaleuca Ward count summary

Voter turnout	9,218 (83.31% of the total enrolment)
---------------	---------------------------------------

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

CASSIDY, Jack	636	7.08%
---------------	-----	-------

LAW, Tess	2,687	29.90%
-----------	-------	--------

BRESKIN, Alex	691	7.69%
---------------	-----	-------

DUBOUT, Declan	1,747	19.44%
----------------	-------	--------

NOLAN, Gavin	1,405	15.63%
--------------	-------	--------

BLACK, Louise	1,822	20.27%
---------------	-------	--------

Successful candidates

LAW, Tess

Sandpiper Ward count summary

Enrolment	10,173
-----------	--------

Formal votes	8,480
--------------	-------

Informal votes	180 (2.08% of the total votes)
----------------	--------------------------------

Voter turnout	8,660 (85.13% of the total enrolment)
---------------	---------------------------------------

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

ASHWORTH-COLLETT, Kirralee	3,584	42.26%
----------------------------	-------	--------

GARCIA, Abraham Jesus	648	7.64%
-----------------------	-----	-------

FOUNTAIN, Graham	2,286	26.96%
------------------	-------	--------

NUTT, Kealey	1,962	23.14%
--------------	-------	--------

Successful candidates

ASHWORTH-COLLETT, Kirralee

Wattle Ward count summary

Enrolment	9,848
-----------	-------

Formal votes	7,824
--------------	-------

Wattle Ward count summary

Informal votes	250 (3.10% of the total votes)
----------------	--------------------------------

Voter turnout	8,074 (81.99% of the total enrolment)
---------------	---------------------------------------

Candidates (in ballot paper order)	First preference votes	Percentage
------------------------------------	------------------------	------------

WOODS, Geoff	1,582	20.22%
--------------	-------	--------

PIRIHI, Trent	549	7.02%
---------------	-----	-------

EREVNIDIS, Georgia	1,878	24.00%
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DAVEY-BURNS, Jenna	2,253	28.80%
--------------------	-------	--------

DORIAN, Amiriya	512	6.54%
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VISIC, Nadica	312	3.99%
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COMAZZETTO, Aldo	738	9.43%
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Successful candidates

EREVNIDIS, Georgia

Yammerbook Ward count summary

Enrolment	10,211
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Formal votes	8,630
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Informal votes	283 (3.18% of the total votes)
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Voter turnout	8,913 (87.29% of the total enrolment)
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Candidates (in ballot paper order)	First preference votes	Percentage
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EDEN, David	1,834	21.25%
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FIRMAN, Tony	451	5.23%
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O'DONNELL, Sarah	2,690	31.17%
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MOORE, Susanna	576	6.67%
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GLANVILLE, Mellissa	210	2.43%
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LOZA, Daniel	273	3.16%
--------------	-----	-------

TARULLI, Mark	423	4.90%
---------------	-----	-------

McMAHON, Greg	2,173	25.18%
---------------	-------	--------

Successful candidates

Kingston City Council

Appendix 8: Result information

Yammerbook Ward count summary

O'DONNELL, Sarah

Appendix 9: Election participation statistics

Participation is measured by the number of marks on the roll as a percentage of total enrolment and can vary from turnout (total ballot papers counted as a percentage of total enrolment).

Kingston City Council election participation	2020	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	93.04%	89.89%	86.64%
20–24	89.19%	85.26%	80.02%
25–29	81.69%	79.06%	74.09%
30–34	81.58%	76.55%	73.31%
35–39	83.95%	79.89%	76.18%
40–44	85.07%	81.55%	78.99%
45–49	86.65%	84.16%	81.92%
50–54	88.16%	86.88%	84.69%
55–59	89.76%	88.81%	87.46%
60–64	90.70%	90.05%	89.16%
65–69	91.81%	91.27%	90.41%
70+	88.56%	89.21%	88.77%
Voters enrolled through section 241 of the LG Act	88.91%	85.44%	86.27%
Voters enrolled through sections 243–245 of the LG Act	63.07%	94.90%	60.96%
Total voters enrolled	87.13%	85.49%	84.12%

Kingston City Council

Appendix 9: Election participation statistics

Banksia Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	88.55%	86.64%
20–24	78.64%	80.02%
25–29	72.56%	74.09%
30–34	73.80%	73.31%
35–39	74.23%	76.18%
40–44	76.93%	78.99%
45–49	77.99%	81.92%
50–54	84.69%	84.69%
55–59	85.35%	87.46%
60–64	86.00%	89.16%
65–69	88.16%	90.41%
70+	87.19%	88.77%
Voters enrolled through section 241 of the LG Act	81.84%	86.27%
Voters enrolled through sections 243–245 of the LG Act	85.19%	60.96%
Total voters enrolled	81.86%	84.12%

Bunjil Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	90.07%	86.64%
20–24	83.59%	80.02%
25–29	83.01%	74.09%
30–34	74.91%	73.31%
35–39	82.28%	76.18%
40–44	80.83%	78.99%
45–49	82.20%	81.92%
50–54	86.61%	84.69%
55–59	90.62%	87.46%
60–64	92.07%	89.16%
65–69	90.92%	90.41%
70+	88.28%	88.77%
Voters enrolled through section 241 of the LG Act	85.40%	86.27%
Voters enrolled through sections 243–245 of the LG Act	91.86%	60.96%
Total voters enrolled	85.46%	84.12%

Appendix 9: Election participation statistics

Kingston City Council

Caruana Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	90.73%	86.64%
20–24	89.05%	80.02%
25–29	85.86%	74.09%
30–34	82.40%	73.31%
35–39	86.66%	76.18%
40–44	89.15%	78.99%
45–49	89.27%	81.92%
50–54	88.25%	84.69%
55–59	89.65%	87.46%
60–64	93.37%	89.16%
65–69	93.92%	90.41%
70+	91.84%	88.77%
Voters enrolled through section 241 of the LG Act	89.73%	86.27%
Voters enrolled through sections 243–245 of the LG Act	96.00%	60.96%
Total voters enrolled	89.74%	84.12%

Chicquita Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	90.56%	86.64%
20–24	86.84%	80.02%
25–29	78.24%	74.09%
30–34	78.95%	73.31%
35–39	80.86%	76.18%
40–44	83.05%	78.99%
45–49	84.89%	81.92%
50–54	86.54%	84.69%
55–59	91.28%	87.46%
60–64	92.21%	89.16%
65–69	92.62%	90.41%
70+	89.73%	88.77%
Voters enrolled through section 241 of the LG Act	86.45%	86.27%
Voters enrolled through sections 243–245 of the LG Act	100.00%	60.96%
Total voters enrolled	86.50%	84.12%

Kingston City Council

Appendix 9: Election participation statistics

Como Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	90.95%	86.64%
20–24	84.27%	80.02%
25–29	76.56%	74.09%
30–34	71.94%	73.31%
35–39	74.91%	76.18%
40–44	79.46%	78.99%
45–49	80.55%	81.92%
50–54	85.08%	84.69%
55–59	88.35%	87.46%
60–64	88.85%	89.16%
65–69	90.57%	90.41%
70+	88.63%	88.77%
Voters enrolled through section 241 of the LG Act	83.49%	86.27%
Voters enrolled through sections 243–245 of the LG Act	93.33%	60.96%
Total voters enrolled	83.58%	84.12%

Karkarook Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	86.73%	86.64%
20–24	84.23%	80.02%
25–29	79.45%	74.09%
30–34	75.32%	73.31%
35–39	81.30%	76.18%
40–44	80.22%	78.99%
45–49	81.26%	81.92%
50–54	88.16%	84.69%
55–59	87.92%	87.46%
60–64	88.87%	89.16%
65–69	89.50%	90.41%
70+	89.61%	88.77%
Voters enrolled through section 241 of the LG Act	84.85%	86.27%
Voters enrolled through sections 243–245 of the LG Act	93.83%	60.96%
Total voters enrolled	84.92%	84.12%

Appendix 9: Election participation statistics

Kingston City Council

Longbeach Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	92.36%	86.64%
20–24	86.68%	80.02%
25–29	77.31%	74.09%
30–34	74.69%	73.31%
35–39	81.12%	76.18%
40–44	81.68%	78.99%
45–49	86.22%	81.92%
50–54	87.65%	84.69%
55–59	86.43%	87.46%
60–64	90.26%	89.16%
65–69	90.68%	90.41%
70+	88.43%	88.77%
Voters enrolled through section 241 of the LG Act	84.97%	86.27%
Voters enrolled through sections 243–245 of the LG Act	100.00%	60.96%
Total voters enrolled	85.03%	84.12%

Melaleuca Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	87.30%	86.64%
20–24	85.87%	80.02%
25–29	77.70%	74.09%
30–34	72.97%	73.31%
35–39	75.97%	76.18%
40–44	80.33%	78.99%
45–49	84.18%	81.92%
50–54	86.92%	84.69%
55–59	89.12%	87.46%
60–64	89.57%	89.16%
65–69	92.09%	90.41%
70+	88.74%	88.77%
Voters enrolled through section 241 of the LG Act	84.76%	86.27%
Voters enrolled through sections 243–245 of the LG Act	100.00%	60.96%
Total voters enrolled	84.84%	84.12%

Kingston City Council

Appendix 9: Election participation statistics

Sandpiper Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	88.41%	86.64%
20–24	86.09%	80.02%
25–29	78.41%	74.09%
30–34	78.97%	73.31%
35–39	80.60%	76.18%
40–44	81.77%	78.99%
45–49	86.68%	81.92%
50–54	87.36%	84.69%
55–59	89.81%	87.46%
60–64	89.71%	89.16%
65–69	92.71%	90.41%
70+	91.67%	88.77%
Voters enrolled through section 241 of the LG Act	86.54%	86.27%
Voters enrolled through sections 243–245 of the LG Act	97.06%	60.96%
Total voters enrolled	86.57%	84.12%

Wattle Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	91.08%	86.64%
20–24	81.83%	80.02%
25–29	78.01%	74.09%
30–34	74.75%	73.31%
35–39	78.61%	76.18%
40–44	78.74%	78.99%
45–49	83.67%	81.92%
50–54	84.73%	84.69%
55–59	87.08%	87.46%
60–64	88.05%	89.16%
65–69	89.42%	90.41%
70+	87.00%	88.77%
Voters enrolled through section 241 of the LG Act	83.26%	86.27%
Voters enrolled through sections 243–245 of the LG Act	95.52%	60.96%
Total voters enrolled	83.35%	84.12%

Appendix 9: Election participation statistics

Kingston City Council

Yammerbook Ward election participation	2024	Statewide LG 2024 – excluding Melbourne City Council
18–19	92.05%	86.64%
20–24	90.82%	80.02%
25–29	82.60%	74.09%
30–34	83.36%	73.31%
35–39	82.28%	76.18%
40–44	84.84%	78.99%
45–49	88.90%	81.92%
50–54	89.71%	84.69%
55–59	91.33%	87.46%
60–64	91.61%	89.16%
65–69	93.40%	90.41%
70+	90.23%	88.77%
Voters enrolled through section 241 of the LG Act	88.70%	86.27%
Voters enrolled through sections 243–245 of the LG Act	100.00%	60.96%
Total voters enrolled	88.75%	84.12%

Appendix 10: Complaints

Written complaints received by the VEC

Where an outcome is a follow-up response, the customer may have replied to the VEC's response and the VEC has therefore replied to that follow-up email.

Where an outcome has no action taken, this could be an anonymous submission that doesn't contain feedback and therefore can't be passed on to another team.

Date	Nature of complaint	Action taken by the VEC
Sunday 4 August 2024	VEC Complaint - VEC comms other channels	Response provided
Tuesday 3 September 2024	LGI Complaint - Advertising by local council; Roll data release	Referred to LGI
Tuesday 3 September 2024	LGI Complaint - Advertising by local council; Roll data release	Referred to LGI
Sunday 15 September 2024	VEC Complaint - Authorisation requirements	No action
Friday 20 September 2024	LGI Complaint - Defamatory material; False claims in material	Referred to LGI
Monday 23 September 2024	LGI Complaint - Defamatory material; Conduct of candidate away from election office	Referred to LGI
Monday 23 September 2024	LGI Complaint - Offensive material; Candidate eligibility	Referred to LGI
Thursday 26 September 2024	VEC Complaint - Unauthorised material	Response provided
Friday 27 September 2024	LGI Complaint - Conduct of candidate away from election office	Referred to LGI
Monday 30 September 2024	VEC Complaint - Location of signs	Response provided
Monday 30 September 2024	VEC Complaint - Location of signs; Signage local laws	No action
Friday 4 October 2024	LGI Complaint - Incorrectly authorised material	Referred to LGI
Sunday 6 October 2024	VEC Complaint - Interference with signage	Response provided
Monday 7 October 2024	VEC Complaint - Number and size of signs	Response provided

Date	Nature of complaint	Action taken by the VEC
Monday 7 October 2024	VEC Complaint - Location of signs	Response provided
Tuesday 8 October 2024	VEC Complaint - Location of signs; Number and size of signs	Response provided
Tuesday 8 October 2024	VEC Complaint - Signage local laws	Response provided
Wednesday 9 October 2024	LGI Complaint - Candidate eligibility	Referred to LGI
Thursday 10 October 2024	VEC Complaint - Information on the website; VEC comms other channels; VEC privacy policies	Response provided
Thursday 10 October 2024	VEC Complaint - Information on the website	No action
Thursday 10 October 2024	VEC Complaint - Conduct of candidate away from election office	Response provided
Friday 11 October 2024	VEC Complaint - Postal voting process	Response provided
Monday 14 October 2024	VEC Complaint - Compulsory voting - generally	Response provided
Sunday 20 October 2024	VEC Complaint - Postal vote receipt delayed	Follow-up response provided
Monday 21 October 2024	VEC Complaint - Location of signs	Response provided
Tuesday 22 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided
Thursday 24 October 2024	VEC Complaint - Postal vote receipt delayed	Response provided
Friday 25 October 2024	VEC Complaint - Failed to vote; Wait times at election office	Response provided
Monday 28 October 2024	VEC Complaint - Offensive material; Candidate statement	Feedback recorded
Monday 28 October 2024	VEC Complaint - Offensive material; Candidate statement	Feedback recorded
Monday 28 October 2024	VEC Complaint - Candidate statement	Response provided
Thursday 31 October 2024	LGI Complaint - Misleading and deceptive material; Candidate eligibility	Referred to LGI
Tuesday 12 November 2024	VEC Complaint - Outside VEC remit	Response provided
Wednesday 13 November 2024	VEC Complaint - Results; Preferential or proportional voting	Response provided

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April 2025

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Informal Meeting of Councillors Record



Submitted on	2 June 2025, 6:59PM
Receipt number	126
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
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Title of meeting	Councillor Briefing
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Meeting date	02/06/2025
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Meeting time	6.00pm
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Meeting location	In person
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Attendance

Councillors in attendance	Cr Georgina Oxley (Mayor) Cr Chris Howe (Deputy Mayor) Cr Kirralee Ashworth-Collett Cr Georgia Erevnidis Cr Chris Hill Cr Tess Law Cr Sarah O'Donnell (attended online) Cr Hadi Saab (attended online until 6.13pm) C C
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Council officer(s) in attendance	Peter Bean, Chief Executive Officer Jonathan Guttman, General Manager Planning and Place Dan Hogan, General Manager Customer and Corporate Support Kate Waters, Acting General Manager Community Strengthening Samantha Krull, General Manager Infrastructure and Open Space Bernard Rohan, Chief Financial Officer Sharon Lozsan, Team Leader Council Governance Ellie Lockard, Acting Council Governance Officer Maria Fernandez, Acting Council Governance Officer Michelle Devanny, Program Leader Strategic Communications & Engagement Jaclyn Murdoch, Manager City Development James Lenihan, Manager Infrastructure Erin Pattie, Team Leader Health & Social Policy Chris Heath, Manager Customer Experience & Corporate Performance Dillon Grech, Team Leader Corporate Performance Romina Atai, Community Infrastructure Planner S F
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Apologies	Cr Tony Athanasopoulos
Summary of matters discussed	Welcome Acknowledgement of Country Apologies Declaration by Councillors, Officers and Contractors of any Conflict of Interest Notes of Briefing of 19 May 2025 Executive Updates Peter Bean Peter Bean Draft Agenda - Planning Committee - KP-2024/464 – 784-796 Springvale Road, Braeside Draft Road Management Plan 2025-2029 (Post Consultation) Mandatory Councillor Training: Our Kingston Community Community Infrastructure Framework Introduction Draft Council & Wellbeing Plan 2025-29 - Submissions From Exhibition Period and Engagement Overview Draft 2025/26 Budget Update for Forecast and Budget Changes Item designated confidential under Local Government Act 2020 Invitations CEO/Councillor Only Discussion Councillor Only Discussion
Did a Councillor or Council officer disclose a conflict of interest?	No

Informal Meeting of Councillors Record



Submitted on	10 June 2025, 8:09PM
Receipt number	127
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	10/06/2025
Meeting time	6.00pm
Meeting location	In person

Attendance

Councillors in attendance	Cr Georgina Oxley (Mayor) Cr Chris Howe (Deputy Mayor) Cr Kirralee Ashworth-Collett Cr Tony Athanasopoulos Cr Georgia Erevnidis (attended online) Cr Chris Hill Cr Sarah O'Donnell (attended online) Cr Hadi Saab Cr Caroline White (attended online)
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Council officer(s) in attendance	Peter Bean, Chief Executive Officer Jonathan Guttman, General Manager Planning and Place Dan Hogan, General Manager Customer and Corporate Support Kate Waters, Acting General Manager Community Strengthening Samantha Krull, General Manager Infrastructure and Open Space Bernard Rohan, Chief Financial Officer Tracey Cheeseman, Manager Advocacy, Communications and Engagement Nikolaj Dennis, Manager Property Services Michael Eddington, Manager City Works Kim Marshall, Acting Manager Open Space Susan Quach, Manager Inclusive Communities Kelly Shacklock, Manager Governance Risk and Integrity Steve Tierney, Manager PMO and Major Projects Luke Armstrong, Team Leader Reserves and Sportsgrounds Jane Hopkins, Team Leader Building Maintenance
---	---

Sharon Lozsan, Team Leader Council Governance Gillian Turnbull,
Coordinator Community Capacity David Wang Team Leader Traffic
and Transport Olivia Wright, Strategic Projects Lead
Maria Fernandez, Acting Council Governance Officer

External attendees	Nil
Apologies	Cr Tess Law Cr Hadi Saab
Summary of matters discussed	<p>Welcome</p> <p>Acknowledgement of Country</p> <p>Apologies</p> <p>Declaration by Councillors, Officers and Contractors of any Conflict of Interest</p> <p>Notes of Briefing of 2 June 2025</p> <p>Executive Updates</p> <p>Better Buses for Kingston - Proposed Community Engagement</p> <p>7.1 KP-2024/464 – 784-796 Springvale Road, Braeside</p> <p>8.1 Kingston Grants Program - Funding Recommendations for Operational & Partnership Grants 2025-27</p> <p>8.2 Kingston Grants Program - Funding Recommendations for Community Festivals, Events & Creative Activities Grants 2025-27</p> <p>8.3 Kingston Grants Program – Funding Recommendation for Round 1 Community Bi-annual Grant 2025-26</p> <p>8.4 Response to Resolution – Notice of Motion No. 5/2025 –Multicultural Communities in Relation to Their Interest in Participating in First Aid Training</p> <p>8.5 Response to Resolution – Notice of Motion No 7/2025 Women and Girls Networking</p> <p>8.6 Community Hub Placement</p> <p>8.7 Contract 2706/0848 Library Collections, Furniture, Equipment and Associated Requirements</p> <p>9.1 Award of Contract CON-24/125 – Provision of Programmed and Reactive Electrical Services Panel</p> <p>9.2 Award of Contract CON-25/015 – Provision of Sportsground Turf Management Service</p> <p>9.3 Adoption of Road Management Plan 2025-2029</p> <p>9.4 Response to Resolution – Notice of Motion No. 4/2025 – Cr Howe –Williams Grove, Bonbeach</p> <p>9.5 SRLA Resource MOU and Provision of Information & Ad-Hoc Advice MOU</p> <p>10.1 Council & Wellbeing Plan 2025-29 and Annual Action Plan 2025-26 10.2 Media & Communications Policy</p> <p>10.3 Governance and Compliance Report</p> <p>11.1 Boatshed and Bathing Box Policy 2024 – Public Consultation 11.2 Mentone Car Park</p> <p>11.3 Final 2025-26 Budget, Financial Plan and Revenue and Rating Plan Invitations</p> <p>Councillor/CEO Discussion</p>

Did a Councillor or Council officer disclose a conflict of interest? Yes

Conflicts of interest

If more than one conflict was declared, provide the details for one conflict and then click 'add' to provide details for another.

Conflict 1

Name of Councillor/officer that declared the conflict of interest
Tony Athanasopoulos

Type of conflict of interest
General (G)

Did the Councillor/officer leave the meeting prior to discussion?
Yes

Informal Meeting of Councillors Record



Submitted on	16 June 2025, 6:52PM
Receipt number	128
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	16/06/2025
Meeting time	4.55pm
Meeting location	In person

Attendance

Councillors in attendance	Cr Georgina Oxley (Mayor) Cr Chris Howe (Deputy Mayor) Cr Kirralee Ashworth-Collett (arrived online at 5.12pm) Cr Tony Athanasopoulos Cr Georgia Erevnidis Cr Chris Hill (arrived at 6.00pm) Cr Tess Law (arrived at 5.09pm) Cr Sarah O'Donnell Cr Hadi Saab (arrived online at 5.22pm) Cr Caroline White
Council officer(s) in attendance	Peter Bean, Chief Executive Officer Jonathan Guttman, General Manager Planning and Place Dan Hogan, General Manager Customer and Corporate Support Kate Waters, Acting General Manager Community Strengthening Samantha Krull, General Manager Infrastructure and Open Space Bernard Rohan, Chief Financial Officer Paul Marsden, Manager City Strategy Luke Dexter, Acting Manager Arts, Events and Libraries Scott Moore, Manager Finance Kelly Shacklock, Manager Governance Risk and Integrity Romina Atai, Community Infrastructure Planner Michelle Devanny, Program Leader Strategic Communications and Engagement Maria Fernandez, Acting Council Governance Officer

Michelle Hawker, Property Coordinator
 Sharon Lozsan, Team Leader Council Governance
 Erin Pattie, Team Leader Health and Social Policy
 Helen Scott, Team Leader Environmental Planning
 Sophie McGuinness, Principal Environment Officer

External attendees	Nil
Apologies	Nil
Summary of matters discussed	<p>In Focus: Meeting Procedure - Draft Agenda 23 June Council Meeting</p> <p>Apologies</p> <p>Disclosures by Councillors, Officers and Contractors of any Conflict of Interest</p> <p>Notes of the Draft Agenda Briefing 10 June 2025</p> <p>Executive Updates</p> <p>Mandatory Councillor Training - Financial Management</p> <p>Boatshed and Bathing Box Policy</p> <p>Mentone Car Park</p> <p>Rossdale Golf Course Update</p> <p>Coastal Hazard & Risk Assessment</p> <p>Kingston Public Toilet Strategy - Introduction to Councillors</p> <p>Response to Notice of Motion 3/2024: Kingston Arts Precinct Masterplan</p> <p>SRL Cheltenham Community Hub Placement – Position Paper</p> <p>Governance Matters</p> <p>Invitations</p> <p>Councillor/CEO Discussion</p>
Did a Councillor or Council officer disclose a conflict of interest?	No

11. Chief Finance Office Reports

Agenda Item No: 11.1

BOATSHED AND BATHING BOX POLICY

Contact Officer: Michelle Hawker, Property Services Coordinator

Purpose of Report

To present stakeholder and community feedback on the proposed Boatshed and Bathing Box Policy and to seek Council's adoption of the revised policy.

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 stakeholder and community feedback to the Public Consultation; and
2. Adopt the revised Boatshed and Bathing Box Policy.

1. Executive Summary

Council's current Boatshed and Bathing Policy was adopted by Council in May 2017 and designated for review in June 2021. The existing Policy covers the protection of the foreshore itself, providing consent for works and the transfer of licences while ensuring structures are safe, well maintained and that licence holders comply with relevant legislation and Department of Energy Environment and Climate Action's (DEECA) guidelines.

A new policy was drafted in early 2024. The aim was to update and make the policy more operational and address three key items.

- The reduction of licence terms from nine years to address concerns around licensee engagement within long-licence terms;
- Permit licence holders to construct decks and stairs; and
- Increase the clearing distance for and vegetation around boatsheds.

Council endorsed the draft Boatshed and Bathing Box Policy for public and stakeholder (Kingston Boatshed Association) consultation 22 July 2024. Community consultation for the proposed Boatshed Policy was conducted from 7 August 2024 to 17 September 2024 with a total of 80 submissions received, predominantly from boatshed Licensees.

Officers have reviewed the submissions which related to the licence terms, design guidelines from the DEECA and climate change. The submissions and general feedback have been presented to Councillors on 17 March 2025 and further discussed between officers and Councillors at a meeting held on 27 March 2025. The Kingston Boatshed Association (KBA) has been extensively consulted with prior to and throughout the consultation process as well as being briefed following discussions with Councillors.

Throughout the engagement with Councilors, both during the Councillor Briefing and the subsequent additional meeting, comments have been made about the general wording of the policy. In particular, there has been discussion about the referencing of risks associated with climate change and sea level rises that have been highlighted.

Following this engagement, officers have adjusted some of the language in the policy to provide greater clarity on certain risks and conditions. The changes made to the policy from the version which was submitted for public consultation in 2024 are highlighted in the Appendix 5.)

DEECA as the landowner makes use of a similar wording through their policies and guidelines, some of which the proposed Kingston policy is heavily based upon. In these cases, officers consider that it is prudent to retain cross-references to ensure consistency.

It is recommended that this final draft of the Boatshed and Bathing Policy be adopted by Council.

2. Background

The City of Kingston is the appointed Committee of Management for the Foreshore under the Crown Land (Reserves) Act 1978. Council manages 190 Boatsheds and Bathing boxes located on foreshore reserves from Mordialloc to Chelsea and has the authority, as land manager, to issue licences for bathing boxes or boatsheds.

Council's current Boatshed and Bathing Policy was adopted by Council in May 2017 and designated for review in June 2021. It covers the protection of the foreshore itself, providing consent for works and the transfer of licences while ensuring structures are safe, well maintained and that licence holders comply with relevant legislation and DEECA's guidelines.

The policy further provides guidance and transparency in Council's decision making relating to licences transfers, permits, maintenance and the protection of its 190 Boatshed and Bathing Boxes.

The current policy has proven challenging to operationalise and enact on several accounts, most notably the following:

- Licence holders carrying out works without consent.
- Licence holders building decks instead of ramps.
- Licence holders going outside of their building envelope (footprint).
- Licence holders ignoring maintenance request from officers.

The proposed updates will seek to mitigate these issues and make it easier for officers to have oversight over activities.

DEECA issued its "*Guidelines for the management of existing bathing boxes and boatsheds on marine and coastal crown land*" in March 2022. These Guidelines provide direction to land managers and decision-makers in managing and maintaining existing bathing boxes and boatsheds on marine and coastal Crown land. The Guidelines are based on the *Marine & Coastal Act 2018* (Vic).

The Guidelines are intended to be considered in the context of all other relevant legislation, policies, and strategies. That includes circumstances where Councils act as local land managers.

Officers scheduled a separate briefing with all Councillors, that was attended by Cr Ashworth-Collett, Cr O'Donnell and Cr. Howe on 27 March 2025. As part of these discussions, officers went through all of the comments and feedback made by the KBA on the draft policy. This focused on:

- Officers' proposal to reduce licence terms
- Maintenance matters for boatsheds and
- Some of the general wording in the policy, particularly around references to climate change.

2.1 Reduced Licence Term

The State Government Guidelines require all bathing box and boatshed occupancies to be issued under a Crown land licence for a term not exceeding 10 years. Council currently issues licences for 9 years.

During recent years, engagement with licence holders has been difficult and outside of renewal processes or licence transfers, making it challenging for Officers to ensure compliance and complete the transfer of licences. In many cases licence holders have been non responsive outside of the current nine year cycle and in some instances, a lack of compliance has led to boatsheds being destroyed in bad weather, exposing the public to debris and asbestos.

In developing the draft Policy in 2024, Officers recommended a shorter licence term (from 9 years to 3 years) to ensure more regular engagement and checking in with licence holders. A more regular check-in will provide for better engagement and earlier resolution of issues.

Following the public consultation process, less than half of licence holders have provided feedback regarding the proposal to reduced licence terms. **In response to the feedback received, Officers' recommendation is to offer Licensees a period of up to nine (9) years, comprising an initial term of (5) five-years and an option for a further term of four (4) years.**

The further term will be offered provided that the licensee gives written notice to Council of their intention to renew (extend) at least ninety (90) days prior to the expiration of the initial term and they are not in default of any terms or conditions of the licence and the Policy at the time of giving notice. This effectively means that licensees retain a licence period of up to the full nine years while the written option notice creates an opportunity for the added engagement which Officers seek. Council will not unreasonably withhold an extension.

The Policy has been the subject of engagement between Officers and the Kingston Boatshed Association.

Bayside City Council offer 12-month licences and Frankston Council offer five-year Licences, making the recommendation in line with its neighbours.

2.2 Decks Ramps and Steps

The current policy does not allow for decks to be constructed by licence holders, only ramps. The reason for this is historical and related to perceptions of anti-social behavior (beach goers consuming alcohol on decks) however this is deemed to be very low risk and approximately 25% of the older boatsheds still retain their original decks. Officers spend a lot of resources writing to licence holders, requesting permits for works already carried out, removal of decks for licence transfers and the efforts are too little or no avail. Allowing for decks to be constructed removes a burden on officers, will not encourage anti-social behavior and is not expected to have a negative impact on the foreshore.

The State Government Guidelines do not preclude the construction of decks and both Mornington Peninsula Shire and Bayside Council permit decks.

The majority of submissions supported the proposal and requested the guidelines for the ramps decks and steps be included with the Policy.

2.3 Clearing distances

An increase to the maximum clearing distance from 500mm -700mm to 500mm to 1,000mm to clear sand and vegetation around boatshed to assist with maintaining boatsheds. Planning permits will be required for the removal of native vegetation.

3. Community Consultation

On 22 July 2024 Council resolved:

11.2 Boatshed and Bathing Box Policy 2024 - Public Consultation	
Moved: Cr Cochrane	Seconded: Cr Hill]
That Council:	
<ol style="list-style-type: none">1. Endorse the draft revised Boatshed and Bathing Box Policy 2024 for Council consideration and public consultation under Council's Community Engagement Policy; and2. Receive a further report at the conclusion of the public consultation period.3. Ensure officers further engage with the Kingston Boatshed Association (KBA) & other stakeholders throughout public consultation, noting further amendments will need to be made to the draft policy to address concerns raised.	
Cr Saab arrived at 8.45pm.	
CARRIED	
FOR:	Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Bearsley and Saab (9)
AGAINST:	Nil (0)

Community consultation for the proposed Boatshed Policy concluded on 17 September 2024 with a total of 80 submissions received, predominantly from boatshed Licensees. The feedback was categorised into several themes.

Key Responses included:

- 72 opposed the reduction in the licence term from 9 years to 3 Years (as initially proposed by Officers).
- 77 requested the inclusion of design guidelines within the policy.
- 25 felt that the references to the Department of Environment, Energy and Climate Action (DEECA) should not be overstated in the policy.
- 24 believed that licence termination or revocation should be accompanied by compensation.

4. Discussion

Proposed Changes

4.1 Reducing the initial Licence Term

- 4.1.1 A shorter initial Licence term with allows the Council to ensure that all licence holders continue to comply with current regulations before entering into the second term. Ensuring that the management of foreshore spaces remains adaptable to any changes in the environment. The shorter initial term will also fall into place with the ongoing policy reviews and allow Officers to ensure that Licences align with the most up to date policy and legislation. Officers initially recommended a three year licence term and a five years, but now consider a five + plus four-year term would be sufficient in increasing engagement points with licensees and ensuring

compliance and safety while having little impact on Licensees. Reducing the licence term from a straight nine years to five + four years allows officers the ability to engage with licence-holders on a more frequent basis and ensure compliance and safety. This term is in line with other councils who manage boatsheds as Committees of Management. This timing will also align better with the timing of future Council Boatshed policy review dates. The change in the draft policy from three years to five + four years also acknowledges the feedback from boatshed licence holders that it was too big of a change to go from nine years to three years.

- 4.1.2** The foreshore and coastal marine environment is sensitive and likely to be subject to ongoing legislative and policy changes due to impacts of climate change which is a topic highlighted by DEECA in its guidelines. Council's proposed licence term of 5 plus 4 years will allow council to better respond to such changes both in legislation/policy but also to physical changes to the coastal environment.

Term of Licence	Pros	Cons
5 years plus 4 years	<ul style="list-style-type: none"> • More engagement with licence holders. • Minimal impact on Licensees. • Improved compliance. • Increased public safety on the foreshore. 	<ul style="list-style-type: none"> • Licences to be renewed more frequently (resourcing).
9 years	<ul style="list-style-type: none"> • Less frequent licence renewals. 	<ul style="list-style-type: none"> • Less engagement with licence holders. • Less compliance. • Less opportunities to negotiate new terms.

Feedback from licence holders emphasise that shorter licence terms provides less security of tenure and may result in less investment in boatsheds.

The current 190 licences expire in 2027. In the last two years Officers have facilitated 12 licence transfers with the remaining terms being from 2-4 years. Council has not received any feedback that new licence holders are unwilling to purchase a licence with short remaining lives due to the balance of the term being less than four years. Officers also note that shorter licence terms are in place in other municipalities without seeming to impact on licence holder investment decisions.

4.2 DEECA references in the draft policy

The feedback received through the public consultation process suggests that the proposed draft policy references DEECA's policy and guidelines too much. This matter was highlighted by the KBA prior to the in public consultation and supported by 25 licence holders. Officers have reviewed the references further and consider that the references are appropriate, provide clarity on the role of the DEECA policy and guidelines, and the current draft policy is already reducing references to DEECA five times less than in the current policy.

No change proposed by officers.

4.3 Guidelines Decks Ramps and Steps

4.4 Compensation

Licences can be revoked for a variety of reasons such as none-compliance, failing to comply with a Council notice to undertake works, failing to disconnect illegal services and general breach of the policy. Council does not offer compensation to licence holders in the event a licence is revoked.

The proposed policy includes the revocation of licences in the event that a boatshed or bathing box is at risk of being damaged beyond repair due to coastal erosion or rising sea levels brought upon by climate change and where relocation is not possible. 24 submitters are seeking for Council to offer compensation should this happen.

Kingston Council do not currently offer compensation for the revocation of licence. Neither Bayside nor Frankston offer compensation in these circumstances.

4.5 KBA

Officers first met with the KBA to discuss the review of its policy in December 2023. Between December and July 2024 Officers engaged the KBA on the proposed amendments to the policy on more than 20 occasions through in person meetings (1230 Nepean Highway and the foreshore), emails and online meetings. Since then, further meetings have taken place, and more email correspondence has been exchanged.

The KBA has sought for improved engagement and consultation from officers – and its areas of feedback on the policy are addressed in this paper. The KBA has also expressed concerns that the version of the policy which was submitted for Public Consultation is different from the one Officers propose Councillors adopt. The final copy attached (Appendix 1) to this report has been amended to reflect the change in licence term from three to five years and minor style and language changes have emerged. No changes have been made, which will have any adverse effect on licence holders. A copy of the KBA's comments to the draft policy has been attached to this report for transparency (Appendix 3).

Officers have met with the KBA twice in recent months to discuss the feedback received from the public and the proposed policy in addition to explaining the process of its adoption. Officers understand that the KBA is seeking to retain a nine-year licence term.

Officers meet with the KBA on 14 May 2025 to discuss any additional feedback on the policy. Officers have since amended the policy and sent an updated copy to the KBA and Councillors. The KBA continues to be in favour of keeping the current nine-year term.

4.6 References to Climate Change

The policy which was submitted for public consultation included references to the term climate change.

One of these references is related to Council's Governance Principles and Council Plan alignment and covers the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks. It is a feature of Council policies to reference the principles that align to the Council Plan and this reference is retained in the next version.

The remaining references in the consultation version of the policy to the term, climate change were:

- Policy Purpose – "To acknowledge that changes in the foreshore reserves, brought upon by climate change or other unforeseen circumstances may result

in a need to remove and/or relocate bathing boxes or boatsheds that are no longer sustainable”

- Licence Revocation – “In the event that a boat shed or bathing box is at risk of being damaged beyond repair due to coastal erosion or rising sea levels brought upon by climate change and where relocation is not possible”
- Relocation – “Changes in the foreshore reserve brought upon by climate change such as potential sea level increases storm events may result in a need to remove and/or relocate boatsheds / bathing boxes that are no longer sustainable.”

Related to this, there were mentions of "potential sea level increases" and "storm events" as a consequences of climate change that could lead to decisions on relocating or removing boatsheds and bathing boxes, with approval from relevant authorities like DEECA and Council.

In the updated proposed policy (Appendix 1) officers have clarified the language to be clearer that the policy is responding to the impacts of changes to the environment and changing weather patterns. Specifically, wording has been amended to include the mention of coastal erosion, and storm surges (storm tides) as the direct threat to structures. The updates are as follows:

- Policy Purpose – “Acknowledge that bathing boxes and boatsheds may be damaged or may need to be modified or removed, brought about by projected increases (severity and frequency) in storm events, erosion, storm surges and inundation.”
- Licence Revocation – “In the event that a bathing box or boatshed is at risk of being damaged beyond repair due to coastal erosion or storm surges brought upon by changing weather patterns and where relocation is not possible.”
- Relocation – “Changes in the Foreshore Reserve brought upon by changing weather patterns such as potential sea level rises or storm events may result in a need to remove and/or relocate boatsheds / bathing boxes that are no longer sustainable.”

DEECA as the landowner makes use of a similar wording throughout their policies and guidelines, some of which the proposed Kingston policy is heavily based upon. In these cases, officers consider that it is prudent to retain cross-references to ensure consistency

5. Consultation

5.1 Internal Consultation:

Council’s Open Space, Local Laws, City Works, Environment Health, Planning and Building Departments have been consulted.

5.2 Community Consultation:

Stakeholder and community consultation for the proposed Boatshed Policy was conducted from 7 August 2024 to 17 September 2024.

Group	Method
Boatshed Licensees	Policy was either sent via email or postage
Public Consultation	Kingston Website – Have your Say page. Letter drops to properties adjoining foreshore.

**City of Kingston
Ordinary Council Meeting**

Agenda

23 June 2025

Kingston Boatshed Association KBA	Multiple in person meetings and online meetings and email correspondence. KBA Mark Up Version attached (appendix 3)
Open Space Local Laws Planning	
Mornington Peninsula City Council and Bayside City Council	Online meetings held to discuss updates and the current challenges we are jointly experiencing on the foreshore.
DEECA	Met with DEECA to discuss the proposed policy changes and to ensure they align with DEECA.

5.3 Results/Findings:

The revised boatshed and Bathing Box Policy reflects the feedback received from Stakeholders and the community, ensuring a more balanced approach.

6. Compliance Checklist

6.1 Council Plan Alignment

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

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

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

6.3 Financial Considerations

Projected costings

Staff Resources



The administration of the proposed draft Policy will be undertaken within the existing staff complement.



6.4 Risk considerations

The proposed policy as it relates to safety and maintenance alteration and rebuilding has been modelled on the State Government Guidelines Subsequent Crown Land Licences, issued by Council as the land manager will give effect to the proposed Policy and the supporting guidelines.

Appendices

Appendix 1 - Draft Boatshed Policy 21 May 2025 (Ref 24/9806)  

Appendix 2 - Boat Shed ramp, deck and steps plan (Ref 25/45706)  

Appendix 3 - Kingston Boatshed Association KBA Draft Boatshed Policy (TLFC markup) (007) (Ref 25/45692)  

Appendix 4 - Boatshed Feedback (Ref 25/52471) - Confidential

Appendix 5 - Boatshed and Bathing Box Policy changes (Ref 25/95905)  

Author/s:	Michelle Hawker, Property Services Coordinator
Reviewed and Approved By:	Nikolaj Dennis, Manager Property Services Bernard Rohan, Chief Finance Officer

11.1

BOATSHED AND BATHING BOX POLICY

1	Draft Boatshed Policy 21 May 2025	611
2	Boat Shed ramp, deck and steps plan	629
3	Kingston Boatshed Association KBA Draft Boatshed Policy (TLFC markup) (007).....	633
4	Boatshed and Bathing Box Policy changes.....	649

Boatshed and Bathing Box Policy



VERSION NO.	3
APPROVAL	Chief Executive Officer Council Manager Property Services Signature: Date:
TRIM REFERENCE	24/9806
REVIEW	2028
RESPONSIBLE EXECUTIVE	Chief Finance Officer
POLICY TYPE	Council
POLICY OWNER	Manager Property Services

REVISION RECORD	Version	Revision Description
20/11/2006	1	Adopted 20 November 2006
22/05/2017	2	Adopted 22 May 2017

1. Purpose

This Policy provides guidance for the maintenance and management of boatsheds and bathing boxes in the municipality of Kingston.

The Policy seeks to:

- a) Clarify Council's role as Committee of Management of the Foreshore Reserve.
- b) Provide clarity in relation to the transfer of licences and associated fees
- c) Provide transparency of the rights and obligations of Licence holders.
- d) Comply with relevant legislation.
- e) Ensure that boatsheds and bathing boxes are maintained in good condition and direct the upgrade, improvement, relocation or removal of boatshed and bathing box structures as determined by Council, as committee of management.
- f) Ensure that improvements and structural works on boatsheds and bathing boxes are not carried out without written consent.
- g) Provide for the protection of the amenity and use of the Foreshore Reserve by other beach users.
- h) Provide a fair and financially viable approach to boatshed and bathing box management arrangements.
- i) Acknowledge that boatsheds and bathing boxes may be damaged or may need to be modified or removed, brought about by projected increases (severity and frequency) in storm events, beach erosion, storm surges and inundation.

History

Bathing houses first appeared in Mordialloc in 1883 when the Shire of Moorabbin granted permission for their construction. Demand for bathing boxes surged in the early 1900s, and between Mordialloc Creek and the Patterson River, boatsheds and bathing boxes continued to be built up until the mid-1960s.

In 1934, Chelsea Council introduced restrictions on boatshed licences, requiring holders to reside in or own property within the City of Chelsea. Meanwhile, in 1920, the Shires of Mordialloc and Sandringham took over the management of a section of the Port Phillip foreshore from the Shire of Moorabbin. Unlike Chelsea, no residency requirements were imposed, and boatsheds could be leased annually.

Today, 190 boatsheds and bathing boxes remain an integral part of the City of Kingston. These vibrant, simple structures are a beloved icon of the city, which encompasses 13 kilometres of Port Phillip foreshore—including the largest unbroken beach in metropolitan Melbourne.

The State Government through - Department of Energy, Environment and Climate Action (DEECA) (formerly DELWP) has appointed Council as the Committee of Management of the Foreshore Reserves in the municipality of Kingston. Any policies or guidelines set by the Department of Energy, Environment and Climate Action (DEECA) will be the governing document. The management of the Foreshore Reserves in the area covered by this policy has been delegated to the Committee of Management under section 14 of the *Crown Land (Reserves) Act 1978*.

Any approvals for the use and development of coastal Crown land must be in accordance with section 65 of the *Marine and Coastal Act 2018 (Vic)* and the Kingston Planning Scheme.

This policy works in conjunction with the Guidelines for the management of existing bathing boxes and boatsheds on marine and coastal Crown land March 2022 (**Guidelines**).

This policy aims to formalise Council's commitment to transparent decision-making processes and freely available public access to Council information. It supports and promotes:

- a) increased community confidence and trust in Council through greater understanding and awareness.
- b) improved Council visibility and performance; and
- c) access to information that is current and easily accessible.

2. Scope

This Policy applies to the following Foreshore Reserves managed by the Council as Committee of Management:

- Aspendale
- Edithvale
- Chelsea
- Bonbeach
- Carrum

Council as Committee of Management for the Foreshore Reserve, has overall responsibility for the management of the Foreshore reserve, including the bathing boxes and boatsheds. Council is responsible for issuing licences to occupy a boatshed or bathing box site on the foreshore. Licences may be issued for a period of up to nine (9) years, comprising an initial term of (5) five-years and an option for a further term of four (4) years. The further term is then issued provided that the licensee gives written notice to Council of their

intention to renew no earlier than six month and no later than 3 months prior to the expiration of the initial term and they are not in default of any terms or conditions of the *licence* and this Policy at the time of giving such notice and at the commencement of the renewal term. Council will not unreasonably withhold an extension. Council will remind Licence holders via email and/or by post, to their registered address, that their option notice is due, six months prior to the expiry date of the licence. Option notices must be in writing and emailed to property.services@kingston.vic.com.au or posted to Council Offices.

Once Council is in receipt of an option notice, Council Officers will inspect the boatshed or beach box in line with Section 4.14 and provided there are no breaches to the licence or policy, Council will issue an extension for the further term within 30 days of receipts. Licence holders will not be charged an administration fee for this extension process.

The Kingston Boatshed Association (KBA) is an incorporated Association. It was incorporated on 24 May 2002. The KBA's core objectives are to preserve and promote local heritage and culture and to represent licensees before Local and State Governments.

KBA is a key Foreshore Reserve stakeholder and point of reference for Council. While licensees are not required to be KBA members, the KBA nevertheless facilitates Council's mandatory Licensee annual Public Liability insurance requirement. Council is committed to continuing to work with KBA to resolve issues that impact on its members.

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

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

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

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

The aim of this Policy is to provide guiding principles and clarity that will enable the management of boatsheds and bathing boxes in a way that is consistent with Council's Council Plan, relevant legislation and DEECA's Guidelines in order to protect boatsheds and bathing boxes and manage them in a responsible way.

3.2 Council Plan Alignment

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

4. Policy Details

4.1 Responsibilities of Licensees

As the appointed Committee of Management for the Foreshore Reserve Council holds the right to issue a Licence for the occupation of Crown land on the Foreshore Reserve. No person shall be entitled to sub-let or transfer the right to occupy any part of the reserve or structure on the reserve.

An annual Licence fee is payable to the Council in line with Council's annually approved Fees and Charges. The income from Boatsheds and Bathing Boxes Licences assists Council in recouping part of the costs of managing the Foreshore Reserves.

Licensees are responsible for giving written notice to Council of their intention to renew their licence no earlier than six month and no later than 3 months prior to the expiration of the initial term Licensees are only eligible to hold and renew their licence whilst they are a Permanent Resident or Rate payer of the City of Kingston.

Licensees must ensure that Council is always in possession of the correct and up to date contact details.

It is the responsibility of all Licensees to ensure that the necessary approvals and permits are obtained prior to carrying out any works, which require approval and or permits for their boatshed or bathing box.

[Apply for a planning permit - City of Kingston](#)

4.2 Transfer of Licenses

When transferring a Licence, the Licensee must comply with the following:

- a) The proposed Licensee must be a permanent resident or ratepayer of the City of Kingston. All notices will be mailed to the registered address. No PO boxes permitted.
- b) If one or all Licensees cease to be a rate payer or permanent resident of the City of Kingston, the Licensee(s) have a 6-month grace period (unless otherwise agreed by Council) to transfer the Licence after which Council may at its sole discretion cancel or revoke the Licence.
- c) There are no outstanding Licence fees payable to Council. Any outstanding or unpaid transfer fees and Licence fees will be added to the Licensee's account; and must be paid prior to transfer.
- d) An inspection of the inside of a boatshed and bathing box must be completed by a Council Officer. The internal and external structure must be compliant, and all required maintenance or rectification orders must be completed to Council's reasonable satisfaction and consistent with Policy prior to transfer.
- e) Either party pays the transfer and administration fee to Council.
- f) At the time of a transfer a Licence will be issued to the proposed purchaser with a copy of the current policy.
- g) All purchasers must be a "Natural Person" not a company, trust or other such organisation.
- h) Only boatsheds that sit within their original footprint as stated in Council's register will be transferred.

4.3 Transfer Fees

Fees are applicable in the below circumstances:

- a) Transfer of a Licence from one party to another
- b) Including an additional Licensee to a Licence
- c) Removing a Licensee(s) name from a Licence

4.4 Exemption from boatsheds and bathing boxes Licence Transfer Fee

Council recognises that in a limited number of cases it is appropriate for a transfer to be exempt from the payment of a Transfer Fee if:

- a) The owner has recently died, the inheritor(s) will be exempt from paying a transfer fee. However, the new Licensee will be required to pay the administration fee. Furthermore, the boatshed or bathing box must be compliant. The following documents must be presented before transfer
- b) Death Certificate
- c) Grant of Probate
- d) 100 Points ID
- e) Proof of being a Kingston rate payer or resident e.g. a copy of Licence or rate notice.

An application is submitted to Council requesting an exemption from the Transfer Fee outlining the rationale. Exemption requests will be considered on a case by case basis and will ultimately be at Council's Sole discretion. Consistent with Section 4.3 all transfers will attract an administration fee and must be consistent and compliant.

4.5 Renewals of Licence

When renewing a Licence, the Licensee must comply with the following:

- a) The proposed Licensee is a permanent resident or ratepayer of the City of Kingston (Excluding boatsheds owned prior to 2006). All notices will be emailed or by post mailed to the registered address.
- b) There are no outstanding fees payable to Council. Any outstanding unpaid fees will be added to the Licensee's account; and must be paid prior to renewal.
- c) Provide photographic evidence to Council that the boatshed or bathing box is structurally sound, within the original footprint and compliant with this Policy.
- d) Upon renewal of a Licence the Licensee will be issued with a copy of the current policy.

4.6 Use of boatsheds and bathing boxes

A boatshed or bathing box is only to be used for the following purposes and for no other reason:

- a) The storage of bathing suits, beach accessories, boats, boating equipment, fishing equipment and items incidental to the use of the Foreshore Reserve and: Convenience and comfort associated with beach use, i.e. shade, shelter, undressing and dressing before and after bathing.
- b) A boatshed or bathing box cannot be used for the following:
- c) Residential or commercial purposes or overnight accommodation, and all services including but not limited to the provision of kitchens, showers and toilets, all of which are prohibited.

4.7 Licence Revocation Termination

Council reserves the right not to renew or to revoke a Licence / permit agreement, without

compensation. Revocation is determined upon the following grounds.

- a) Non-compliance with the terms of the Licence agreement.
- b) Non-compliance with a reasonable written notice to repair or maintain a boatshed or bathing box by the specified date of the notice (which will be not less than one month after the written notice is given, unless they include vandalism, graffiti, asbestos or items that are unsafe to the general public, as detailed in Maintenance 4.11 of this Policy.
- c) Failure to disconnect illegal services when directed by Council in accordance with this Policy.
- d) Failing to pay the annual Licence fee within four (4) months of the due date.
- e) A breach of the Kingston Planning Scheme or other relevant legislation.
- f) Breaching this policy.
- g) Failing to comply with a notice issued by council to undertake works.
- h) Failing to seek appropriate approval for works undertaken.
- i) A requirement for the removal of the boatshed or bathing box in accordance with items 4.14 and 4.15.
- j) The original footprint of the bathing box or boatshed has been extended without Council's written consent.
- k) Failure to provide a certificate of currency of public liability insurance by 30th June each year.
- l) In the event that a bathing box or boatshed is at risk of being damaged beyond repair due to coastal erosion or storm surges brought upon by changing weather patterns and where relocation is not possible.

Council will give notice of revocation in writing. The process for revocation will be as follows:

- Council issues a notice in writing to Licensees of outstanding issues that require rectification.
- Licensees will be given one month to respond in writing to such concerns and a further period of one month to carry out the required rectification or to develop an agreed plan, including timing to achieve compliance.
- If a Licensee fails to rectify the breach or to develop such a plan within the requisite time, Council will provide a written notice giving the Licensee 14 days' notice of the termination of the Licence agreement at which point locks will be changed and all belongings not collected by the Licensee will become property of Council.

4.8 Insurance

The Licensee must be the holder of a current Public Liability Policy of Insurance with an insurer approved by Council for an amount no less than \$10 million (or such greater sum as reasonably required by Council). The Public Liability Policy shall extend to cover the City of Kingston in respect to claims for personal injury or property damage arising out of the negligence of the Licensee the Licensee must produce a certificate of currency annually. If a certificate is not produced annually then this will be considered a breach of the Licence conditions.

4.9 Responsibilities of Council

- a) Council will monitor the use and condition of the structures and surrounding

Page 6 of

Foreshore Reserve to minimise any impact on beach amenity, the environment and public enjoyment of the coast. Council will undertake regular audits of the structures and provide requests for maintenance and repairs accordingly.

- b) Council will notify the Licensee(s) in writing of all reasonable repairs, maintenance, and rectification requirements. If the works are not completed, the request will be repeated, and Council will direct the Licensees to complete the said works by a reasonable specified date. If the works are not completed by such a date Council will again notify the Licensees in writing that Council will conduct the works at the Licensees reasonable cost. This cost will be noted against the Licence until payment has been made.
- c) The monitoring by Council does not alleviate the Licensee responsibility.
- d) Council may require an internal inspection of any boatshed or bathing box. Written notice to the Licence holder, shall be given and access will be provided by the Licensee within seven days or a reasonably agreed time period. Any required rectification works not carried out within an agreed time will be considered as a breach of the licence.
- e) After a Council Officer has inspected the Boatshed/Bathing Box and it is deemed compliant, this compliance certification is valid for 3 months after the inspection date before it lapses. After this period, another inspection will be required before a transfer can occur (this will attract an additional administration fee).
- f) A Council Officer may enter at any time to inspect a boatshed or bathing box where Council or its authorised officer has reasonably determined that it is in the interest of public safety to do so.

4.10 Access and Equity

If ramps, decks, steps and railings or the like are vital to satisfy disability access requirements for Licensees, applications to carry out such works must be made in writing to Council with relevant verification.

Such works must be constructed in accordance with Council guidelines and relevant legislation. When the Licence is transferred all additional works ramps decks and steps must be rectified to meet council guidelines for non-disability access.

4.11 Construction and ongoing condition requirements maintenance

It is the responsibility of the Licensees to maintain the structure in good condition. It is important that the structure and its surrounds are managed to avoid a negative impact on the Foreshore Reserve environment and the public use of the reserve.

The materials used for the construction of the structure are to include timber walls, floors and plinth board, cladding in accordance with DEECA's Draft Guidelines Marine and coastal [Guidelines for the management of existing bathing boxes and boatsheds March 2022 \(marineandcoasts.vic.gov.au\)](https://marineandcoasts.vic.gov.au) and Building Code of Australia, unless otherwise approved by Council & DEECA (if necessary) prior to construction.

Structure

As a minimum, the following standards and maintenance levels must be met:

- a) Boatsheds and Bathing Boxes are classified as Class 10 structures under the BCA (Building Code of Australia).
- b) The Boatshed and Bathing boxes must be maintained in a safe and aesthetically pleasing state to the satisfaction of Council.
- c) No person shall alter the existing floor level of any boatshed/bathing box from its present position. Construction materials are to comply with DEECA Draft Guidelines and Building Code of Australia.
- d) All bathing boxes and boatsheds must clearly display their allocated number on the front of the building.
- e) Boatsheds and Bathing Boxes must be regularly painted and must not be unsightly in appearance, which may result in the degradation of the surrounding amenity. Licensees should have regard to the surrounding environment in selecting a colour scheme. Murals and or other works of art require the prior approval of Council.
- f) There is no potential risk to users or the public.
- g) Graffiti must be removed promptly (by the Licensees).
- h) All damage caused as the result of vandalism is to be repaired promptly (by the Licensees).
- i) If asbestos is disturbed/damaged, it must be removed or covered promptly in accordance with 4.16 of this policy.
- j) Other than existing structures, infrastructure such as retaining walls, hard paths (i.e. concrete, brick, timber, etc.) are not permitted on or around any Foreshore Reserve bathing box or boatshed, unless approved in writing by Council.
- k) Any application to repair or replace existing ramps, decks or steps will be considered on its own merits and must be approved by Council. Council will not permit the construction of ramps decks or steps that do not meet Australian Standards or Building Code requirement for these structures.
- l) The building footprint includes the boatshed / bathing box plus ramps decks and or steps Ramps decks or steps must not exceed 1.8 meters in length.
- m) Any repairs or alterations to existing boatsheds and bathing boxes must be undertaken in accordance with DEECA's Draft Guidelines, the Building Code of Australia, Kingston's Planning Scheme, and with written permission from Council. Works must not exceed the licenced footprint.
- n) Structures and their surrounds must be kept clear of litter, building materials and other rubbish and all Licensees must remove all litter created at each visit to the boatshed or bathing box.

4.12 Surrounds Vegetation and Sand

No person shall remove or excavate sand or vegetation from the Foreshore Reserve except for the purpose of fulfilling boatshed and bathing box maintenance requirements described herein, and within the following constraints:

- a) Determine if a planning permit is required for the removal or lopping of any vegetation. Where a planning permit is required, planning permission must be sought, and a planning permit issued prior to any removal or lopping of vegetation.
- b) Where a planning permit has been granted for the removal of native vegetation or should planning permission not be required, vegetation and sand may be cleared back

to a distance no greater than 500mm-1000mm from the boatshed or bathing box structure. Permission to clear greater than 700mm must be requested in writing for Council approval. Requests must clearly state the reason(s) for additional vegetation and sand clearance. A planning permit is required for any native vegetation removal and /or lopping.

- c) Where a planning permit has been granted for the removal of native vegetation or should planning permission, not be required, vegetation and sand may only be cleared using non- powered hand tools (i.e. the use of chainsaws, brush cutters, whipper snippers, etc. is not permitted).
- d) No person may plant, cultivate or otherwise introduce any plant, seed or other plant material, into the Foreshore Reserve, except where, and in accordance with any conditions, authorised by the Council.
- e) Sand and vegetation may only be cleared using non-powered hand tools (i.e. the use of bobcats, backhoes, etc. is not permitted).

Any breach of the above constraints will be treated as a breach of the Foreshore Reserves Local Law and / or Kingston Planning Scheme will be pursued as such.

4.13 Replacement or alterations

In all cases repair and restoration will be favoured over total demolition and rebuilding.

Property Services will review all of the criteria and work with Council's Planning and Building Department and DEECA to consider and approve all applications.

If Council approves demolition and reconstruction of the boatshed/bathing box, the Licensee will be required to obtain relevant permits including Planning and Building permits, Coastal Management Act consent from DEECA and a vehicular access permit/licence from Council.

Replacement structures will only be considered if the current structure is no longer safe and cannot be repaired. Licensees must make a written application to Property Services detailing the reasons and rationale for the replacement of the structure together with written evidence in a form of a report from a registered building practitioner.

Such an application must include the following:

- a) Plan of the building works including dimensions and area.
- b) Detailed description of materials and methods of construction. These are to comply with DEECA formally DELWP Draft Guidelines that may alter at any given time and in accordance with standards specified by Council.
- c) No boatshed or bathing box shall be extended beyond its original, (approved footprint).
- d) No new services to be connected.
- e) Approvals for works will only be granted in accordance with the conditions of this policy.
- f) Reconstruction of boatsheds and bathing boxes must be commenced within six (6) months after permit is issued and completed within one (1) year of the demolition or destruction of the original structure, unless otherwise agreed with Council.
- g) If the works are not carried out within the allocated timeline, Council may refuse to reissue a Licence for the boatshed or bathing box.

4.14 Relocation

Changes in the Foreshore Reserve brought upon by changing weather patterns such as

potential sea level rises or storm events may result in a need to remove and/or relocate boatsheds / bathing boxes that are no longer sustainable. The relocation of boatsheds/bathing boxes will be considered on a case-by-case basis if supported by DEECA and Council.

Boatshed or bathing boxes may be relocated when the existing structure is deemed by the Council to be located in an area that is detrimental to the Foreshore Reserve or restricts the use of the Foreshore Reserve by other users. The relocation will, in the opinion of the Committee of Management and DEECA, may identify alternative sites which will need to be determined through a coastal hazard or vulnerability assessment report.

4.15 Removal

Boatsheds and Bathing Boxes will be removed from the Foreshore Reserve where:

- a) The structure is dilapidated, beyond repair or represents a public safety hazard (as determined by Council) and there is a failure to effect notices issued by the Council.
- b) The area is vulnerable to coastal processes and if this results in the structures being at risk as determined by Council & DEECA.
- c) The structure contributes to the instability of the area or causes a risk to public safety as reasonably determined by Council.
- d) The Foreshore Reserve on which the structure is located is unsafe or access to it is unsafe as determined by Council.
- e) Removal is in accordance with a management plan or policy relating to the Foreshore Reserve.

4.16 Asbestos

Many of the boatsheds and bathing boxes contain asbestos due to the era in which they were constructed. If asbestos remains intact and undisturbed it is generally harmless; any damage that exposes it and makes it friable creates a danger that must be addressed.

- a) Damaged or friable ACM must be removed by a Class A, B or C Licensed removalist under risk-controlled conditions.
- b) Where asbestos is removed the roof, or any other part of the structure containing asbestos should be replaced with a suitable non-asbestos containing product.
- c) If removal is to occur Council requires Licensees/licenced asbestos removalist to forward a written request to the Property Services Department. The Property Services department will liaise with DEECA, EPA and relevant Council departments to provide advice and guidance to the licensee/asbestos removalist. The following items must also be included with the written application:
 - A copy of a permit/licence from Local Laws to allow a skip or other such container (if required) on the Foreshore Reserve to contain the product.
 - A permit/licence is to be obtained from a building practitioner for the removal.
- d) The name of the registered asbestos removalist. Professionals are to be used for such projects. Removal must be undertaken in accordance with Occupational Health & Safety requirements. Material containing asbestos must be disposed of in accordance with EPA (Prescribed Waste) Regulations 1998 and relevant codes. Removalists must be

- registered asbestos removalist class A, B or C with Environment Protection Authority (EPA). The Licence registered with WorkSafe Vic.
- e) Works must not commence until Council provides written approval and all completion certificates are provided to council.
 - f) A management plan for the removal of damaged asbestos must be undertaken before a transfer of a Licence or before the renewal of licences.

Note up to 10m² of non friable ACM totalling 1 hour in a week can be removed without a Licence under the Act.

4.17 Services

Permission will not be given to connect or install to any boatshed or bathing box drainage, sewerage, water, power, gas, telephone, generators, solar power or similar services. Unauthorised or new connections will not be permitted under any circumstances.

Council will order the disconnection, removal and rectification of illegal unauthorised connections after written notice to the Licensee. The cost will be passed on to the Licensee if illegally connected.

Council will direct the removal of services at the following times:

- a) At the request of the service authority; and
- b) If the service is a danger to beach users.
- c) If it is a threat to environment near vegetation/fire hazard.
- d) If the service is unauthorised or a new connection.

4.18 Retaining walls, Fences and Paving

Fences and paving are not permitted. Generally retaining walls are also not permitted, however the description below explains the exclusions. Fencing, paving and retaining walls may cause offsite environmental impacts and restrict public access.

Retaining walls will only be considered in extreme circumstances where Licensees have maintained site in line with maintenance conditions. It is desirable to keep the perimeter of the shed free from a build-up of sand (500mm-1000mm) and where possible at 30 degrees horizontal. This will assist to protect the stability and integrity of the structure. If this is not achievable, Council will consider granting permission to permit holder/licensee for the erection of a retaining wall subject to DEECA consent.

- Retaining walls applications

All applications for retaining walls must be directed to Property Services in writing Property.Services@Kingston.vic.gov.au

A Building Surveyor, Property Services Officer and Natural Resources Officer will assess each request based on its merits.

If permission has been granted by the Property Services Department and DEECA then the normal course applies for building works as set out below:

- a) DEECA consent under the Marine and Coastal Act 2018.
- b) Planning Permit from Kingston's City Development Department (submitting certified engineered plan for approval)
- c) Building Permit.
- d) Issuing Property Services Department with a copy of the final certificate

(Building will also receive copy from Private surveyor)

Responsibility for retaining walls

Licensees are responsible for:

- a) Costs
- b) Permits
- c) Construction
- d) Maintenance
- e) Public Liability Insurance

Notation: In the event that retaining walls are consented to the Licensees must include these within their Public Liability Insurance.

Kingston City Council
Kingston Boatshed Association
Boatshed Licensees

5 Internal and External Assessments

5.1 Risk Assessment

Not Applicable

5.2 Delegation and Authorisation

Manager Property Services

Manager Property Services is responsible for the review and management of this policy.

5.3 Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

5.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

5.5 Human Rights Charter

This policy has been reviewed against the Charter of Human Rights and Responsibilities Act 2006.

6 Roles and Responsibilities

Role	Responsibility
Manager Property Services	Manager Property Services has the responsibility for the review and management of this policy.

7 Related documents

7.1 Legislation

- *The Crown Land (Reserves) Act 1978*
- *The Marine and Coastal Act 2018*
- *The Local Government Act 2020*
- *All other relevant laws and local laws relevant to the Foreshore Reserve.*

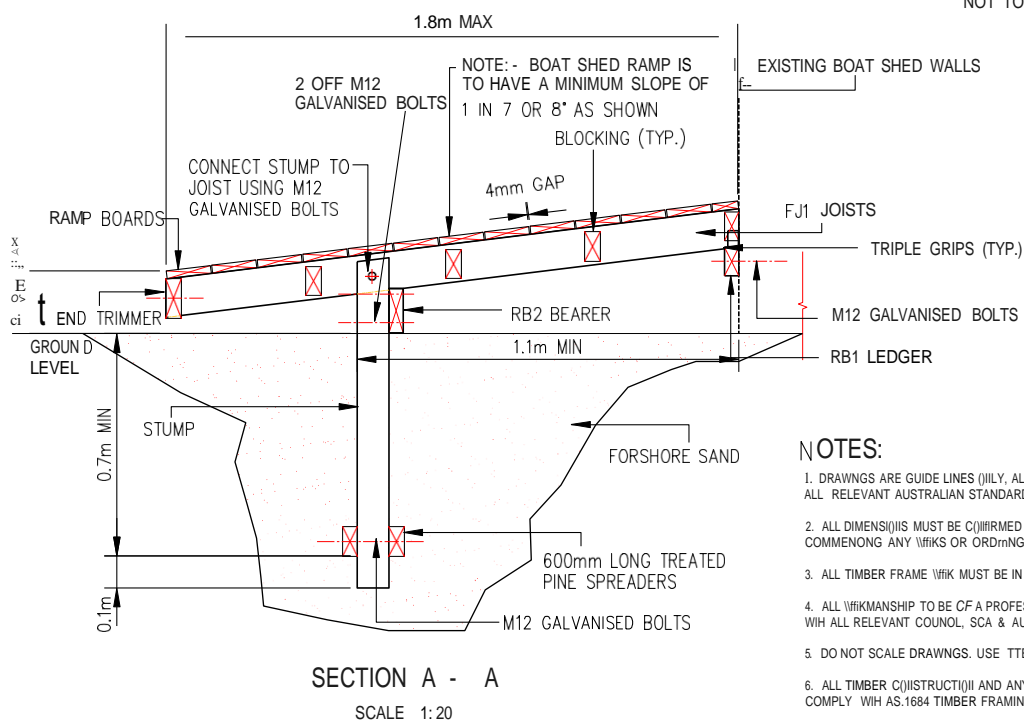
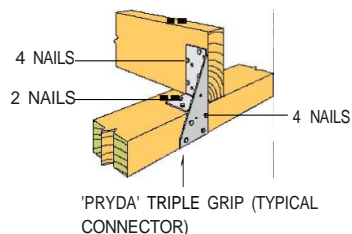
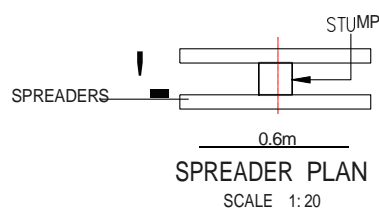
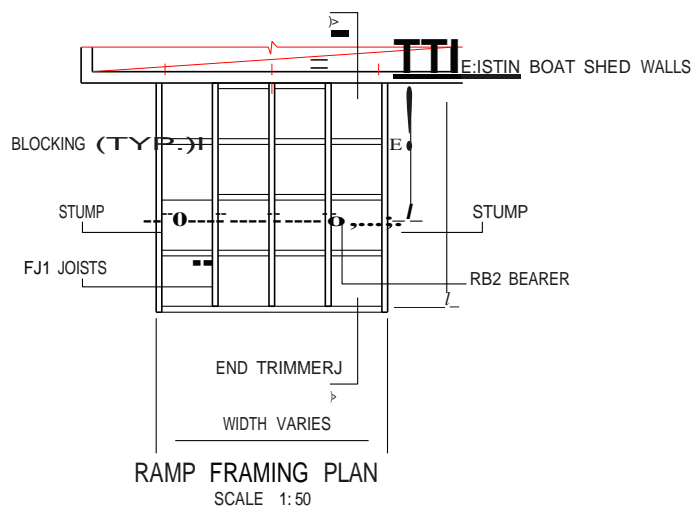
7.2 Documents and resources

- *Guidelines for the Management of Existing Bathing Boxes and Boatsheds on Marine and Coastal Crown Land which can be accessed here.*
https://www.marineandcoasts.vic.gov.au/data/assets/pdf_file/0027/564246/Guidelines-for-the-management-of-existing-bathing-boxes-and-boatsheds_March_2022.pdf
- *Marine and Coastal Policy 2020 (marineandcoasts.vic.gov.au)*
https://www.marineandcoasts.vic.gov.au/data/assets/pdf_file/0027/456534/Marine-and-Coastal-Policy_Full.pdf
- *DELWP Standards for bathing box and boatshed construction which can be accessed here.*
<https://www.kingston.vic.gov.au/files/sharedassets/public/v/1/hptrim/communications-website-and-online-development-corporate-website-documents/delwp-bathing-box-construction-guidelines-2015.p>

8 Definitions

Term	Definition
Annual Licence Fee	Means the annual fee payable to Council as a Committee of Management appointed under the Crown Land (Reserve) Act 1978 and paid by the Licensee to occupy a boatshed and bathing box
Boatshed and bathing box	Means a freestanding structure erected on the foreshore, which is non- residential, to be used by private individuals, managed by Council and is primarily for storing beach equipment and/or boats, as a change facility, and for shade and/or shelter.
CLRA	<i>Crown Land (Reserves) Act 1978 (Vic)</i>

Committee of Management	Means the body appointed for the purpose of managing crown land pursuant to the <i>Crown Land (Reserves) Act 1978 (Vic)</i>
Council	Kingston City Council
DEECA	Department of Energy, Environment and Climate Action
Footprint	Means the area of the Foreshore Reserve occupied by the boatshed or bathing box including any ramps, steps, decks and as set out in the plan in the natural person's Licence.
Foreshore Reserve	Means that part of the foreshore abutting Port Philip Bay within the municipality of Kingston that is permanently reserved for public park and is land managed by Council as a Committee of Management in accordance with the provisions within the Crown Land (Reserves) Act 1978 (Vic)
Guidelines	Guidelines for the management of existing bathing boxes and boatsheds on marine and coastal Crown land March 2022
KBA	Kingston Boatshed Association
Licence	Means a licence granted by the Committee of Management as approved by the Minister for the use of the boatshed and bathing box on the Foreshore Reserve pursuant to the CLRA
Licensee	Means a person occupying a boatshed or bathing box on the Foreshore pursuant to a Licence
Natural Persons	Is an individual human being, as opposed to a legal person that is a company entity or incorporated association
Transfer Fee	Is the fee payable to Council at the time of transfer



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3. ALL TIMBER FRAMEWORK MUST BE IN ACCORDANCE WITH AS 1684
4. ALL WORKMANSHIP TO BE OF A PROFESSIONAL STANDARD & IN ACCORDANCE WITH ALL RELEVANT COUNCIL, SCA & AUSTRALIAN STANDARDS.
5. DO NOT SCALE DRAWINGS. USE GIVEN DIMENSIONS SHOWN.
6. ALL TIMBER CONSTRUCTION AND ANY MEMBERS NOT SHOWN ARE TO COMPLY WITH AS 1684 TIMBER FRAMING CODE
7. ALL EXPOSED STEELWORK AND BOLTS MUST BE HOT DIPPED GALVANISED OR STAINLESS STEEL

MEMBER SCHEDULE

ID.	MEMBER DIMENSIONS	COMMENTS
RB1	90x45 F7 TREATED PINE LEDGER	FIX TO EXISTING FRAME USING 3 OFF 1.112 BOLTS @ EQUAL CENTRES
RB2	140x45 F7 TREATED PINE BEARER	
FJ1	120x45 F7 TREATED PINE JOISTS @450 CRS.	FIX TO RB1 & RB2 USING TRIPLE GRIP CONNECTORS. PROVIDE SOLID TREATED PINE BLOCKING @900 CRS.
RAMP BOARDS	140x25 F7 TREATED PINE	FIX TO JOISTS USING GALVANISED RIBBED SHANK NAILS OR 50mm LONG SCREWS. 3 PER BOARD PER JOIST
STUMPS	100x100 F7 CYPRESS PINE STUMPS	2 OFF REQ.
END TRIMMER	120x45 TREATED PINE	ATTACH TO JOIST ENDS
SPREADERS	90x45 TREATED PINE SPREADERS	2 OFF 600mm LONG STUMP SPREADERS TO EACH STUMP 100 FROM BOTTOM. FIX TO STUMPS USING GALVANISED 1.112 BOLTS

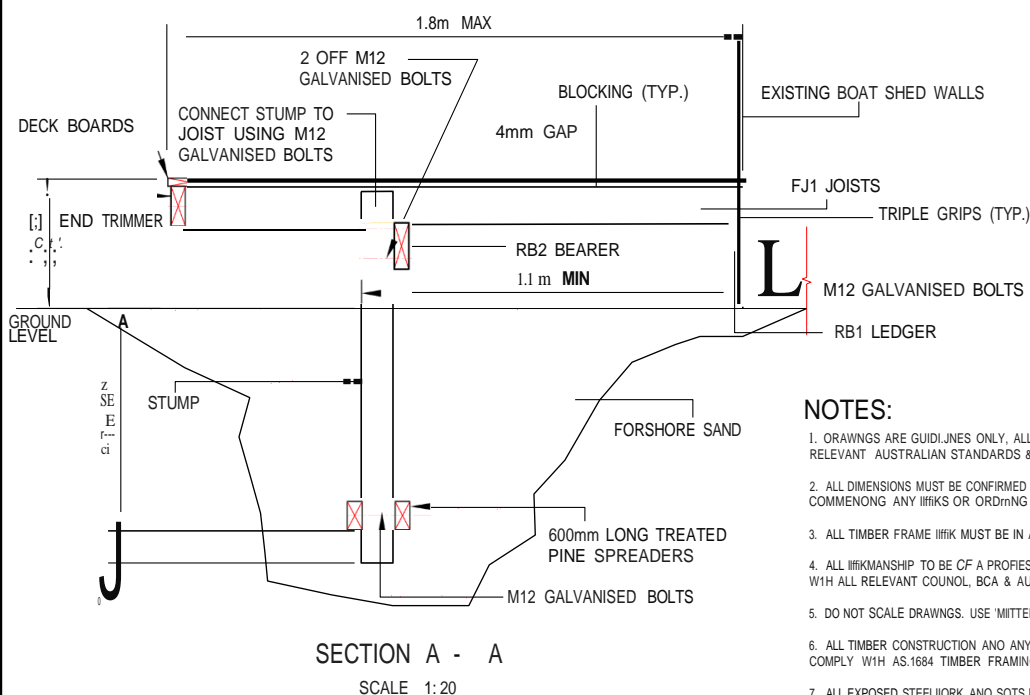
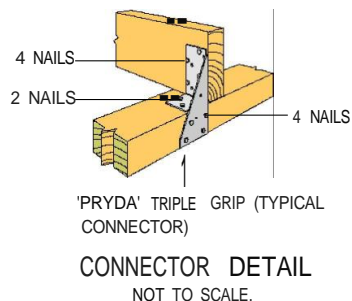
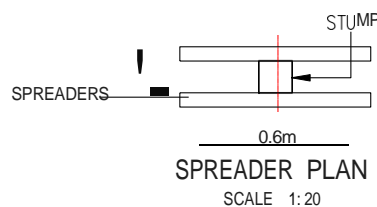
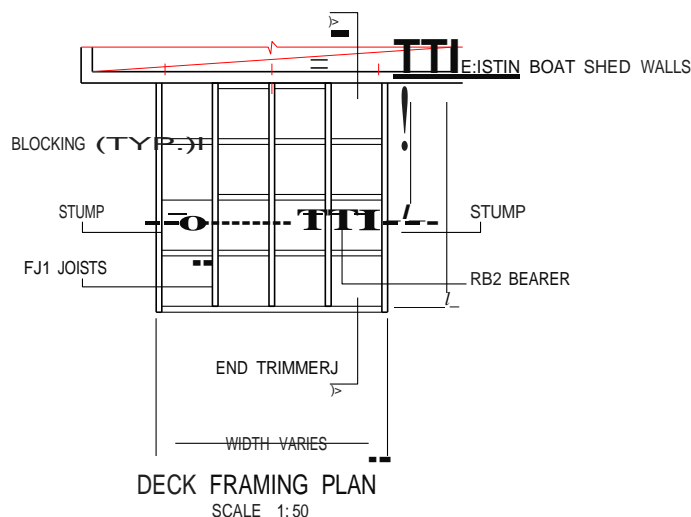
IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THAT THE FRONT RISER HEIGHT TO THE ACCESS RAMP DOES NOT EXCEED 190mm BY ENSURING THAT THE ADJACENT COMPACTED SAND BASE DOES NOT ERODE TO THE POINT WHERE THIS SPECIFICATION IS EXCEEDED, PURSUANT TO CLAUSE 3.9.1.4 OF THE BUILDING CODE OF AUSTRALIA

AUGUST 2024



City of KINGSTON

BOAT SHED GENERAL RAMP CONSTRUCTION DETAILS (GUIDELINES ONLY)



NOTES:

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4. ALL WORKMANSHIP TO BE OF A PROFESSIONAL STANDARD & IN ACCORDANCE WITH ALL RELEVANT COUNCIL, BCA & AUSTRALIAN STANDARDS.
5. DO NOT SCALE DRAWINGS. USE DIMENSIONS SHOWN.
6. ALL TIMBER CONSTRUCTION AND ANY MEMBERS NOT SHOWN ARE TO COMPLY WITH AS1684 TIMBER FRAMING CODE
7. ALL EXPOSED STEELWORK AND JOINTS MUST BE HOT DIPPED GALVANISED OR STAINLESS STEEL
8. HAND RAILS (NOT SHOWN) NEED TO BE INSTALLED WHERE DECK HEIGHT IS LARGER THAN 1m FROM GROUND LEVEL

MEMBER SCHEDULE

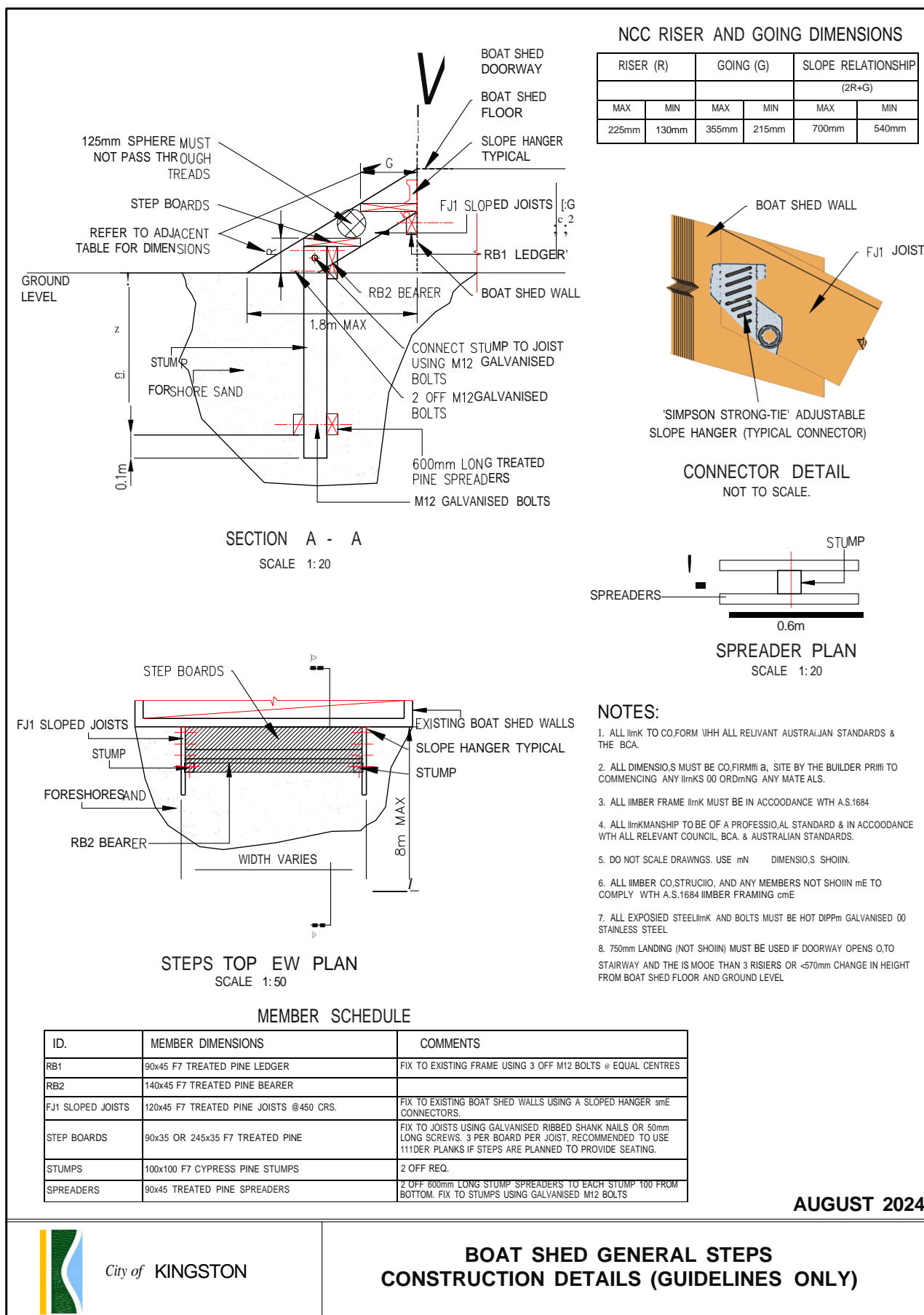
ID.	MEMBER DIMENSIONS	COMMENTS
RB1	90x45 F7 TREATED PINE LEDGER	FIX TO EXISTING FRAME USING 3 OFF M12 BOLTS @ EQUAL CENTRES
RB2	140x45 F7 TREATED PINE BEARER	
FJ1	120x45 F7 TREATED PINE JOISTS @450 CRS.	FIX TO RB1 & RB2 USING TRIPLE GRIP CONNECTORS. PROVIDE SOLID TREATED PINE BLOCKING @900 CRS.
DECK BOARDS	90x35 OR 245x35 F7 TREATED PINE	FIX TO JOISTS USING GALVANISED RIBBED SHANK NAILS OR 50mm LONG SCREWS. 3 PER BOARD PER JOIST, RECOMMENDED TO USE WIDER PLANKS IF DECK IS PLANNED TO PROVIDE SEATING.
STUMPS	100x100 F7 CYPRESS PINE STUMPS	2 OFF REQ.
END TRIMMER	120x45 TREATED PINE	ATTACH TO JOIST ENDS
SPREADERS	90x45 TREATED PINE SPREADERS	2 OFF 600mm LONG STUMP SPREADERS TO EACH STUMP 100 FROM BOTTOM. FIX TO STUMPS USING GALVANISED M12 BOLTS

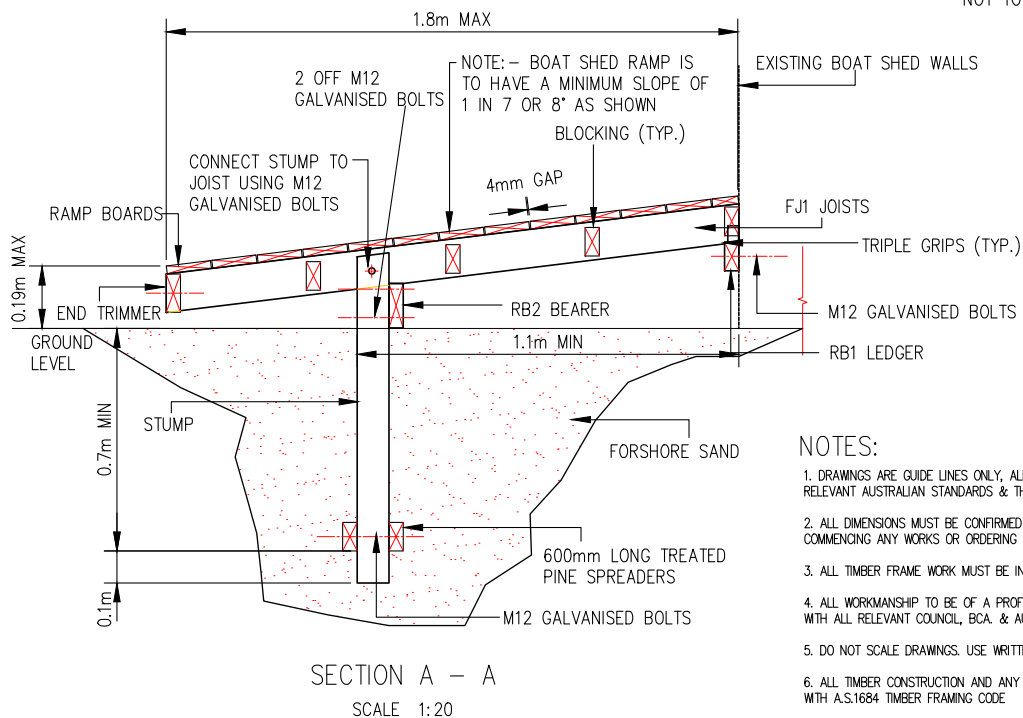
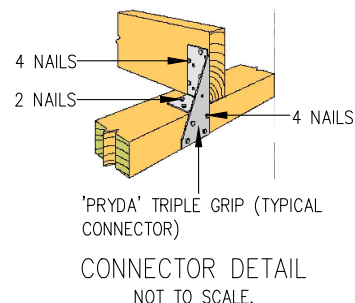
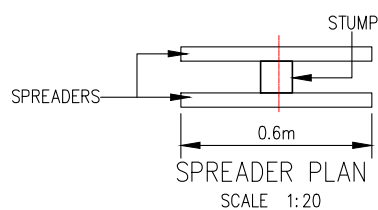
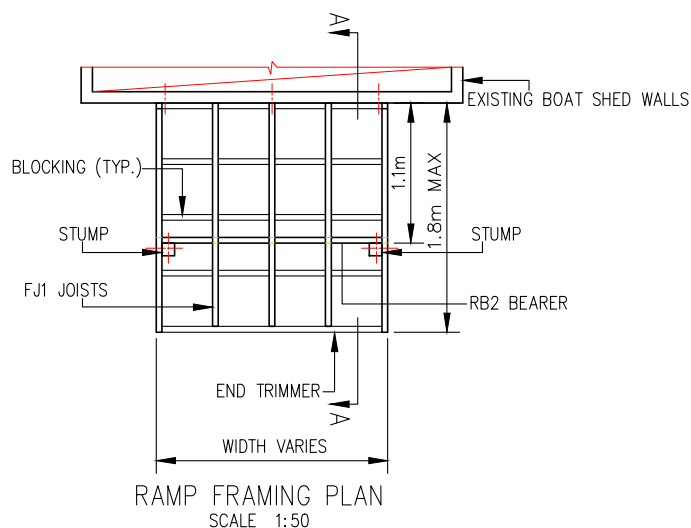
AUGUST 2024



City of KINGSTON

BOAT SHED GENERAL DECK CONSTRUCTION DETAILS (GUIDELINES ONLY)





NOTES:

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3. ALL TIMBER FRAME WORK MUST BE IN ACCORDANCE WITH A.S.1684
4. ALL WORKMANSHIP TO BE OF A PROFESSIONAL STANDARD & IN ACCORDANCE WITH ALL RELEVANT COUNCIL, BCA, & AUSTRALIAN STANDARDS.
5. DO NOT SCALE DRAWINGS. USE WRITTEN DIMENSIONS SHOWN.
6. ALL TIMBER CONSTRUCTION AND ANY MEMBERS NOT SHOWN ARE TO COMPLY WITH A.S.1684 TIMBER FRAMING CODE
7. ALL EXPOSED STEELWORK AND BOLTS MUST BE HOT DIPPED GALVANISED OR STAINLESS STEEL

MEMBER SCHEDULE

ID.	MEMBER DIMENSIONS	COMMENTS
RB1	90x45 F7 TREATED PINE LEDGER	FIX TO EXISTING FRAME USING 3 OFF M12 BOLTS @ EQUAL CENTRES
RB2	140x45 F7 TREATED PINE BEARER	
FJ1	120x45 F7 TREATED PINE JOISTS @450 CRS.	FIX TO RB1 & RB2 USING TRIPLE GRIP CONNECTORS. PROVIDE SOLID TREATED PINE BLOCKING @900 CRS.
RAMP BOARDS	140x25 F7 TREATED PINE	FIX TO JOISTS USING GALVANISED RIBBED SHANK NAILS OR 50mm LONG SCREWS. 3 PER BOARD PER JOIST
STUMPS	100x100 F7 CYPRESS PINE STUMPS	2 OFF REQ.
END TRIMMER	120x45 TREATED PINE	ATTACH TO JOIST ENDS
SPREADERS	90x45 TREATED PINE SPREADERS	2 OFF 600mm LONG STUMP SPREADERS TO EACH STUMP 100 FROM BOTTOM. FIX TO STUMPS USING GALVANISED M12 BOLTS

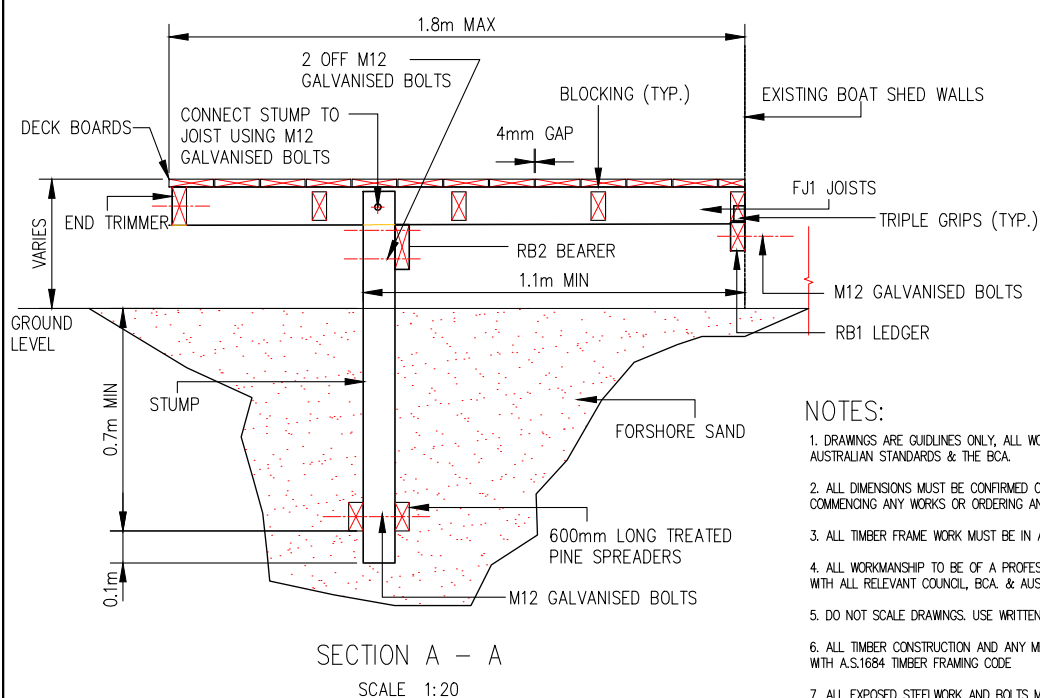
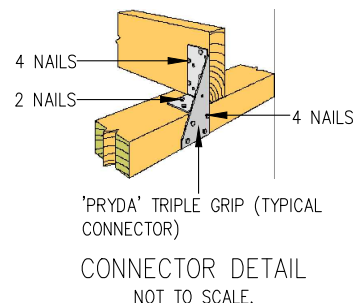
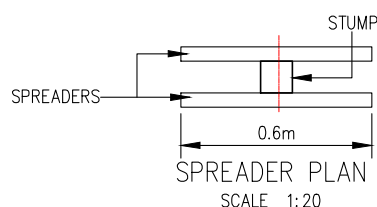
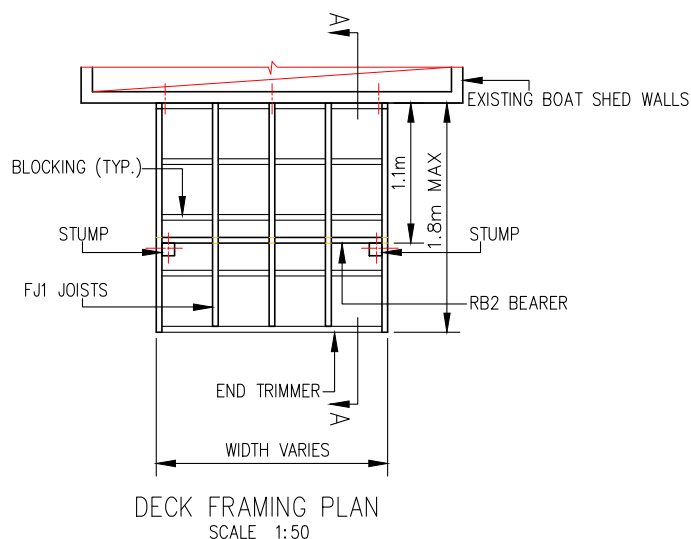
IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THAT THE FRONT RISER HEIGHT TO THE ACCESS RAMP DOES NOT EXCEED 190mm BY ENSURING THAT THE ADJACENT COMPACTED SAND BASE DOES NOT ERODE TO THE POINT WHERE THIS SPECIFICATION IS EXCEEDED, PURSUANT TO CLAUSE 3.9.1.4 OF THE BUILDING CODE OF AUSTRALIA

AUGUST 2024



City of KINGSTON

BOAT SHED GENERAL RAMP CONSTRUCTION DETAILS (GUIDELINES ONLY)



NOTES:

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5. DO NOT SCALE DRAWINGS. USE WRITTEN DIMENSIONS SHOWN.
6. ALL TIMBER CONSTRUCTION AND ANY MEMBERS NOT SHOWN ARE TO COMPLY WITH A.S.1684 TIMBER FRAMING CODE
7. ALL EXPOSED STEELWORK AND BOLTS MUST BE HOT DIPPED GALVANISED OR STAINLESS STEEL
8. HAND RAILS (NOT SHOWN) NEED TO BE INSTALLED WHERE DECK HEIGHT IS LARGER THAN 1m FROM GROUND LEVEL

MEMBER SCHEDULE

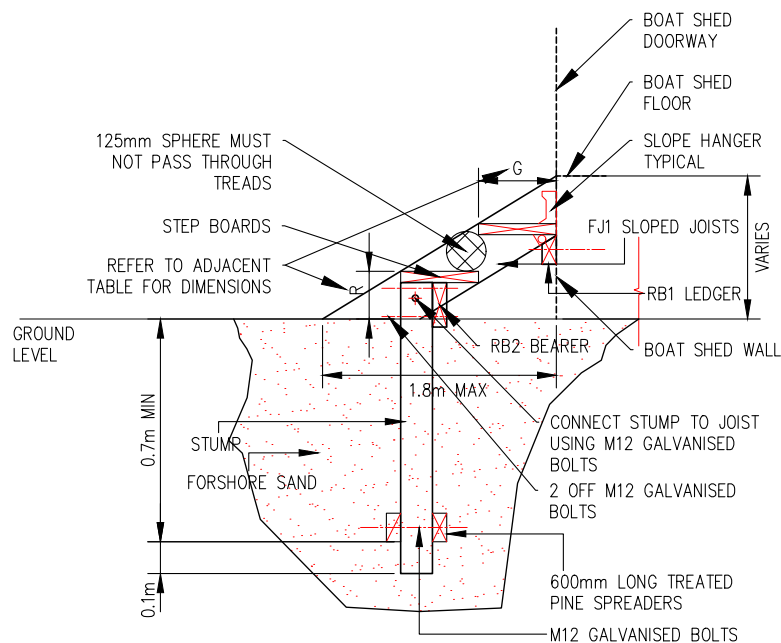
ID.	MEMBER DIMENSIONS	COMMENTS
RB1	90x45 F7 TREATED PINE LEDGER	FIX TO EXISTING FRAME USING 3 OFF M12 BOLTS @ EQUAL CENTRES
RB2	140x45 F7 TREATED PINE BEARER	
FJ1	120x45 F7 TREATED PINE JOISTS @450 CRS.	FIX TO RB1 & RB2 USING TRIPLE GRIP CONNECTORS. PROVIDE SOLID TREATED PINE BLOCKING @900 CRS.
DECK BOARDS	90x35 OR 245x35 F7 TREATED PINE	FIX TO JOISTS USING GALVANISED RIBBED SHANK NAILS OR 50mm LONG SCREWS. 3 PER BOARD PER JOIST, RECOMMENDED TO USE WIDER PLANKS IF DECK IS PLANNED TO PROVIDE SEATING.
STUMPS	100x100 F7 CYPRESS PINE STUMPS	2 OFF REQ.
END TRIMMER	120x45 TREATED PINE	ATTACH TO JOIST ENDS
SPREADERS	90x45 TREATED PINE SPREADERS	2 OFF 600mm LONG STUMP SPREADERS TO EACH STUMP 100 FROM BOTTOM. FIX TO STUMPS USING GALVANISED M12 BOLTS

AUGUST 2024

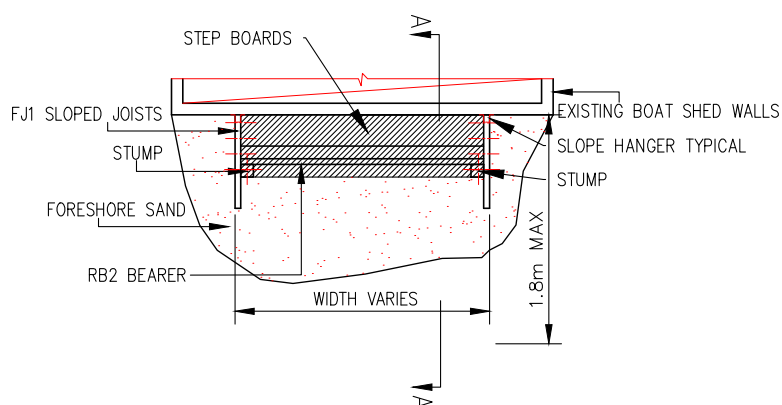


City of KINGSTON

BOAT SHED GENERAL DECK CONSTRUCTION DETAILS (GUIDELINES ONLY)



SECTION A - A
SCALE 1:20



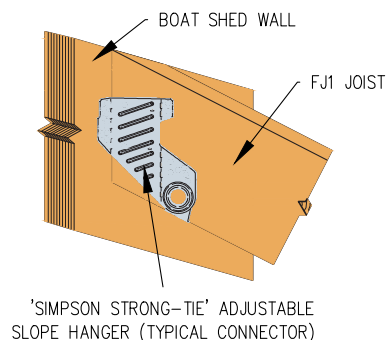
STEPS TOP VIEW PLAN
SCALE 1:50

MEMBER SCHEDULE

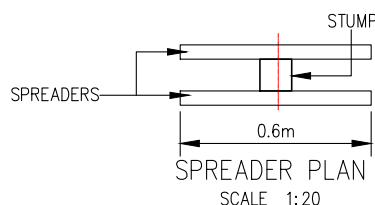
ID.	MEMBER DIMENSIONS	COMMENTS
RB1	90x45 F7 TREATED PINE LEDGER	FIX TO EXISTING FRAME USING 3 OFF M12 BOLTS @ EQUAL CENTRES
RB2	140x45 F7 TREATED PINE BEARER	
FJ1 SLOPED JOISTS	120x45 F7 TREATED PINE JOISTS @450 CRS.	FIX TO EXISTING BOAT SHED WALLS USING A SLOPED HANGER STYLE CONNECTORS.
STEP BOARDS	90x35 OR 245x35 F7 TREATED PINE	FIX TO JOISTS USING GALVANISED RIBBED SHANK NAILS OR 50mm LONG SCREWS. 3 PER BOARD PER JOIST, RECOMMENDED TO USE WIDER PLANKS IF STEPS ARE PLANNED TO PROVIDE SEATING.
STUMPS	100x100 F7 CYPRESS PINE STUMPS	2 OFF REQ.
SPREADERS	90x45 TREATED PINE SPREADERS	2 OFF 600mm LONG STUMP SPREADERS TO EACH STUMP 100 FROM BOTTOM. FIX TO STUMPS USING GALVANISED M12 BOLTS

NCC RISER AND GOING DIMENSIONS

RISER (R)		GOING (G)		SLOPE RELATIONSHIP	
				(2R+G)	
MAX	MIN	MAX	MIN	MAX	MIN
225mm	130mm	355mm	215mm	700mm	540mm



CONNECTOR DETAIL
NOT TO SCALE.



NOTES:

1. ALL WORK TO CONFORM WITH ALL RELEVANT AUSTRALIAN STANDARDS & THE BCA.
2. ALL DIMENSIONS MUST BE CONFIRMED ON SITE BY THE BUILDER PRIOR TO COMMENCING ANY WORKS OR ORDERING ANY MATERIALS.
3. ALL TIMBER FRAME WORK MUST BE IN ACCORDANCE WITH A.S.1684
4. ALL WORKMANSHIP TO BE OF A PROFESSIONAL STANDARD & IN ACCORDANCE WITH ALL RELEVANT COUNCIL, BCA. & AUSTRALIAN STANDARDS.
5. DO NOT SCALE DRAWINGS. USE WRITTEN DIMENSIONS SHOWN.
6. ALL TIMBER CONSTRUCTION AND ANY MEMBERS NOT SHOWN ARE TO COMPLY WITH A.S.1684 TIMBER FRAMING CODE
7. ALL EXPOSED STEELWORK AND BOLTS MUST BE HOT DIPPED GALVANISED OR STAINLESS STEEL
8. 750mm LANDING (NOT SHOWN) MUST BE USED IF DOORWAY OPENS ONTO STAIRWAY AND THERE IS MORE THAN 3 RISERS OR <570mm CHANGE IN HEIGHT FROM BOAT SHED FLOOR AND GROUND LEVEL.

AUGUST 2024



City of KINGSTON

BOAT SHED GENERAL STEPS CONSTRUCTION DETAILS (GUIDELINES ONLY)



Boatshed and Bathing Box Policy 2024

VERSION NO.	3
APPROVAL	Chief Executive Officer Council Manager <i>Property Services</i> <i>Signature:</i> <i>Date:</i>
TRIM REFERENCE	24/9806
REVIEW	2028
RESPONSIBLE EXECUTIVE	Chief Finance Officer
POLICY TYPE	Council
POLICY OWNER	Manager Property Services

REVISION RECORD	Version	Revision Description
20/11/2006	1	Adopted 20 November 2006
22/5/2017	2	Adopted 22 May 2017

1. Purpose

This policy provides guidance for the maintenance and management of boatsheds and bathing boxes.

- Clarity of our role as Committee of Management
- To provide clarity in relation to the transfer of licences and associated fees
- Transparency of the rights and obligations of Licence holders.
- To comply with relevant legislation.
- Ensure that boatsheds and bathing boxes are maintained in good condition.
- To acknowledge environmental changes to the foreshore.
- Provide for the protection of the amenity and use of the Foreshore Reserve by other beach users.
- Provide a fair and financially viable approach to boatshed and bathing box management arrangements.

The State Government - Department of Energy, Environment and Climate Action (DEECA) has appointed Council as the Committee of Management of the Foreshore Reserves in Kingston. Any policies or guidelines set by the Department of Energy, Environment and Climate Action (DEECA) formally (DELWP) will be the governing document. The management of the Foreshore Reserves in the area covered by this policy has been delegated to the Committee of Management under section 14 of the Crown Land (Reserves) Act 1978.

The Crown being the landowner has appointed DEECA as the manager for the Foreshore Reserves in Kingston. Any approvals for the use and development of coastal Crown land must be in accordance with section 37 of the Coastal Management Act 1995. This policy works in conjunction with DEECA guidelines for the management of existing boatsheds and bathing boxes on marine and coastal crown land March 2022 guidelines.


This policy aims to formalise Council's commitment to transparent decision-making processes and freely available public access to Council information. It supports and promotes:

- increased community confidence and trust in Council through greater understanding and awareness.
- improved Council visibility and performance; and
- access to information that is current and easily accessible.

2. Scope

This Policy applies to the following Foreshore Reserves managed by the City of Kingston:

- Aspendale
- Edithvale
- Chelsea
- Bonbeach
- Carrum

Council Committee of Management has overall responsibility for the management of the Foreshore reserve, including the Bathing Boxes and Boatsheds. Council is responsible for issuing licences to occupy a boatshed bathing box site on the foreshore  licences will be issued for a period of up to 10 years.

The Kingston Boatshed Association (KBA) was incorporated on 24 May 2002 with core objectives to preserve and promote local heritage and culture and to represent licensees to Local and State Governments. KBA is a key foreshore stakeholder and point of reference for Council. While permit holders/licensees are not required to be KBA members, the Association nevertheless facilitates Council's mandatory licensee annual Public Liability insurance requirement. Council is committed to continuing to work with KBA to resolve issues that impact on its members.

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

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

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

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

The aim of this policy is to provide guiding principles and clarity that will enable the management of boatsheds and bathing boxes in a way that is consistent with Council's Corporate Plan, relevant legislation and DEECA's Guidelines in order to maximise the use of community assets and manage them in a responsible way.

3.2 Council Plan Alignment

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

4. Policy Details

4.1 Responsibilities of Licence Holders

As the appointed Committee of Management for the foreshore reserve Council holds the sole right to issue a licence to for the occupation of crown land. No person shall be entitled to sub-let or transfer the right to occupy any part of the reserve or structure on the reserve.

An annual Licence fee is payable to the Council in line with Council's Fees and Charges. The income from boatshed permits assists council in recouping part of the costs of managing the Foreshore Reserves. All income derived from Crown Land Reserves is applied to the management and maintenance of the reserve.

Licence holders are only eligible to hold and renew their licence whilst they are a Permanent Resident or Rate payer of the City of Kingston.

Licence holders must ensure that Council is always in possession of the correct and up to date contact details.

It is the responsibility of all licence holders to ensure that the necessary approvals and permits are obtained prior to carrying out any works, including all repairs and maintenance.

4.2 Transfer of Licenses

When transferring a licence the licensee must comply with the following:

- The proposed licensee is a permanent resident or ratepayer of the City of Kingston. All notices will be mailed to the registered address. No PO boxes permitted.
- If 1 or all licensees cease to be a rate payer or permanent resident of the City of Kingston, the licensee(s) have a 6-month grace period to transfer the Licence after which time Council may at its sole discretion cancel or revoke the licence.

- There are no outstanding fees payable to Council. Any outstanding or unpaid transfer fees and licence fees will be added to the licensee's account; and must be paid prior to transfer.
- An internal boatshed/bathing box inspection must be completed by a Council Officer. The internal and external structure must be compliant, and all required maintenance or rectification orders must be completed to Council's reasonable satisfaction prior to transfer.
- Either party pays the transfer and administration fee to Council.
- At the time of a transfer a licence will be issued to the purchaser with a copy of the current policy.
- All purchasers must be a "Natural Person" not a company, trust or other such organisation.
- Only boatsheds that sit within their original footprint as stated in Council's register will be transferred.

4.3 Transfer Fees

Fees are applicable in the below circumstances:

- Transfer of Licence to one party to another
- Including an additional licensee to a licence
- Removing a licensee name from a licence

4.4 Exemption from Boatshed / Bathing Box Licence Transfer fee

Council recognises that in a limited number of cases it is appropriate for a transfer to be exempt from the payment of a transfer fee if:

- The owner has recently deceased, the inheritor(s) will be exempt from paying a transfer fee. However, the new Licensee will be required to pay the administration fee. Furthermore, the boatshed bathing box must be compliant. The following documents must be presented before transfer.
 - Death Certificate
 - Grant of Probate
 - 100 Points ID
 - Proof of Kingston rate payer or resident
- An application is submitted to Council requesting an exemption from the Transfer Fee outlining the rationale. Exemption requests will be considered on a case by case basis and will ultimately be at Council's sole discretion. Consistent with section 4.3 all transfers will attract an administration fee and must be consistent and compliant.

4.5 Renewals of Licence

When renewing a licence the licensee must comply with the following:

- The proposed licensee is a permanent resident or ratepayer of the City of Kingston (Excluding boatsheds owned prior to 2006). All notices will be mailed to the registered address.
- There are no outstanding fees payable to Council. Any outstanding unpaid fees will be added to the licensee's account; and must be paid prior to renewal.

- Provide evidence to Council that the boatshed is structurally sound and compliant with this policy.
- Upon renewal of a licence the licensee will be issued with a copy of the current policy.

4.6 Use of Boatshed and Bathing Box

A boatshed or bathing box is only to be used for the following purposes and for no other reason:

- The Storage of bathing suits, beach accessories, boats, boating equipment, fishing equipment and items incidental to the use of the foreshore reserve and: Convenience and comfort associated with beach use, i.e. shade, shelter, undressing and dressing before and after bathing.

A boatshed or bathing box cannot be used for the following:

- Residential or commercial purposes or overnight accommodation, and all services including but not limited to the provision of kitchens, showers and toilets, all of which are prohibited.


4.7 Licence Revocation Termination

Council reserves the right not to renew or to revoke a licence / permit agreement, without compensation. Revocation is determined upon the following grounds.

- Non-compliance with the terms of the licence agreement;
- Non-compliance with a reasonable written notice to repair or maintain a bathing box or boatshed by the specified date of the notice (which will be not less than one month after the written notice is given, unless they include vandalism, graffiti, asbestos or items that are unsafe to the general public, as detailed in 6.1, Maintenance of this Policy);
- Failure to disconnect illegal services when directed by Council in accordance with this policy;
- If the annual licence fee is not paid within four (4) months of the due date;
- A breach of the Kingston Planning Scheme or other relevant legislation;
- Breaching this policy.
- Failing to comply with a notice issued by council to undertake works.
- Failing to seek appropriate approval for works undertaken.
- A requirement for the relocation or removal of the bathing box or boatshed in accordance with items 4.14 and 4.15.
- The original footprint of the Bathing Box or Boatshed has been extended without Council's written consent;
- Failure to provide a certificate of currency of public liability insurance by 30th June each year.
- In the event that a boat shed or bathing box is at a severe risk of being damaged beyond repair due to coastal erosion or rising sea levels brought upon by climate change and where relocation is not possible.

Council will give notice of revocation in writing. The process for revocation will be as follows:



- Council issue a notice in writing to Licensees of outstanding issues that require rectification;
- Licensees will be given one month to respond in writing to such concerns and a further period of one month to carry out the required rectification or to develop an agreed plan, including timing to achieve compliance;
-  Licensee fails to rectify the breach or to develop such a plan within the requisite time, Council will provide a written notice giving the Licensee 14 days' notice of the termination of the licence agreement at which point locks will be changed and all belongings not collected by the Licensee will become property of Council.

4.8 Insurance

The Licensee must be the holder of a current Public Liability Policy of Insurance with an insurer approved by Council for an amount no less than \$10 million (or such greater sum as reasonably required by Council). The Public Liability Policy shall extend to cover the City of Kingston in respect to claims for personal injury or property damage arising out of the negligence of the Licensee the Licensee must produce a certificate of currency annually. If a certificate is not produced annually then this will be considered a breach of the Licence conditions.

4.9 Responsibilities of Council

Council will monitor the use and condition of the structures and surrounding foreshore to minimise any impact on beach amenity, the environment and public enjoyment of the coast. Council will undertake regular audits of the structures and provide requests for maintenance and repairs accordingly.

Council will notify the licensees in writing of all reasonable repairs, maintenance, and rectification requirements. If the works are not completed, the request will be repeated, and Council will direct the licensees to complete the said works by a reasonable specified date. If the works are not completed by such a date Council will again notify the licensees in writing that Council will conduct the works at the licensees' reasonable cost. This cost will be noted against the licence until payment has been made.

The monitoring by Council does not alleviate the licensee responsibility.

Council may require an internal inspection of any boatshed or bathing box. Written notice to the Licence holder, shall be given and access will be provided by licensee within seven days. Any required rectification works not carried out in the specified time will be considered as a breach of the licence.

After a Council Officer has inspected the Boatshed/Bathing Box and it is deemed compliant, this compliance certification is valid for 3 months after the inspection date before it lapses. After this period, another inspection will be required before a transfer can occur (this will attract an additional administration fee).

A Council officer may enter at any time to inspect a boatshed or bathing box where Council or its authorised officer has reasonably determined that it is in the interest of public safety to do so.

4.10 Access and Equity

If ramps, decks, steps and railings or the like are vital to satisfy disability access requirements for licensees, applications to carry out such works must be made in writing to Council with relevant verification.

Such works must be constructed in accordance with Council guidelines and relevant legislation. When the licence is transferred all additional works must be rectified to Council's satisfaction.

4.11 Construction and ongoing condition requirements

Maintenance

It is the responsibility of the licensees to maintain the structure in good condition. It is important that the structure and its surrounds are managed to avoid a negative impact on the foreshore environment and the public use of the reserve.

The materials used for the construction of the structure are to include timber walls, floors and plinth board, cladding in accordance with DEECA's Draft Guidelines Marine and coastal [Guidelines for the management of existing bathing boxes and boatsheds March 2022 \(marineandcoasts.vic.gov.au\)](http://marineandcoasts.vic.gov.au) and Building Code of Australia, unless otherwise approved by Council & DEECA (if necessary) prior to construction.

As a minimum, the following standards and maintenance levels must be met:

Structure

- Boatsheds/Bathing Boxes are classified as Class 10 structures under the BCA (Building Code of Australia).
- The boatshed/bathing boxes must be maintained in a safe and aesthetically pleasing state to the satisfaction of Council.
- Unless authorized under item 4.13, no person shall alter the existing floor level of any boatshed/bathing box from its present position. Construction materials are to comply with DEECA Draft Guidelines and Building Code of Australia.
- All boatsheds/bathing boxes must clearly display their allocated number on the front of the building.
- Boatsheds and Bathing Boxes must be regularly painted and must not be unsightly in appearance, which may result in the degradation of the surrounding amenity. Licensees should have regard to the surrounding environment in selecting a colour scheme. Murals and or other works of art require the prior approval of Council.
- There is no potential risk to users or the public.
- Graffiti must be removed promptly (by the licensees).

- All damage caused as the result of vandalism is to be repaired promptly (by the licensees).
- If asbestos is disturbed/damaged, it must be removed or covered immediately in accordance with 4.16 of this policy.
- Other than existing structures, infrastructure such as retaining walls, hard paths (i.e. concrete, brick, timber, etc.) are not permitted on or around any foreshore bathing box or boatshed, unless approved in writing by Council.
- Any application to repair or replace existing ramps, decks or steps will be considered and must be approved by council.
- Ramps, decks and steps must not exceed the building footprint (boatshed/bathing box plus ramp/deck or steps) and must not exceed 1.8 metres in length.
- Any repairs or alterations to existing boatsheds and bathing boxes must be undertaken in accordance with ECA's Draft Guidelines, the Building Code of Australia, Kingston's Planning Scheme, and with written permission from Council. Works must not exceed the licenced footprint.
- Structures and their surrounds must be kept clear of litter, building materials and other rubbish and all licensees must remove all litter created at each visit to the boatshed or bathing box.

4.12 Surrounds Vegetation and Sand

No person shall remove or excavate sand or vegetation from the Foreshore Reserve except for the purpose of fulfilling boatshed and bathing box maintenance requirements described herein, and within the following constraints:

- Determine if a planning permit is required for the removal or lopping of any vegetation.
- Where a planning permit has been granted for the removal of native vegetation or should planning permission not be required, vegetation and sand may be cleared back to a distance no greater than 500mm-1000mm from the boatshed or bathing box structure under the guidance of Council. Permission to clear greater than 700mm must be requested in writing for Council approval. Requests must clearly state the reason(s) for additional vegetation and sand clearance. Planning permit would be required for any native vegetation removal.
- Where a planning permit has been granted for the removal of native vegetation or should planning permission not be required, vegetation and sand may only be cleared using non-powered hand tools (i.e. the use of chainsaws, brush cutters, whipper snippers, etc. is not permitted).
- No person may plant, cultivate or otherwise introduce any plant, seed or other plant material, into the Foreshore Reserve, except where, and in accordance with any conditions, authorised by the Council.

- Sand and vegetation may only be cleared using non-powered hand tools (i.e. the use of bobcats, backhoes, etc. is not permitted).

Any breach of the above constraints will be treated as a breach of the Foreshore Reserves Local Law and will be pursued as such.

4.13 Replacement or alterations

In all cases repair and restoration will be favoured over total demolition and rebuilding.

Property Services will review all of the criteria and work with Council's Planning and Building Department and DEECA to consider and approve all applications.

If Council approves demolition and reconstruction of the boatshed/bathing box, acting reasonably, the licensee will be required to obtain relevant permits including Planning and Building permits, Coastal Management Act consent from DEECA and a vehicular access permit/licence from Council.

Replacement structures will only be considered if the current structure is no longer safe and cannot be repaired. Licensees must make a written application to Property Services detailing the reasons and rationale for the replacement of the structure together with written evidence in a form of a report from a registered building practitioner.

Such an application must include the following:

- Plan of the building works including dimensions and area.
- Detailed description of materials and methods of construction. These are to comply with DEECA formally DELWP Draft Guidelines that may alter at any given time and in accordance with standards specified by Council.
- No boatshed or bathing box shall be extended beyond its original, (approved footprint).
- No new services to be connected.
- Approvals for works will only be granted in accordance with the conditions of this policy.
- Reconstruction of boatsheds and bathing boxes must be commenced within six (6) months after permit is issued and completed within one (1) year of the demolition or destruction of the original shed.
- If the works are not carried out within the allocated time line, Council may refuse to reissue a licence for the boatshed or bathing box.

4.14 Relocation

Changes in the foreshore reserve brought upon by climate change such as potential sea level increases storm events may result in a need to remove and/or relocate boatsheds / bathing boxes that are no longer sustainable. The relocation of boatsheds/bathing boxes will be considered on a case-by-case basis if supported by DEECA and Council.

Boatshed/bathing boxes may be relocated when the existing structure is deemed by the Committee of Management to be located in an area that is detrimental to the foreshore or restricts the use of the foreshore by other users and the relocation will, in the opinion of

the Committee of Management and DEECA, identifying alternative site will need to be determined through a coastal hazard or vulnerability assessment report.

4.15 Removal

Boatsheds and Bathing Boxes will be removed from the Foreshore Reserve where:

- The structure is dilapidated, beyond repair or represents a public safety hazard (as determined by Council) and there is a failure to effect notices issued by the Council.
- The area is vulnerable to coastal processes and if this results in the structures being at risk as determined by Council & DEECA.
- The structure contributes to the instability of the area or causes a risk to public safety as determined by Council.
- The Foreshore Reserve on which the structure is located is unsafe or access to it is unsafe as reasonably determined by Council.
- Removal is in accordance with a management plan or policy relating to the Foreshore Reserve.

4.16 Asbestos

Many of the boatsheds and bathing boxes contain asbestos due to the era in which they were constructed.

If asbestos remains intact and undisturbed it is generally harmless; any damage that exposes it and makes it friable creates a danger that must be addressed.

Damaged or friable ACM must be removed by a Class A Licensed removalist under risk controlled conditions.

- Where asbestos is removed the roof or any other part of the structure should be replaced with a suitable non-asbestos containing product.

If removal is to occur Council requires licensees to forward a written request to the Property Services Department. The Property Services department will liaise with DEECA, EPA and relevant Council departments to provide advice and guidance to the permit holder/licensee. The following items must also be included with the written application:


- A copy of a permit/licence from Local Laws to allow a skip or other such container on the Foreshore Reserve to contain the product.
- A permit/licence is to be obtained from a building practitioner for the demolition.
- The name of the registered asbestos removalist. Note up to 10m² of non-friable ACM totalling 1hr in a week can be removed without a licence under the Act.

Professionals are to be used for such projects. Removal must be undertaken in accordance with Occupational Health & Safety requirements. Asbestos containing material

must be disposed of in accordance with EPA (Prescribed Waste) Regulations 1998 and relevant codes. Removalists must be registered asbestos removalist class A, B or C with Environment Protection Authority (EPA). The licence is registered with WorkSafe Vic.

Works must not commence until Council provides written approval.

All completion certificates provided to council.

 Management plan for the removal of asbestos must be undertaken before a transfer of a licence or before the renewal of licences.

4.17 Services

Permission will not be given to connect or install to any boatshed or bathing box drainage, sewerage, water, power, gas, telephone, generators, solar power or similar services. Unauthorised or new connections will not be permitted under any circumstances.

Council will order the disconnection, removal and rectification of illegal unauthorised connections after written notice to the licensee. The cost will be passed on to the licensee if illegally connected.

Council will direct the removal of services at the following times:

- At the request of the service authority; and
- If the service is a danger to beach users.
- If it is a threat to environment near vegetation/fire hazard.
- If the service is unauthorised or a new connection.

4.18 Retaining walls, Fences and Paving

Fences and paving are not permitted. Generally retaining walls are also not permitted, however the description below explains the exclusions. Fencing, paving and retaining walls may cause offsite environmental impacts and restrict public access.

Retaining walls will only be considered in extreme circumstances where licensees have maintained site in line with maintenance conditions as outlined in 6.1. It is desirable to keep the perimeter of the shed free from a build-up of sand (500mm-700mm and where possible at 30 degree horizontal. This will assist to protect the stability and integrity of the structure. If this is not achievable, Council will consider granting permission to permit holder/licensee for the erection of a retaining wall subject to DEECA consent.

- Retaining walls applications

All applications for retaining walls must be directed to Property Services in writing Property.Services@Kingston.vic.gov.au

A Building Surveyor, Property Services Officer and Natural Resources Officer will assess each request based on its merits.

If permission has been granted by the Property Services Department and DEECA then the normal course applies for building works as set out below:

- DEECA consent under Coastal Management Act 1995.

- Planning Permit from Kingston's City Development Department (submitting certified engineered plan for approval)
- Building Permit.
- Issuing Property Services Department with copy of final certificate (Building will also receive copy from Private surveyor)

Responsibility for retaining walls

Licensees are responsible for:

- Costs
- Permits
- Construction
- Maintenance
- Public Liability Insurance

Notation: In the event that retaining walls are consented to the licensees must include these within their Public Liability Insurance.

Property Services
Open Space Foreshore
Planning
Local Laws
Inclusive engagement
Kingston Boatshed Association
Boatshed Licensees

5 Internal and External Assessments

5.1 Risk Assessment

Not Applicable

5.2 Delegation and Authorisation

Manager Property Services

Manager Property Services is responsible for the review and management of this policy.

5.3 Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

5.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

5.5 Human Rights Charter

This policy has been reviewed against the Charter of Human Rights and Responsibilities Act 2006.

6 Roles and Responsibilities

Role	Responsibility
<i>Manager Property Services</i>	<i>Manager Property Services has the responsibility for the review and management of this policy.</i>

7 Related documents

7.1 Legislation

- *The Crown Land (Reserves) Act 1978*
- *The Marine and Coastal Act 2018*
- *The Local Government Act 2020*
- *All other relevant laws and local laws relevant to the Foreshore Reserve.*

7.2 Documents and resources

- *Guidelines for the Management of Existing Bathing Boxes and Boatsheds on Marine and Coastal Crown Land.*
[Guidelines for the management of existing bathing boxes and boatsheds March 2022 \(marineandcoasts.vic.gov.au\)](https://marineandcoasts.vic.gov.au/guidelines-for-the-management-of-existing-bathing-boxes-and-boatsheds-march-2022)
- *Marine and Coastal Policy*
[Marine and Coastal Policy 2020 \(marineandcoasts.vic.gov.au\)](https://marineandcoasts.vic.gov.au/marine-and-coastal-policy-2020)
- *Construction Guidelines DELWP 2015*
[1 \(kingston.vic.gov.au\)](https://kingston.vic.gov.au/1)

8 Definitions

Term	Definition
<i>Annual Licence Fee</i>	Means the annual fee payable to Council as a Committee of Management appointed under the Crown Land (Reserve) Act 1978 and paid by the licencees to occupy a boatshed/bathing Box
<i>Boatshed/Bathing Box</i>	Mean a freestanding structure erected on the foreshore which is non-residential, to be used by private individuals, managed by Council and is primarily for storing beach equipment and/or boats, as a change facility, and for shade and/or shelter.
<i>Council</i>	Kingston City Council
<i>DEECA</i>	Department of Energy, Environment and Climate Action.
<i>Footprint</i>	Means area of foreshore occupied by the boatshed/bathing box including any ramps, steps, decks.

<i>Foreshore</i>	Means land managed by Council in accordance with the provisions within the Crown Land (Reserve) Act 1978
<i>Natural persons</i>	Is an individual human being, as opposed to a legal person which may be a private business entity or non-governmental organisation or public organisation
<i>Licensee</i>	Means persons currently occupying the site (footprint)
<i>Transfer Fee</i>	Is the fee payable to Council at the time of transfer

April 2025	Original Policy
1. Purpose	
a) Clarify Council's role as Committee of Management of the Foreshore Reserve.	Clarity of our role as Committee of Management
c) To provide transparency of the rights and obligations of Licence holders.	Transparency of the rights and obligations of Licence holders.
Nil	To acknowledge environmental changes to the foreshore.
e) Ensure that improvements and structural works on bathing boxes and boatsheds are not carried out without written consent.	nil
i) Acknowledge that bathing boxes and boatsheds may be damaged or may need to be modified or removed, brought about by projected increases (severity and frequency) in storm events, erosion, storm surges and inundation.	To acknowledge that changes in the foreshore reserves, brought upon by climate change or other unforeseen circumstances may result in a need to remove and/or relocate bathing boxes or boatsheds that are no longer sustainable.
Council as Committee of Management for the Foreshore Reserve, has overall responsibility for the management of the Foreshore reserve, including the bathing boxes and boatsheds. Council is responsible for issuing licences to occupy a boatshed or bathing box site on the foreshore. Licences will be issued for a period of up to 5 years.	Council Committee of Management has overall responsibility for the management of the Foreshore reserve, including the Bathing Boxes and Boatsheds. Council is responsible for issuing licences to occupy a boatshed bathing box site on the foreshore. Licences will be issued for a period of up to 3 years.
2. Scope	
<p>The Kingston Boatshed Association (KBA) is an incorporated Association. It was incorporated on 24 May 2002. The KBA's core objectives are to preserve and promote local heritage and culture and to represent licensees before Local and State Governments.</p> <p>KBA is a key Foreshore Reserve stakeholder and point of reference for Council. While licensees are not required to be KBA members, the KBA nevertheless facilitates Council's mandatory Licensee annual Public Liability insurance requirement. Council is committed to continuing to work with KBA to resolve issues that impact on its members.</p>	<p>The Kingston Boatshed Association (KBA) was incorporated on 24 May 2002 with core objectives to preserve and promote local heritage and culture and to represent licensees to Local and State Governments. KBA is a key foreshore stakeholder and point of reference for Council. While permit holders/licensees are not required to be KBA members, the Association nevertheless facilitates Council's mandatory licensee annual Public Liability insurance requirement. Council is committed to continuing to work with KBA to resolve issues that impact on its members.</p>
4. Policy Details	
Responsibilities of Licensees	
Licensees must ensure that Council is always	Nil

<p>in possession of the correct and up to date contact details.</p> <p>It is the responsibility of all Licensees to ensure that the necessary approvals and permits are obtained prior to carrying out any works, including all repairs and maintenance of their bathing boxes and boatsheds.</p>	
4.2 Transfer of Licences	
<p>An inspection of the inside of a bathing box and boatshed must be completed by a Council Officer. The internal and external structure must be compliant, and all required maintenance or rectification orders must be completed to Council's reasonable satisfaction prior to transfer.</p>	<p>An internal boatshed/bathing box inspection must be completed by a Council Officer. The internal and external structure must be compliant, and all required maintenance or rectification orders must be completed to Council's satisfaction prior to transfer.</p>
4.4 Exemption from bathing Boxes and Boatshed Licence Transfer Fee	
<p>E) Proof of being a Kingston rate payer or resident e.g. a copy of Licence or rate notice.</p>	Proof of Kingston rate payer or resident
<p>An application is submitted to Council requesting an exemption from the Transfer Fee outlining the rationale. Exemption requests will be considered on a case by case basis and will ultimately be at Council's Sole discretion. Consistent with Section 4.3 all transfers will attract an administration fee and must be consistent and compliant.</p>	Nil
4.7 Licence Revocation Termination	
<p>b) Non-compliance with a reasonable written notice to repair or maintain a bathing box or boatshed by the specified date of the notice (which will be not less than one month after the written notice is given, unless they include vandalism, graffiti, asbestos or items that are unsafe to the general public, as detailed in Maintenance 4.11 of this Policy).</p>	<p>Non-compliance with a written notice to repair or maintain a bathing box or boatshed by the specified date of the notice (which will be not less than one month after the written notice is given, unless they include vandalism, graffiti, asbestos or items that are unsafe to the general public, as detailed in 6.1, Maintenance of this Policy);</p>
<p>i) A requirement for the relocation or removal of the bathing box or boatshed in accordance with items 4.14 and 4.15.</p>	<p>A requirement for the relocation or removal of the bathing box or boatshed</p>
<p>L) In the event that a bathing box or boatshed is at risk of being damaged beyond repair due to coastal erosion or storm surges brought upon by changing weather patterns and where</p>	Nil

relocation is not possible.	
4.9 Responsibilities of Council	
Council will notify the Licensees in writing of all reasonable repairs, maintenance, and rectification requirements. If the works are not completed, the request will be repeated, and Council will direct the Licensees to complete the said works by a reasonable specified date. If the works are not completed by such a date Council will again notify the Licensees in writing that Council will conduct the works at the Licensees reasonable cost. This cost will be noted against the Licence until payment has been made.	<i>Council will notify the licensees in writing of all repairs, maintenance, and rectification requirements. If the works are not completed, the request will be repeated, and Council will direct the licensees to complete the said works by a specified date. If the works are not completed by such a date Council will again notify the licensees in writing that Council will conduct the works at the licensees cost. This cost will be noted against the licence until payment has been made.</i>
4.11 Construction and ongoing condition requirements maintenance	
i) Ramps, decks and steps must not exceed the building footprint (boatshed/bathing box plus ramp/deck or steps) and must not exceed 1.8 metres in length.	Nil
4.12 Surrounds Vegetation and Sand	
b) Where a planning permit has been granted for the removal of native vegetation or should planning permission not be required, vegetation and sand may be cleared back to a distance no greater than 500mm-1000mm from the boatshed or bathing box structure under the guidance of Council. Permission to clear greater than 700mm must be requested in writing for Council approval. Requests must clearly state the reason(s) for additional vegetation and sand clearance. A planning permit is required for any native vegetation removal and /or lopping.	Where a planning permit has been granted for the removal of native vegetation or should planning permission not be required, vegetation and sand may be cleared back to a distance no greater than 500mm-1000mm from the boatshed or bathing box structure under the guidance of Council. Permission to clear greater than 700mm must be requested in writing for Council approval. Requests must clearly state the reason(s) for additional vegetation and sand clearance. Planning permit would be required for any native vegetation removal.
Any breach of the above constraints will be treated as a breach of the Foreshore Reserves Local Law and / or Kingston Planning Scheme will be pursued as such.	Any breach of the above constraints will be treated as a breach of the Foreshore Reserves Local Law and will be pursued as such.
4.14 Relocation	
Changes in the Foreshore Reserve brought upon by changing weather patterns such as	Changes in the foreshore reserve brought upon by climate change such as potential sea level increases storm events may

potential sea level rises or storm events may result in a need to remove and/or relocate boatsheds / bathing boxes that are no longer sustainable. The relocation of boatsheds/bathing boxes will be considered on a case-by-case basis if supported by DEECA and Council.	result in a need to remove and/or relocate boatsheds / bathing boxes that are no longer sustainable. The relocation of boatsheds/bathing boxes will be considered on a case-by-case basis if supported by DEECA and Council.
4.16 Asbestos	
a) Damaged or friable ACM must be removed by a Class A, B or C Licensed removalist under risk-controlled conditions.	Damaged or friable ACM must be removed by a Class A Licensed removalist under risk controlled conditions.

Ordinary Council Meeting

23 June 2025

Agenda Item No: 11.2

MENTONE CAR PARK

Contact Officer: Nikolaj Dennis, Manager Property Services

Purpose of Report

To seek Council's endorsement to further progress the matter of declaring the road (Accessway) located in the Granary Street, Car Park between Balcombe Road and Florence Street Mentone as depicted in Appendix 1, a public highway under the Local Government Act 1989 (Vic). And to protect Council's access entitlements to its landholdings.

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. Resolve pursuant to section 204(1) of the *Local Government Act 1989* to declare the road (Accessway) in its municipal district to be a public highway.

1. Executive Summary

The report recommends further progressing the process of declaring the Accessway (as defined below (refer red area in Appendix 1) a public highway by utilising the provisions of the *Local Government Act 1989* (Vic) (**LGA 1989**).

The Accessway runs north to south between Balcombe Road and Florence Street, Mentone allowing traffic through the subject site as well as providing access to this shopping precinct.

The Accessway is located on land registered in the name of both the Council (Green in Diagram 1) and another landowner.

Given that the Accessway is a road under the LGA 1989, Council has certain powers in relation to it pursuant to Schedules 10 and 11 of the LGA 1989. These powers include the ability to deviate it, to discontinue it, to name it, to deal with parking, to remove obstructions, place barriers upon it and to declare it a public highway.

Council has an interest in securing the Accessway entitlements to the Subject Site to avoid any future disruptions to the flow of traffic through the Subject Site and to the shopping precinct as well as being potentially beneficial for future re-development opportunities. It is also a matter of interest to the landowner of 41-45 Florence Street, Mentone and its possible development, aspirations as well as access to Council's landholdings (car park).

On 24 March 2025 Council resolved to commence the statutory process to declare the access a public highway.

The S223 period of public notice ended on 30 May 2025. One submission was received in support of Council's proposal (**Appendix 2**). Officers will give the submitter the opportunity to present to the S223 Committee, if required.

2. Background

2.1 Surrounding land

The land located between Granary Road, Balcombe Road, Davies Street and Florence Street as depicted in Diagram 1 (**Subject Site**), contains a large Council owned carpark and a number of private businesses including privately held land leased to a national supermarket chain.



Diagram 1 *(The land shown within the green borders is car park land owned by Council; the land shown blue to the west of Council car park is private land leased to Woolworths for use as a supermarket; and the land shown orange and red is the privately owned land).*

2.2 The Accessway

There is an accessway running north to south between Balcombe Road and Florence Street allowing traffic through the Subject Site as well as providing access to this shopping precinct.

The area of land generally depicted as red on Diagram 2 below and more specifically in Attachment 1 is the Accessway being considered for declaration of a public highway.



Diagram 2 (cadastral map not to survey – see also survey in Attachment 1)

Part of the Accessway is located on land owned by Council (green in Diagram 1) and it is listed on Council's Road Register as Car Park 42.

The other part of the Accessway is on land registered in the name of a private party and forms part of the land leased to the Woolworths supermarket (blue in Diagram 1). The supermarket has a planning permit for use and development of the land for that purpose and Council has a 2018 parking agreement with the supermarket (**Parking Agreement**).

Any change to the current status of the Accessway will also require a change to the Road Register in relation to Car Park 42 and a review of the Parking Agreement.

As the Accessway is considered a "road" under the LGA 1989, Council can, using its powers under section 204(1) of the LGA 1989, declare all or part of the Accessway to be a public highway. Prior to this declaration, a number of steps need to be undertaken. One of these steps requires that Council give notice to affected parties and provide those parties an opportunity to be heard under section 223 of the LGA 1989.

If the Accessway is declared to be a public highway under the LGA 1989, there are no statutory rights to compensation.

Should Council decide to declare the Accessway to be a public highway, then it will become a formal road and be put on the Council's Register of Public Roads (Road Register) and Council will have management and control over it.

As the Accessway is considered a "road" under the LGA 1989, Council can declare the Accessway to be a public highway pursuant to section 204(1) of the LGA 1989. This section says:

"A Council may, by notice published in the Government Gazette, declare a road in its municipal district to be a public highway for the purposes of this Act".

The process generally includes:

- giving public notice of the proposal;
- making submissions in writing including to be heard;
- receiving written submissions;
- hearing parties who request to be heard in respect of their submissions; and
- Council then determining the matter, having regard to those submissions and all relevant considerations.

Council has an interest in securing the Accessway to avoid any disruption to the flow of traffic through the Subject Site and to the shopping precinct as well as being potentially beneficial to future re-development opportunities. It is also an important consideration for the landowner of 41-45 Florence Street, Mentone regarding any redevelopment aspirations held over this site.

Declaration of the road as a public highway should vest the Accessway in Council.

On 24 March 2025 Council resolved to commence the statutory process to declare the access a public highway.

7.7 Mentone Car Park

Moved: Cr Hill

Seconded: Cr Howe

That Council:

1. Commence the statutory procedures to declare a road (the Accessway) in its municipal district to be a public highway for the purposes of the *Local Government Act* (Vic) 1989 and to publish a public notice inviting submissions under section 223 of the *Local Government Act* 1989; and
2. Submit a further report to Council following the section 223 process.

CARRIED

FOR: Crs Agirtan, Ashworth-Collett, Athanasopoulos, Hill, Howe, Law, Oxley, O'Donnell and Saab (9)

AGAINST: Cr White (1)

ABSTAINED: Cr Erevnidis (1)

The period of public consultation commenced 5 May and ended 30 May. One submission has been received (**Appendix 2**). The submission is provided by one the adjoining landowners and it is in favour of the Council's proposal to declare the Accessway a public highway.

Should Council resolve to proceed with the road declaration, a notice will be published in Victorian Government Gazette formally declaring the accessway a public highway.

Once a road has been declared a public highway it becomes a public road under section 17(1)(d) of the *Road Management Act* 2004.

2.3 Strategic context

In 2011, Council adopted the Mentone Structure Plan which sought to revitalise this area.

On 14 January 2016, the [Mentone Activity Centre Zone Schedule 2](#) was introduced into the Kingston Planning Scheme. Precincts 1 and 2 (Diagram 3) shows the "accessway" as a proposed road.



Diagram 3 (Precinct 1 map)

In September 2023, the Victoria Government released its Housing Statement which included a pilot Activity Centre Program of 10 activity centres (including Moorabbin). The Program aims to deliver a streamlined and standardised planning approach to deliver more housing close to transport, jobs and services. The Program was expanded in February 2025, with Mentone now included in the next 50 centres.

The new Activity Centre Plan being drafted by the Victorian Government will introduce new built form controls in Mentone, including the Subject Site discussed above. Council officers will seek to influence the proposed built form controls, including their alignment with strategic objectives and key outcomes, and providing for the public highway connection.

3. Discussion

3.1 Declaration

The primary issue for consideration is whether or not to progress the declaration process pursuant to section 204(1) of the LGA 1989.

The above explanation does suggest that the Council need not do anything in relation to the Accessway. However, leaving the status quo on the basis that Council is of the view it is already a road under the LGA 1989 and can use its powers, has its detractors. These are:

- a) there is no certainty as to the status or ownership of the Accessway; and
- b) there is no alignment with the Mentone Activity Zone.

The implications of the above provide uncertainty for adjacent landowners who may be seeking to develop land in accordance with the intentions of the Mentone Structure Plan in the future.

4. Consultation

4.1 Internal Consultation:

Property has consulted with the Legal Team, the Infrastructure Team, PMO and the City Strategy Team on this matter.

4.2 Council External Engagement Process

Council will need to comply with the section 223 LGA 1989 process. This will involve public consultation process including notifying those directly affected by the proposal.

5. Compliance Checklist

5.1 Council Plan Alignment

Strategic Direction: Safe - Our community will feel safe, and be safe, in all aspects of their lives. Strategy: Design an environment and infrastructure that promotes better safety and accessibility

This report seeks to clearly establish the ongoing access parameters for a key strategic parcel of land in Mentone which is an important consideration given the well-established role this land has played.

Budget

The costs associated with pursuing this matter as presented would be accommodated within existing operational budgets.

5.2 Risk considerations.

The process recommended in this report will allow the Council to receive submissions in relation to this matter. It will be important that should any submissions be received that Council carefully analyses these submissions and if necessary, seek further advice on the intended approach.

Appendices

Appendix 1 - Survey Plan Accessway (Ref 25/155420) 

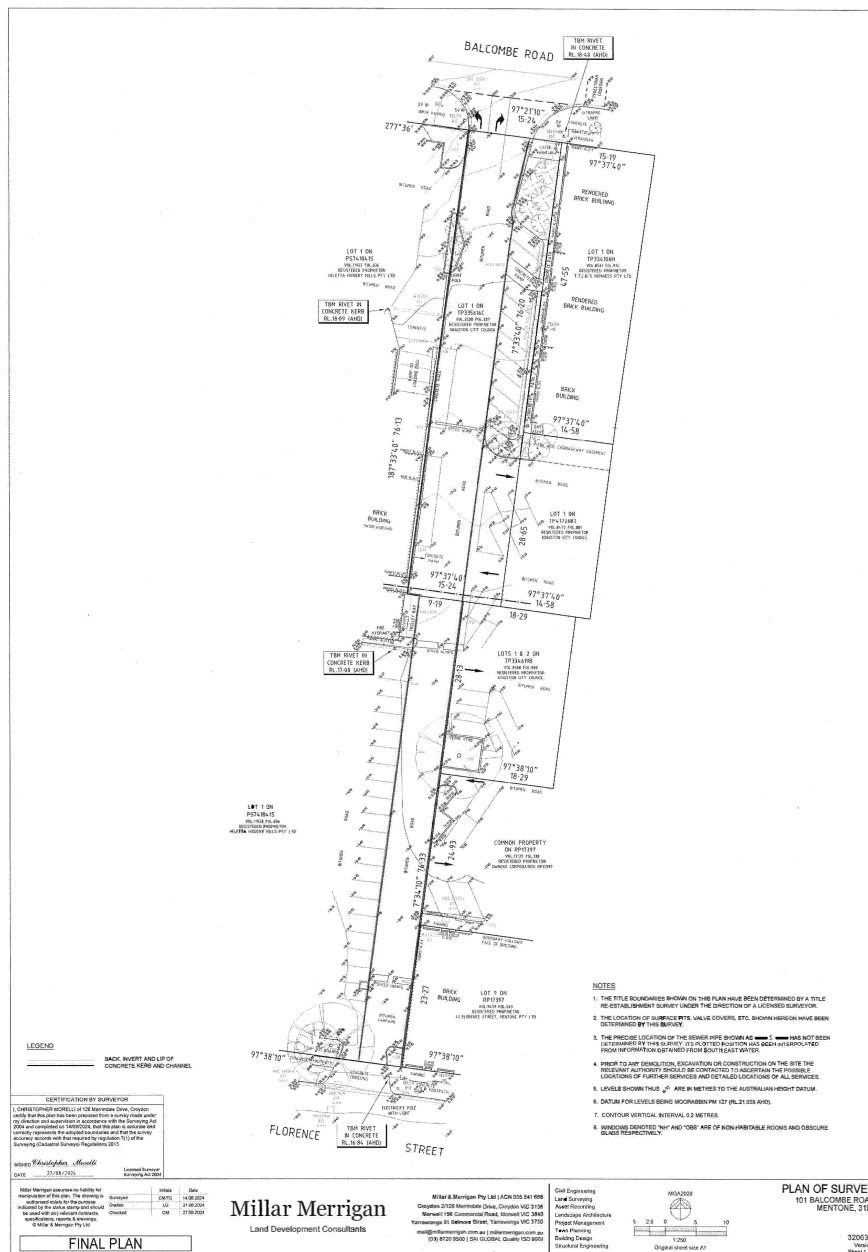
Appendix 2 - Submission - 30 May 2025 (Ref 25/158425) - Confidential

Author/s: Nikolaj Dennis, Manager Property Services
Reviewed and Approved By: Nikolaj Dennis, Manager Property Services
Bernard Rohan, Chief Finance Officer

11.2

MENTONE CAR PARK

1	Survey Plan Accessway.....	661
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Ordinary Council Meeting

23 June 2025

Agenda Item No: 11.3

ADOPTION OF 2025/26 BUDGET, 2025-2035 FINANCIAL PLAN AND 2025-2029 REVENUE & RATING PLAN

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

Purpose of Report

Council to consider adopting the 2025/26 Budget, 2025-2035 Financial Plan, and 2025-2029 Revenue & Rating Plan.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Adopt the 2025/26 Budget and statutory information (including fees and charges);
2. Adopt the 2025-2035 Financial Plan;
3. Adopt the 2025-2029 Revenue & Rating Plan;
4. In respect of Rates and Charges declare:
 - a) A differential rate for rateable land having the characteristics specified in the Revenue & Rating Plan, which characteristics will form the criteria for each differential rate so declared:
 - 4.1.1. General Land;
 - 4.1.2. Agricultural Land;
 - 4.1.3. Extractive and Landfill Land;
 - 4.1.4. Retirement Village Land;
 - 4.1.5. Residential Heritage Land;

and that the rate (based on the cents in the dollar of Capital Improved Value set out below) be;

Category	Rate in the \$
Agricultural Land	0.0014560
Extractive and Landfill Land	0.0054602
General Land	0.0018201
Residential Heritage Land	0.0016381
Retirement Village Land	0.0016381

- b) A Municipal Charge of \$100 per rateable property; and

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c) Waste Service Charges as follows:

Service Choice A - 120 litre garbage, 240 litre recycling and 240 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$40
Service Choice B – 80 litre garbage, 240 litre recycling and 240 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$33
Service Choice C – 120 litre garbage, 240 litre recycling and 120 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$36
Service Choice D – 80 litre garbage, 240 litre recycling and 120 litre green waste bins including recovery of costs attributable to the State Government Landfill Levy	\$31
Service Choice E – 120 litre garbage and 240 litre recycling bins including recovery of costs attributable to the State Government Landfill Levy	\$30
Service Choice F – 80 litre garbage and 240 litre recycling bins including recovery of costs attributable to the State Government Landfill Levy	\$24
Service Choice G – 240 litre x 2 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$23
Service Choice H – 240 litre x 3 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$18
Service Choice I – 240 litre x 4 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$16
Service Choice P – 120 litre x 2 Share Garbage, 240 litre Recycle including recovery of costs attributable to the State Government Landfill Levy	\$16
Service Choice W – Additional 120 litre Green Waste Bin	\$75
Service Choice X – Additional 240 litre Green Waste Bin	\$93
Service Choice Y – Additional 240 litre Garbage Bin including recovery of costs attributable to the State Government Landfill Levy	\$23
Service Choice Z – Additional 120 litre Garbage Bin including recovery of costs attributable to the State Government Landfill Levy	\$21

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5. Grant a waiver of \$127 of general rates for properties eligible for the State Government Municipal Rates Concession in accordance with Section 171 of the Local Government Act 1989.
6. Determine to allow:
 - 6.1. in accordance with Section 167(1) and (2), payment of rates and charges by four approximately equal instalments paid on or before 30 September 2025, 30 November 2025, 28 February 2026, and 31 May 2026;
 - 6.2. in accordance with Section 167(2A) and (2B) payment of rates and charges by lump sum on or before 15 February 2026;
 - 6.3. payment of rates and charges by ten approximately equal direct debit payments from 1 September 2025 until 1 June 2026;
 - 6.4. payment of rates and charges in any instalment (only via the Payble payment solution, and providing rates and charges are paid in full by 31 May 2026).
7. Resolves to continue to apply Penalty Interest charged on unpaid rates, charges and levies and that the interest rate as set under Section 2 of the Penalty Interest Rate Act 1983 (Vic) will apply on the rates and charges, which have not been paid by the dates specified, in accordance with Section 172 of the Local Government Act 1989 (Vic) where
 - ☐ that person is liable to pay; and
 - ☐ they have not been paid by the date specified for payment.
8. Determine that no incentive be declared for early payment of general rates, municipal charge and waste service charge.
9. Approve the Rates Hardship Policy, revised for inclusion of the rates hardship rebate for the 2025/26 rate cap increase, and note the Debt Collection Policy (unchanged after review in May 2025). These policies provide a framework for providing hardship assistance, and managing and recovering collectibles, related to the payment of rates and charges.
10. Determine the following changes to Council Reserves to be enacted:
 - 10.1. Continue existing Council contributions to the Green Wedge Reserve and Foreshore Reserves beyond 2025/26 and ongoing;
 - 10.2. Continue the Art Fund Reserve in line with previous Council resolution to fund public art;
 - 10.3. Continue the Capital Reserve.
11. Determine that the Chief Executive Officer of Council be authorised to give public notice of the adoption of these documents if required.
12. Determine that the Manager Finance be authorised to levy and recover the general rates, municipal charge and annual waste service charges in accordance with the Local Government Act 1989.
13. Having considered all feedback made on the draft budget, provide written responses to each of the contributors of the decision, and thank them for their interest in Council's Budget process.
14. Adopt the level of borrowings included in the 2025/26 Budget and 2025-35 Long Term Financial Plan of total \$55.95 million in accordance with section 104 of the Local

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Government Act 2020 in line with Council approved the final form of the borrowings following a competitive procurement and assessment.

15. Authorise the Manager Finance to make any changes to these documents as a result of this resolution, including minor and/or administrative wording and grammar changes, and rate in the dollar changes for an approved general rate increase.
16. Authorise Officers to do all things necessary to make all required applications to commence the statutory processes required for the delivery of the budgeted capital works program.

1. Executive Summary

Council considered the draft Budget documents on 28 April 2025, with the key objective to ensure the long-term financial sustainability of the Council. This Budget and Long Term Financial Plan (LTFP) provide the resources to adequately fund service delivery to the community, the required level of maintenance of the community's infrastructure assets, and the Council Plan initiatives while maintaining our legislative obligations under rate capping. The documents are established during challenging economic and financial settings with financial assumptions carefully considered to reflect and respond to the challenges. Additionally, the Budget and LTFP have considered the financial impacts of embedded inflationary pressure on our most vulnerable community by incorporating individualised and targeted financial hardship support. The Rates Hardship Policy and Debt Collection Policy are presented to Council for adoption at the June 2025 meeting.

The Budget, Long Term Financial Plan (LTFP) and Revenue and Rating Plan (RRP) have been prepared following extensive community engagement. Three stages of community engagement have been undertaken:

Stage 1: Seeking community ideas to influence the 2025/26 budget via Talking Kingston (closed 31 December 2024) yielding 724 community submissions, compared to 459 submissions to the 2024/25 Draft Budget process.

Stage 2: Meeting to hear public submissions (Monday, 24 February 2025) at a Special Council Meeting, provided an opportunity for Council to hear directly from 14 members of the community of their submissions to help shaping the budget.

Stage 3: Draft Budget 2025/26 public exhibition release (Tuesday, 29 April – Monday 19 May 2025), 14 submissions were received with 10 of those submissions via the Draft Budget 2025/26 consultation process.

The rising cost of living continues to place significant financial pressure on many households across our community. The 2025/26 Draft Budget therefore seeks to strike a balance between investing in community services and infrastructure whilst providing a targeted support package for those most in need.

Therefore, and accompanying the budget, Council has developed a \$2.3 million Cost of Living Support Package, in addition to a wide range of support services, that will be supported by a communications campaign to ensure those in need know help is available.

2. Background

Under the provisions of section 94 of the *Local Government Act 2020*, Council must prepare and adopt a Budget for each financial year and the subsequent 3 financial years by 30 June each year. Section 91 of the *Local Government Act 2020* requires Council to adopt and keep in force a 10-year Financial Plan. Council also chooses to update its Financial Plan annually, to ensure all assumptions are updated regularly. The same applies for Council's Revenue & Rating Plan, which is required under section 93 of the *Local Government Act 2020*.

A Special Council Meeting was held on 24 February 2025 to hear in-person formal budget submissions from the community should a member of the community or a community group

wish to submit to a Council meeting.

Council Special Meeting 24 February 2025

3.1 Talking Kingston 2025/26 Budget Submissions

It is recorded that the following people addressed Council in relation to their submissions:

- Jack Noonan, Cheltenham Community Centre
- Tricia Deasy
- Greg Woods, Parkdale Bowls Club
- Rachael Roach, Parkrun
- Kyle Malligan, Highmoor Tennis Club
- Bill McTigue
- Leigh Gridley, Dingley Village Community Association
- Alison Doyle, Chelsea Football Club
- Adrian D'Ambra
- Matt Lloyd
- Moya Mathias
- Tanya Garach
- Deb Ghuliani, Bentleigh Greens Soccer Club

Cr Law arrived at 6.13pm.

Cr Hill left the meeting at 6:53pm.

Cr Hill returned to the meeting at 6:56pm.

Cr Athanasopoulos left the meeting at 7:02pm.

Cr Athanasopoulos returned to the meeting at 7:08pm.

Cr Agirtan left the meeting at 7:09pm and did not return.

Moved: Cr Hill

Seconded: Cr Saab

That Council receive the community submissions considered as part of the community engagement process on the Draft Budget 2025/26.

CARRIED

FOR: Crs Ashworth-Collett, Athanasopoulos, Erevnidis, Hill, Howe, Law, Oxley, O'Donnell, Saab and White (10)

AGAINST: Nil (0)

All submissions were considered and heard before Council proceeding to adopt in principle the Draft Budget, Long Term Financial Plan and Revenue and Rating Plan on 28 April 2025.

Council Meeting 28 April 2025

11.1 Draft 2025/26 Budget, Draft 2025-35 Financial Plan, and Draft 2025-29 Revenue and Rating Plan

Moved: Cr Hill

Seconded: Cr Saab

That Council:

1. Adopt in principle the Draft Budget 2025/26, Financial Plan 2025-35, and Revenue and Rating Plan 2025-29, 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. Adopt in principle the Kingston Cost of Living Support Package recommended as part of the consideration of the Budget.

Note: Cr White requested through the Chair and was granted an extension of time of two minutes to speak on the matter.

Amendment

Moved: Cr White

Seconded: Cr Howe

That the Motion be adopted with the addition of the following points 3 and 4:

3. Provide a report to the May meeting cycle considering retrieval of fees and charges on businesses. This report is to provide options and impacts for various percentage reductions as well as full removal of fees.
4. Provide a report with options for:
 - No rate increase;
 - A 1% rate increase;
 - A 2% rate increase;
 - A full rate increase.

FOR: Crs Erevnidis, Howe, Law, Oxley, O'Donnell and White (6)

AGAINST: Crs Hill and Saab (2)

ABSTAINED: Crs Ashworth-Collett and Athanasopoulos (2)

The Amendment was put and CARRIED

The Amendment became the Motion

3. Discussion

3.1 Operation and Strategic Issues

The draft Budget, Long-Term Financial Plan, and Revenue & Rating Plan, ensures Council will continue to deliver our extensive services at the high-quality standard our community enjoys.

The Budget has been prepared in accordance with the State Government's Fair Go Rates System (FGRS), and incorporates a rate **increase of 3 per cent** for the 2025/26 year. There is no change to the differential rate levels, the municipal charge remains at \$100, and the pensioner rebate is increased to \$127.

The Budget also includes \$103.6 million in capital works for the coming year, to deliver new and upgraded infrastructure to serve our community.

These documents secure Kingston's financial sustainability into the future, and ensures that Kingston's vast range of services will continue to support and strengthen our community.

3.2 Changes from the Draft Budget

There are several changes to the recommended budget 2025/26 that were not in the draft budget considered by Council on 28 April 2025:

- The revised draft full year budgeted operating result for 2025/26 provides a surplus of \$11.8 million, which is an increase since the last version by \$0.7 million. Of that, \$1.2 million is a timing issue between 2024/25 and 2025/26 which affects the bottom line but not the underlying financial position of council over two years (unfavourable in 2024/25 and favourable in 2025/26).
- There are also several changes to the recommended forecast 2024/25 (as an opening position for 2025/26 budget) that were not in the draft budget paper considered by Council on 28 April 2025. The revised full year forecast operating result for 2024/25 provides a surplus of \$6.8 million, which is a decrease since the last version by \$3.7 million. Of that change, the largest component of \$1.2

million is a timing issue for a grant receipt to Council, previously expected in 2024/25 and now more likely to occur in 2025/26. This timing issue affects the bottom line but not the underlying financial position of council over two financial years (unfavourable in 2024/25 and favourable in 2025/26). Council's cash holdings at year end 2026 is budgeted to be \$102.3 million, which is a decrease from the previous budget version by \$1.3 million.

4. Cost of Living Support Package

The rising cost of living continues to place significant financial pressure on many households across our community. The 2025/26 Draft Budget therefore seeks to strike a balance between investing in community services and infrastructure whilst providing a targeted support package for those most in need.

Therefore, and accompanying the budget, Council has developed a \$2.3 million Cost of Living Support Package, in addition to a wide range of support services. The Kingston Cost of Living Support Package helps vulnerable residents access Council's available support and highlights pension concessions, hardship discounts, and a range of other free and low-cost services available for everyone.

The Package consolidates all Council support options, making them easy to find and access, and promotes additional free services from other agencies, such as financial counselling.

4.1 Support

The support will be in the form of available concession and hardship consideration across a range of Council services and programs. Officers will ensure that there is more accessible communication of the support available across:

- Waves – concessions, entry/membership
- Discount aged care services and delivered meals
- Free business mentoring/networking/BizWiz services
- Free youth counselling service
- Free/low-cost community events/groups
- Free business energy assessments to help cut costs
- Free youth skills training workshops
- Free Home Library service

Additionally, Council resolved on 24 March 2025 to implement a 75 per cent discount for pet registration fees for pensioners, commencing for the 2026 animal registration period.

Council further resolved on 26 May 2025 to increase funding to the emergency relief services currently receiving funding through an Operational & Partnership Grant (for emergency relief service provision) by 10 per cent commencing 1 July 2025.

Importantly, as part of the Cost of Living Support Package, Ratepayers qualifying for financial hardship as per Council's [Rates Hardship Policy](#) can apply and make a request to **not have the 3 per cent increase in general rates** year on year from 2024/25 to 2025/26 only.

- Under the current Rates Hardship Policy, officers can assess hardship and provide assistance in the form of payment plans, deferrals, waivers on penalty interest on rates in arrears, and paused debt collection. The policy currently does not allow officers to waive rates.
- As part of the proposal included in the budget, officers will be authorised to consider hardship applications and waive the 3 per cent increase in general rates in 2025/26 as an additional form of hardship support.

4.2 Approach

The communications plan is being rolled out in a staged approach.

- **Stage 1** aligned with the public exhibition of the Draft 2025/26 Budget and provided advance notice that Community Support options will be coming.
- **Stage 2** will commence following Budget adoption and includes full promotion of all Community Support options. The campaign will continue throughout the 2025/26 financial year.

The approach will ensure all residents/community are aware that Kingston has community support options for those that need it most. The objective will be to provide clear, easy-to-find, consolidated information on all support options available.

The communications collateral will highlight items of support available for different sectors of the community including:

- Small business
- Seniors
- Elderly residents
- Youth
- Families

The communications campaign will combine specific items from the 2025/26 support package along with the wide range of support services available year-in-year-out. Together they aim to show people in need of the many ways they can access free and/or low-cost services and support on offer from Council.

The communications campaign will include a range of channels to reach community members including:

- Website landing page
- Digital screens in key Council buildings
- Social media campaign
- Posters/postcard
- Local newspaper advertising.

Examples of the communications campaign collateral are available in Appendix 4.

5. Financial Hardship Policy update and online application

The Council [Rates Hardship Policy](#) has been reviewed and updated to provide for the new Rates Hardship Rebate for the 2025/26 rate increase only, as follows:

- For the 2025/26 financial year, Council Rate increase in Victoria is capped at 3 per cent. This cap applies to the overall rate revenue a council raises, not to individual properties. While the cap is 3 per cent, individual rate increases may vary slightly depending on property valuations.
- Recognising the challenges associated with the increasing cost of living, the Council is aware that the proposed 3 per cent rate increase in general rates may pose a burden on ratepayers. To provide support during these times, ratepayers can apply for a one-off Council rebate that effectively waives the 3 per cent increase in general rates for the 2025/26 year only, with the increased percentage being rebated based on their presented circumstances.

Application Process

- Apply via Kingston Website using the Rates Hardship Rebate Form 2025/26 for 3 per cent general rates increase waiver. Electronic applications are available through our website: [Rates Hardship Policy](#) (as per attached Rates hardship rebate application)
- Hardship applications will be assessed individually, and Council officers may contact the rate payer to request additional supporting documentation either before or after a rebate is approved.
- The application is specifically for the rate increase in the 2025/26 financial year and does not address any outstanding balances from previous financial years.
- The submitted application will be subject to review and determination by an authorised Council officer. Subsequent to this assessment, the rate payer will be notified of the outcome, indicating whether the application has been approved or declined, through electronic mail within 3 working days.
- If payments are not made as scheduled, the granted waiver will be removed from the account, and penalty interest will be applied to any outstanding amounts.

Criteria to Apply for Hardship

Council officers refer to the following criteria, but not limited to, when evaluating financial hardship applications.

- Employment difficulties, loss of employment or unemployment.
- Reduced, insufficient or lack of income
- Medical issued, injury, illness, or mental illness
- Alcohol, drug or substance abuse
- Death of a family member or loved one
- Family/ domestic violence
- Elder abuse
- Gambling
- Incarceration
- Impact of Natural disaster.

6. Consultation

6.1 Internal Consultation:

These documents are the culmination of councillors and officers working together on the financial assumptions underpinning the Budget, the Long Term Financial Plan, and the

Revenue and Rating Plan, as well as developing the four-year capital works program.

6.2 Community Consultation:

Development of the Draft Budget and 10-year Financial Plan are informed by feedback and ideas contributed by residents through Kingston's very own 365-day consultation platform, *Talking Kingston*.

Community engagement was undertaken in three phases:

Stage 1 – Talking Kingston

In the first round of consultation, we asked the community for their help to make Kingston the best place to live, work and play – through Talking Kingston.

Talking Kingston is a year-round consultation that invites the community to provide feedback and ideas on projects and initiatives to feed into future Council budgets. Talking Kingston provides the community with early input and a greater level of influence over how Council invests its money into our city.

All submissions received prior to 31 December 2024 have been considered for the 2025/26 budget process. Submissions received after 31 December 2024 will be considered for future budgets.

724 community submissions were received in stage 1 (compared to 459 submissions to the 2024/25 budget process). The key themes arising from community submissions include:

1. Traffic improvements/road repairs
2. Public amenities/maintenance
3. Waste and sustainability
4. Sporting and recreation facilities
5. Community and cultural connection
6. Open space
7. Supporting business
8. Development.

These themes feature significantly in the Draft Budget 2025/26.

Stage 2 – Hearing of Public Submissions

All / Kingston submitters had the opportunity to nominate to be heard in support of their submission at a public Council Meeting if they wished.

The public hearing was held at a Special Council Meeting on 24 February 2025 at the City of Kingston Council Chamber, 1230 Nepean Highway, Cheltenham, 3192.

14 submissions were presented.

The full list of submissions has been provided as an attachment to the report – Appendix 5 Talking Kingston Submitters Heard at Special Council Meeting.

Stage 3 – Public Exhibition of the Draft 2025/26 Budget

Following Council's endorsement of the Draft Budget 2025/26 at the April Council Meeting, it was released to the community. Consultation was open from Tuesday 29 April 2025 to Monday 19 May 2025.

Who did we reach?

Draft Budget submissions received: 14

- 10 via the Draft Budget consultation process
- 1 via the Draft Council & Wellbeing Plan process
- 3 via Talking Kingston

City of Kingston Ordinary Council Meeting

Agenda

23 June 2025

Your Kingston Your Say page views: 767

Document downloads: 453

Social media reach: 3,553

Advertising reach: 16,368

Email recipients: 10,000+

Pop-up engagement attendees: 162.

Council appreciates the time taken to submit the following feedback to the draft budget.

The high number of page visits and document downloads, combined with fewer submissions, suggests that the extensive engagement in stages 1 and 2 effectively informed a Draft Budget that reflected the community's needs.

14 submissions were received and are summarised below.

The full list of submissions has been provided as an attachment to the report – Appendix 6 Public Exhibition of the Draft 2025/26 Budget - submissions.

Submission theme	Channel	Number of submissions	Comment
Improved cycling infrastructure	Council & Wellbeing Plan	1	Kingston is committed to engaging with our community and helping to deliver solutions that improve safety for cyclists and pedestrians. Our five-year Walking and Cycling Plan prioritises improvements and aims to make our city walking and cycling friendly
Maintenance of Roads	Draft Budget	1	Roads management has been allocated with capital and operational budgets to ensure maintenance and upgrade/renewal in accordance with Council Road Management Plan
Costs, rate cap and distribution of funds	Draft Budget & Talking Kingston	7	Council understands the current challenging economic climate and are committed to responsible and prudent financial management. We're focused on ensuring rates are invested efficiently and effectively, while still meeting the needs of our diverse community and providing support to those who need it most.
Animal registration fees	Talking Kingston	1	Kingston's animal management work is not funded solely via the dog and cat registration fees that we collect.
Community centre fees	Draft Budget	1	Council undertook a review of venue hire fees in 2024 and introduced an equitable, consistent, and financially sustainable user fee structure across all Community Hubs. The new fees continue to offer excellent value for not for profit community groups and community service organisations, with rates well below typical commercial venue charges. Council remains committed to supporting local organisations through fair access to quality community facilities.
Sustainability	Draft Budget	1	Officers will undertake works to articulate Council's Return on Investment (ROI) in roof top solar, batteries and building renewal works including electrification and have ongoing cost savings reflected in the budget. Other community benefits such as health, safety and education will also be articulated.
Safety/crime	Draft Budget	1	Council's operational budget allocates funding for crime prevention/safety initiatives and youth engagement activities.
Active recreation	Talking Kingston	1	Kingston's Play Your Way Strategy provides a blueprint for the delivery of Council's playgrounds and active recreation areas across the municipality. Strategic work is scheduled for completion in 2025-26 to review the

**City of Kingston
Ordinary Council Meeting**

Agenda

23 June 2025

Submission theme	Channel	Number of submissions	Comment
			provision of skate and BMX facilities across the municipality and identify the preferred location for future investment.

Council has developed a \$2.3 million Cost of Living Support Package, in addition to a wide range of support services, that will be supported by a communications campaign to ensure those in need know help is available.

7. Compliance Checklist

7.1 Council Plan Alignment

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

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

The draft Budget, Long-Term Financial Plan, and Revenue and Rating Plan ensures Council is looking after the community's financial resources responsibly and efficiently.

7.2 Governance Principles Alignment

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

The Budget and Long Term Financial Plan are developed with the objective to Council's financial sustainability underpinned by the Revenue and Rating Strategy to manage Council's primary source of revenue.


7.3 Risk considerations

Operational and strategic risks are embedded as part of budget preparation stage including the development of capital works program. On a broader level, the challenge faced by Council is the prudent management of limited financial resources to deliver services and maintain Council's assets with residual capacity to respond to unexpected opportunities or costs.


Appendices


Appendix 1 - 2025-26 Draft Budget paper (Ref 25/90447)  [↓](#)

Appendix 2 - 2025-35 Draft Financial Plan (Ref 25/90450)  [↓](#)

Appendix 3 - 2025-29 Draft Revenue and Rating Plan (Ref 25/92420)  [↓](#)

Appendix 4 - Kingston \$2.3 million Cost of Living Support Package (Ref 25/164763)  [↓](#)

Appendix 5 - Talking Kingston - Submission for Special Council meeting (Ref 25/42555)  [↓](#)

Appendix 6 - Public Exhibition of the Draft 2025-26 Budget - submissions (Ref 25/141393)  [↓](#)

Appendix 7 - Kingston Hardship Policy (Ref 24/134461)  [↓](#)

Appendix 8 - Rates hardship rebate application (Ref 25/145875)  [↓](#)

Appendix 9 - Kingston Debt Collection Policy (Ref 24/134749[v2])  [↓](#)

Author/s: Magda Hordejuk, Team Leader Budgeting and Reporting
Scott Moore, Manager Finance

Reviewed and Approved By: Bernard Rohan, Chief Finance Officer

11.3

ADOPTION OF 2025/26 BUDGET, 2025-2035 FINANCIAL PLAN AND 2025-2029 REVENUE & RATING PLAN

1	2025-26 Draft Budget paper	677
2	2025-35 Draft Financial Plan	801
3	2025-29 Draft Revenue and Rating Plan	825
4	Kingston \$2.3 million Cost of Living Support Package	849
5	Talking Kingston - Submission for Special Council meeting..	855
6	Public Exhibition of the Draft 2025-26 Budget - submissions .	931
7	Kingston Hardship Policy	935
8	Rates hardship rebate application	947
9	Kingston Debt Collection Policy	951

City of Kingston

DRAFT **BUDGET**

2025/26



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Message from the Mayor



I am extremely proud to present our Budget for 2025/26, the first for our new group of councillors.

We love hearing your ideas and aspirations for our great city, and we were absolutely thrilled to have a record 724 people take the time to make submissions to this budget process through our Talking Kingston platform.

Among the key themes we heard were the need for traffic improvements, more active recreation facilities, clean and well-maintained open spaces, and to encourage more lively and vibrant shopping strips – all of which are reflected in this year's Budget.

Like you, we are passionate about the future of Kingston, and we want you to feel empowered to talk to us about the place you know best.

Ideas from our community will always make us more adaptive, innovative, connected, and resilient and we can't wait to put what we've heard from you into practice over the next year and beyond. You can submit feedback at any time via yourkingstonyoursay.com.au/talking-kingston

These are really challenging economic times, and that is reflected in the cost-of-living relief provided in this budget.

This includes financial hardship assistance, offering reduced fees on services such as aged care, leisure centres, and pet registration, and providing a range of low-cost and free community activities.

We are acutely focused on investing your rates efficiently and effectively. This is a financially responsible budget that focusses on delivering key community services and renewing and maintaining vital infrastructure to ensure it continues to deliver for the community well into the future, while still looking out for those that need a little more help.

It also accommodates new projects and programs that our growing community needs, with our planned capital works program topping \$103.6 million.

It includes projects like our new Mordi Aquatic Centre, the revitalisation of the Edithvale Shopping Strip, major upgrades to roads like Beilby Street in Moorabbin and Broadway Road in Bonbeach, a swath of playground improvements and important access improvements along the foreshore.

Your rates continue to help us build a strong, connected Kingston community with great facilities, programs, and support for all.

Importantly, your continued engagement also has us in a very strong position to advocate to the State and Federal Governments around important issues and projects like housing, the Suburban Rail Loop and level crossing removals.

This advocacy has also extended to securing funding for important local projects like the Mordi Aquatic Centre that is well underway and major upgrades to Le Page Park and Namatjira Park, which will now be able to happen sooner.

It is shaping as another big year as we continue to make Kingston an even better place.

Cr Georgina Oxley
MAYOR, CITY OF KINGSTON

Highlights of our capital works program

Council is proposing to invest \$103.6m in capital works for our community.

We've prepared a sustainable budget that balances the renewal and upgrade of existing community facilities with the delivery of new infrastructure, ensuring our facilities remain functional, accessible, and aligned with the community's needs.



Upgrade:

Improves an existing asset to provide a higher level of service, capacity or functionality.

For example – extending an existing sporting pavilion to add additional change facilities



Renewal:

Restores an existing asset back to its original condition and level of service.

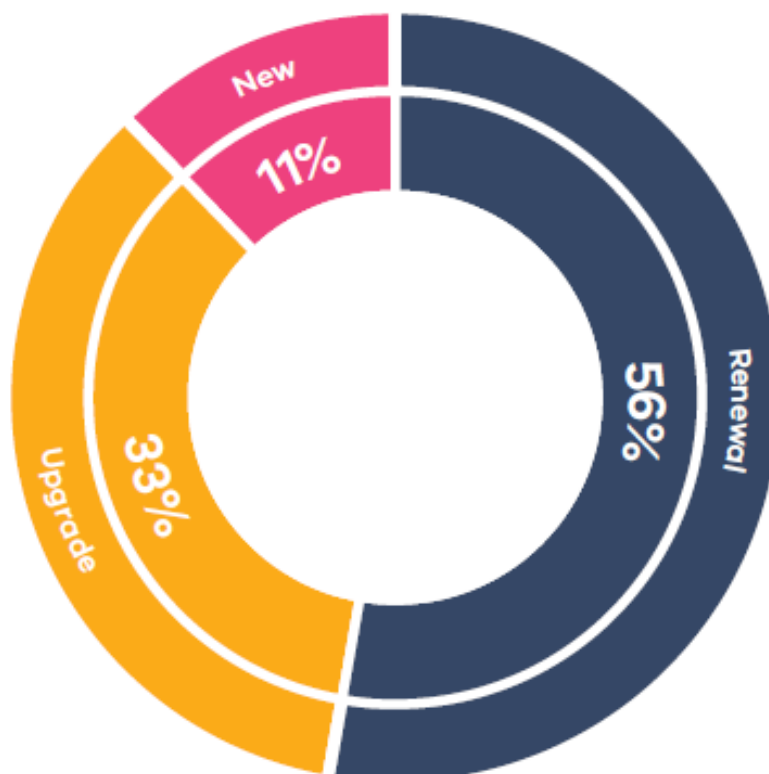
For example – replacing the surface of a hockey pitch



New:

Creates a new asset to deliver a new service

For example – building a new community centre



Note - The above graphic excludes the Mordi Aquatic Centre development (classified as expansion and renewal), summarised on the following page.

Type of capital investment

Summary of capital works by category

	Mordi Aquatic Centre development	\$48.6m
	Community & Sporting Facilities	\$20.5m
	Fleet, Equipment & Technology	\$2.4m
	Parks & Reserves	\$6.3m
	Playgrounds & Active Recreation	\$5.6m
	Roads, Drains, Footpaths and Bike paths	\$20.2m

Key strategies, plans and programs

Road Resurfacing & Renewal Program	\$6.9m
Drainage Flood Mitigation Program	\$6.6m
Namatjira Master Plan	\$4.5m
Building Renewal Program	\$4.0m
Le Page Master Plan	\$3.3m
Local Shopping Centre Amenity Renewal Program	\$2.8m
Playspace Strategy Implementation	\$1.7m
Foreshore Renewal Program	\$1.2m
Community Sports Club Infrastructure Program	\$1.0m
Footpath Renewal Program	\$1.0m
Walking & Cycling Strategy Implementation	\$1.0m
Sportground Lighting Program	\$0.8m

Budget – at a glance

- Continuous improvement on customer service
- The Total Average General Rate and Municipal Charge to increase by 3.0% in compliance with the Fair Go Rates System Legislation
- Municipal Charge to remain at \$100
- No change to the differential rate categories and levels, as follows:
 - Extractive / Landfill Land differential +300%
 - Agricultural / Farmland differential -20%
 - Retirement Village Land differential -10%
 - Heritage Land differential -10%
- Pensioner Rebate to increase by the 3.0% rate cap increase to \$127.00 (2024/25, \$123.30) for eligible pensioners
- Waste service charge is compliant with the new Minister's Good Practice Guidelines for Service Rates and Charges
- Total Capital Works program of \$103.6 million
- Overall cash holdings to decrease by \$9.2 million in 2025/26.

Operational highlights:

- Open Space in-house mowing team and new mowing contractors are servicing an increased volume of open space to provide welcoming parks and reserves across Kingston - \$1.1 million
- Open Space new contractors are mowing and caring for our high-quality playing surfaces on the sportsground - \$0.4 million
- New Foreshore Cleaning contractors are delivering manual litter collection, sand raking and seaweed removal to ensure our beaches remain safe, clean and inviting - \$0.4 million.
- Investment in IT software pertaining to Unified Communications, telephony licensing, application whitelisting, vulnerability detection and remediation platforms, and geospatial systems - \$0.7 million
- Increased drainage cleaning and maintenance costs due to continued adverse wet weather and storm events as well as managing new assets handed over for maintenance - \$0.7 million
- Grants program allocation across Operational & Partnership grants, Community Bi- annual grants, Community Small grants, Individual Development grants and Community festivals, Events & Creative Activities grants, plus SES funding & Cheltenham Community Centre rent - \$2.0 million.
- Strengthened governance and service delivery for critical teams and readiness for the New Mordi Aquatic Centre operations (\$0.6 million)

Chief Executive Officer's Summary



Responsible financial management and future thinking are the key characteristics of our 2025/26 Budget.

We are a thriving city thanks to our great community and local businesses and our council is committed to building on our great strengths.

Investing your rates wisely means continuing to deliver the services needed, renewing and maintaining our facilities and key infrastructure and delivering new projects in a collaborative, considered and cost-effective manner, as outlined in this blueprint for the year ahead.

With a proposed operational expenditure budget of \$297.0 million, and \$103.6 million committed to capital works, we are very well placed to deliver a significant portfolio of projects and services for our community.

It has been extremely helpful to again have such strong buy-in from our community through our year-round Talking Kingston platform, with your ideas and feedback playing a huge role in informing the development of this budget.

I'm proud to be leading an organisation that places so much value in the opinions and voices of our Kingston community, we are certainly stronger and better placed to deliver through doing this.

These remain challenging economic times, with cost-of-living pressures an immediate and pressing issue and the Victorian Government's rate-capping legislation placing further pressure on councils like ours right across the state.

The development of any budget is a balancing act, and we are focused on strengthening our community while future-proofing our city. Key to this is placing even more emphasis on innovation and efficiency, areas where we continue to make great gains.

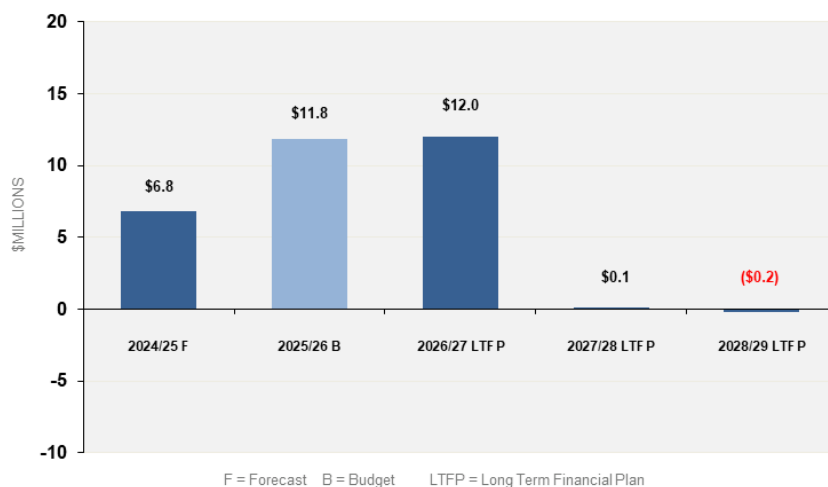
Sector leading work being done through our Integrated Water Strategy, in the Early Learning space and by our Project Management Office have been recognised on the national stage and are examples of this.

We are solutions focused, flexible and adaptable and believe this budget sets a strong platform from where we can pursue the key objectives of our proposed Council and Wellbeing Plan, which include Kingston being Healthy & Connected, Vibrant & Prosperous, Liveable & Sustainable and Responsibly Governed.

Kingston is a place we can all be proud of, as we work together to build an even brighter future for our city. I'm excited about what the future holds and pleased to present our Budget for 2025/26.

Peter Bean
CHIEF EXECUTIVE OFFICER
CITY OF KINGSTON

FINANCIAL PERFORMANCE

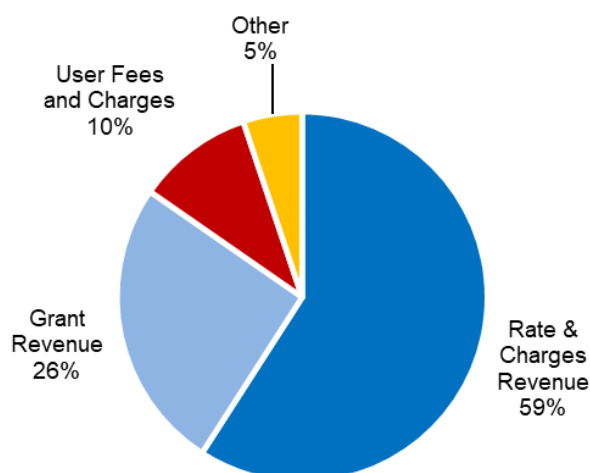
Graph 1 Projected net operating result

Council's projected 2025/26 net operating result is a \$11.8 million surplus.

This reflects the increased costs in labour and materials due to inflation pressure and additional service demand anticipated in the year. It takes into account depreciation and amortisation expenses of \$46.2 million.

The projected net operating surpluses in 2025/26 and 2026/27 are largely due to capital grants. Over the period 2024/25 to 2026/27, forecast capital grants include the additional \$20.0 million funding for Council's new Mordi Aquatic Centre. The project is further funded with borrowing of \$56.0 million over the period 2024/25 to 2025/26.

Whilst the 10-year Financial Plan fully responds to Council's obligation to comply with the Fair Go Rates System Legislation (rate capping), the ongoing costs pressures in the following years means a decreasing revenue and worsening surplus position.

Graph 2 Budget 2025/26 Revenue sources**Revenue sources**

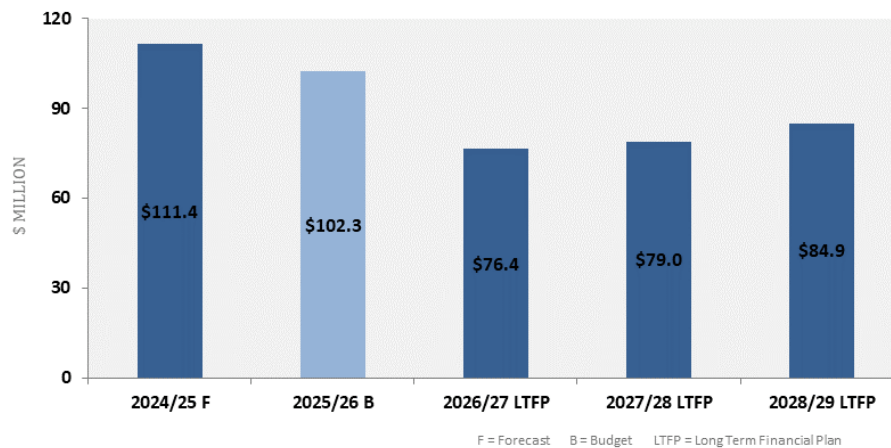
In developing the four-year financial plan, rates and charges revenue is identified as an important source of revenue and accounts for approximately 59% of the total revenue received by Council annually. Planning for future rates is therefore an important component of the long-term financial planning process. Council has a responsibility to ensure that sufficient income is generated (including rates) to ensure both continuity of services and the provision and renewal of community assets.

Council's reliance on rates and charges revenue as its principal source of revenue at 59% is close to the average for metropolitan Melbourne councils. Graph 2 above indicates that Council has a reliance on rate revenue as grant revenue and user fees and fines do not traditionally keep up in real terms with growth in price changes.

'Cost shifting' from other levels of government also requires Council to try to find new revenue from other sources. Cost shifting refers to situations when other levels of government reduce, in real term, grants or contributions to Council but maintain the same level of requirement or service standard. It also happens when decisions are made requiring Council to perform new or additional functions without providing adequate resources.

Kingston's grant revenue and user fees and charges is expected to remain relatively constant in 2025/26. Grant revenue in 2025/26 includes \$19.6 million for capital grants, featuring \$10.0 million for the new Mordi Aquatic Centre, \$2.4 million Namatjira Park Masterplan Implementation, \$1.5 million Le Page Park Masterplan Implementation, \$1.3 million for Local Roads & Community Infrastructure and \$1.2 million Library stock purchasing.

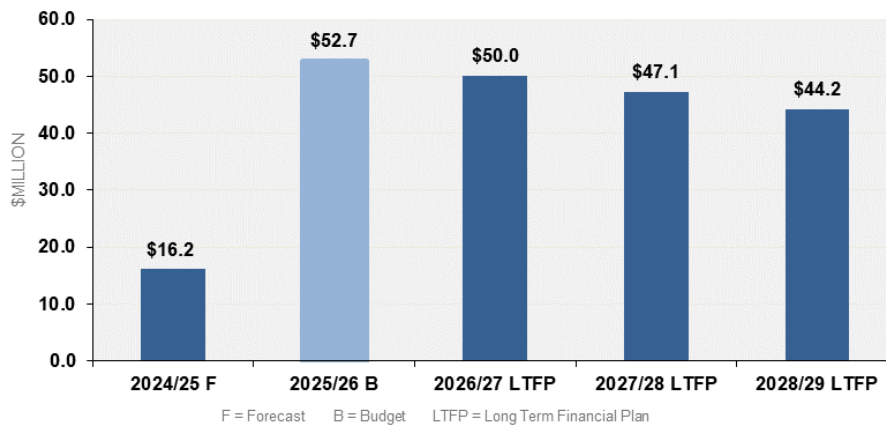
FINANCIAL POSITION

Graph 3 Closing cash position**Cash position**

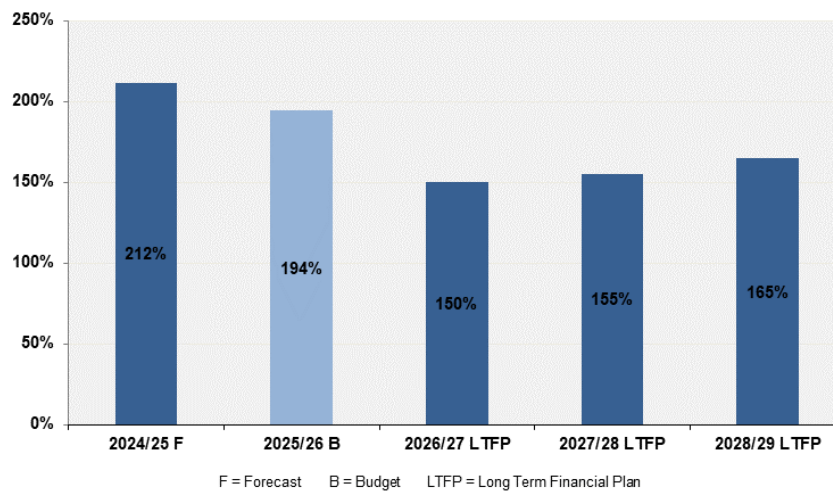
Budgeting cash flow is key in ensuring Council's ability to continuously providing services and meeting its financial obligations whilst providing a guide to the level of sustainable capital expenditure.

As indicated in the graph 3 above, Council forecast a reduction of \$9.2 million in cash holding by the end of 2025/26 in anticipation of increased costs compounded by slower revenue collection. To maintain a balanced cash position in the long-term, borrowings of approximately \$56.0 million have been assumed (\$17.0 million in 2024/25 and \$39.0 million in 2025/26) to fund the development of new Mordi Aquatic Centre. This ensures Council's continuous strong cash position to support long-term financial strategy and sustainability, as well as it has the flexibility to respond to unexpected events or opportunities.

Cash levels are expected to remain stable across the long-term financial plan. It is important to note that while the forecasts do not assume any carry forward capital works (which refers to work not completed within the financial year and therefore transition with budget to the next year), based on history this amount is likely to be between \$5.0 million and \$10.0 million at each year's end and spent in the next financial year.

Graph 4 Debt outstanding**Debt outstanding**

Debt outstanding as at 30 June 2025 is expected to be \$16.2 million. Council is planning to borrow \$17.0 million in 2024/25 and \$39.0 million in 2025/26 (total approximately \$56.0 million) to fund the new Mordi Aquatic Centre as shown in the graph 4 above. The graph reflects repayment of the loan from 2025/26 onwards.

FINANCIAL INDICATOR**Graph 5 Working capital ratio****Working capital**

Graph 5 above, demonstrates that Council has the ability to discharge its short-term financial obligations as the value of current assets is in excess of the value of current liabilities. Refer to section 3 Financial Statements with Balance Sheet for more details.

Over the next four years Council's working capital ratio is expected to be in the range of 150% to 194%.

ASSET MANAGEMENT

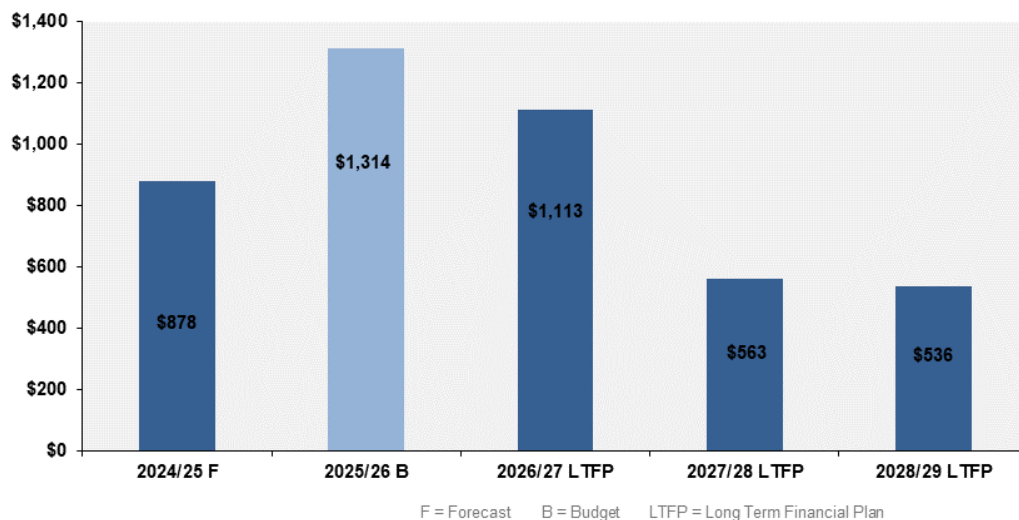
Capital expenditure

Council's adopted *Asset Management Strategy* sets out the capital expenditure requirements of Council for the medium term and remains a key input to the 10-year Financial Plan. It predicts infrastructure renewal needs and considers other asset needs to meet current and future community service expectations.

Council does not have sufficient resources to immediately meet all the expressed community requests for new assets and the renewal of existing assets. To address this challenge, however, Council is focusing on improving its asset data to help inform its asset renewal requirements.

Council is proposing to spend \$281.0 million on new assets, asset renewal, expansion and upgrade by 2028/29. This level of expenditure will ensure assets are generally maintained within intervention levels through the medium to longer term to 2034. Refer to section 3 Financial Statements and Statement of Capital Works for more details.

Graph 6 Capital expenditure per assessment



Capital expenditure per assessment

An often-used measure in local government is capital expenditure per assessment. In 2025/26 this is forecast to be approximately \$1,314 per assessment which is slightly higher than year 2024/25 and lower than 2026/27. The 10-year Financial Plan forecasts an average of \$882 per assessment in the four-year outlook reflecting the confirmed level of funding for capital projects. Capital spending in the immediate two financial years has been impacted by to the Council's new aquatic district project.

However, the longer-term projection presents a more balanced capital spending outlook. Council will continue to advocate for grant funding for specific projects to supplement the capital works program and these will be added as new grants are confirmed in the future.

CONCLUSION

The 2025/26 Budget presented in this report has been prepared on the basis of responsible and prudent financial management responding to revenue constraints and increased costs pressure. It has been developed through a rigorous process of internal consultation and ongoing public engagement through Talking Kingston and strategic review with Council.

The Budget considers and responds to the current global economic environment; it is forward-looking, financially responsible and has regard to the State Government's rate capping policy and, most importantly, it facilitates the achievement of the Council & Wellbeing Plan.

More detailed financial information is in the following sections of this document.

Budget Influences

This section sets out the key budget influences arising from the internal and external environment Council operates within.

SNAPSHOT OF KINGSTON CITY COUNCIL

Council faces changes in the external environment that are outside its control. This includes the highly regulated environment Council operates in, with decisions by other levels of government impacting locally. Several assumptions have been necessary to undertake the planning and budgeting processes.

KINGSTON AT A GLANCE

Located 15 kilometres south of the Melbourne CBD, the City of Kingston was formed in 1994 by the merging of the former Cities of Mordialloc and Chelsea with sections of the former Cities of Springvale, Oakleigh and Moorabbin. The City's landmarks are diverse and distinct. The area, known for its 'village like' neighbourhoods, offers a relaxed quality of life. Spanning 91 square kilometres with 13 kilometres of foreshore along Port Phillip Bay it includes natural wetlands, historic market garden districts and world class golf courses. The prosperity of the community, underpinned by the Moorabbin and Braeside manufacturing areas, vital shopping precincts and an enviable choice of quality schools and tertiary institutions has attracted growth and development particularly in the more popular coastal areas.

OUR CHALLENGES AND OPPORTUNITIES

Enabling better and fairer health and wellbeing outcomes

While many people in Kingston enjoy good health, preventable chronic diseases are increasing, and health inequity is becoming more pronounced. Our health and wellbeing are shaped by our daily lives and the neighbourhoods we live in. Everyone deserves a fair chance to be healthy, regardless of postcode, gender, ability or cultural background.

Council plays a vital role in supporting health and wellbeing through urban planning, open spaces, transport, food environments, and community services. By focusing on reducing inequalities, we can help create a healthier and more connected community for everyone.

Maintaining a prosperous local economy

Kingston's economy is evolving from traditional industries to service-based sectors. Council is working to support this shift by encouraging local investment and collaborating with businesses and government to drive new growth and create more local jobs.

Our retail sector is thriving in some areas but facing challenges in others. Council's business support programs, streetscape improvements and community events help strengthen local businesses, create lively public spaces and support stable employment – all of which contribute to a stronger, more vibrant local economy.

Enhancing Liveability

Liveability is shaped by neighbourhood qualities that support wellbeing and quality of life. Kingston's 2024 Liveability Survey highlighted the importance of public open space, natural features, local businesses, walking and cycling paths, and a sense of safety.

Council is committed to improving liveability by maintaining open spaces, playgrounds, libraries, and sports fields, and by fostering cultural and social connections. As our community grows, protecting and enhancing these qualities will ensure Kingston remains a welcoming and supportive place to live.

Responding to climate and ecological emergency

Climate change poses immediate threats to Kingston's beaches, biodiversity, infrastructure and people. Council's Climate and Ecological Emergency Response Plan targets net zero emissions for operations by 2025 and community-wide net zero by 2030.

As our climate changes, Kingston will be subject to more frequent and intense storm events and increased risks of flooding. Council is working with Melbourne Water on a flood modelling project to better understand and manage these risks. We are determined to ensure Kingston remains resilient in the face of climate change. Council is also working to meet State Government emission targets, support renewable energy actions and the gas retirement roadmap.

Housing our growing population

Kingston's population is expected to grow by 17.7% to 192,026 by 2046, with the most growth around Highett, Moorabbin and Cheltenham. State planning changes, including the 2023 Housing Statement, the Suburban Rail Loop and Plan for Victoria will likely drive even higher growth.

Council is focused on providing the infrastructure and services needed to support this growth, including more open spaces, recreation facilities and affordable housing. By carefully managing development, we can ensure Kingston remains a place where people feel at home and connected to their community.

Demand on our services and assets

Council manages a large network of community assets – from roads and drainage to playgrounds and community buildings. As our infrastructure ages, maintaining these assets becomes more challenging.

A significant part of Council's capital budget is needed to keep existing assets in good condition. Careful planning is essential to balance maintenance costs with community needs and funding strategies. By making thoughtful decisions, we can maximise the lifespan of our assets and continue to provide high-quality services.

Victoria's Big Build Program

The State Government's Big Build Program is transforming Kingston, with 20 level crossings set to be removed by 2029 and Suburban Rail Loop works progressing in Heatherton and Cheltenham.

Council is actively working to ensure these projects deliver positive outcomes for our community. This includes advocating for well-designed Suburban Rail Loop structure plans for Cheltenham and Clayton supporting traders affected by works, and ensuring new infrastructure enhances local liveability and connectivity.

Planning for our services now and into the future

Delivering effective services in Kingston means adapting to changing needs while managing limited financial and staffing resources. Rising costs, legislative changes and shifting demographics are key challenges.

Council's service planning model helps us respond to these changes, improve efficiency, and ensure services are aligned with community needs. Our goal is to provide high-quality, accessible and responsive services that support the wellbeing of all residents.

Financial Sustainability

Kingston faces growing financial pressures from population growth, rising service costs, ageing infrastructure and climate change. Rate capping and limited government funding make financial planning even more challenging.

Council is working hard to maintain financial stability while continuing to meet community needs. We offer hardship support and flexible payment options for ratepayers under financial stress. Careful management of resources will ensure we can continue to deliver essential services and infrastructure into the future.

BUDGET PRINCIPLES

In response to these significant influences, budget targets were set, and guidelines were prepared and distributed to all council officers with budget responsibilities. The guidelines set out the key budget principles upon which the officers were to prepare their budgets. The principles included:

- existing fees and charges to be increased by approximately 3% of market levels unless set by other levels of government or benchmarked
- grants to be based on confirmed funding levels and is subject to timing of payment
- new revenue sources to be identified where possible
- service levels to be maintained at prior year levels with an aim to use less resources with an emphasis on innovation and efficiency
- staff levels to be maintained at sustainable levels
- no increase in materials expenditure unless a contracted cost escalation clause applies; budget 2025/26 is particularly complex and challenging given the rapid movement in Consumer Price Index (CPI)
- real savings in expenditure and increases in revenue identified in prior years to be preserved
- total borrowing of \$56.0 million assumed over 2024/25 and 2025/26 for the new Mordi Aquatic Centre
- a total of 98% of total rates and charges raised will be collected in the 2025/26 year with 20% collection of rates and charges in arrears
- trade creditors to be based on total capital and operating expenditure
- other debtors and creditors to remain consistent with 2024/25 levels
- employee entitlements to be increased by enterprise bargaining agreements; and employees will continue to take annual leave at the current rate.

FIRE SERVICES PROPERTY LEVY (FSPL) AND EMERGENCY SERVICES VICTORIA FUND (ESVF)

On 1 July 2025 Fire Services Property Levy (FSPL) will be replaced by the Emergency Services and Volunteers Fund (ESVF), as announced by Victorian State Government – Treasury & Finance.

Like the FSPL, the ESVF will be calculated based on a fixed charge that varies by property type, and a variable charge based on property value. Pensioners, veterans and single farm enterprises will continue to receive concessions. Every dollar raised will go towards vital life-saving equipment, vehicles, staff, training for volunteers, community education, and recovery support for when Victorians need it most.

The Emergency Services Victoria Fund (ESVF) will operate on a similar model to the Fire Services Property Levy (FSPL), employing a dual-component calculation. This calculation will comprise a fixed charge, which will vary according to property classification, and a variable charge, directly proportional to the assessed property value. Continuing the established practice, concessions will be maintained for eligible pensioners, veterans, and single farm enterprises, ensuring equitable financial consideration for these groups.

The collection of the ESVF will be administered through local councils, facilitating a streamlined and established collection process.

All revenue generated through the ESVF will be exclusively allocated to the enhancement of vital emergency services. These funds will be directed towards the acquisition of life-saving equipment, procurement of essential vehicles, provision of staffing resources, delivery of comprehensive volunteer training programs, implementation of community education initiatives, and the provision of crucial recovery support services, ensuring Victorians receive the necessary assistance during times of crisis.

Economic Assumptions

Assumptions	Notes	Forecast	Budget	Projections		
		2024/25	2025/26	2026/27	2027/28	2028/29
CPI	1	2.75%	3.00%	2.75%	2.50%	2.50%
Rates and charges	2	2.75%	3.00%	2.75%	2.50%	2.50%
Growth of population	3	1.00%	1.00%	1.00%	1.00%	1.00%
Statutory fees and fines		1.50%	1.50%	1.50%	1.50%	1.50%
User fees	4	3.00%	3.00%	3.00%	3.00%	3.00%
Grants - Operating	5	3.00%	3.00%	3.00%	3.00%	3.00%
Grants - Capital		As per Capital Works program				
Contributions - monetary		Based on Planning Trend				
Other income		1.00%	1.00%	1.00%	1.00%	1.00%
Employee costs	6	As per Council's Enterprise Agreement, and Superannuation Guarantee				
Materials and services		2.75%	3.00%	2.75%	2.50%	2.50%
Depreciation & Amortisation		As per Additions from Capital Works program				
Other expenses		1.50%	1.50%	1.50%	1.50%	1.50%

Notes to Assumptions

1. CPI

Council utilises the CPI rate projected by the Department of Treasury & Finance in the State Budget, extrapolated for a longer term outlook.

2. Rates and charges (Rate Cap)

Council is compliant with the rate cap (Fair Go Rates System) each year, which is determined by the Minister for Local Government on the advice of the Essential Services Commission. Refer to the Revenue & Rating Plan 2025-2029 for further information on the Fair Go Rates System.

3. Growth of population

Kingston's community is constantly growing with population estimated to increase by 18% and reaching approximately 196,000 residents by 2041.

4. User Fees

Council endeavours to maximise user fees & charges revenue each year. Refer to the Revenue & Rating Plan 2025-2029 for further information on user fees.

5. Grants Operating - Recurrent

Recurrent Grants are often tied to CPI and therefore Council uses CPI as the assumption for grant funding growth unless predetermined in the grant agreements.

6. Employee Costs

Increases in employee costs are linked to Council's Enterprise Agreement (EA). Council's current EA expires on 30 June 2027.

Budget Reports

The following reports include all statutory disclosures of information and are supported by the strategies described below.

This Section includes the following reports and statements in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

1. Link to the Integrated Strategic Planning and Reporting Framework
2. Services and Service Performance Indicators
3. Financial Statements
4. Human Resources Summary
5. Notes to the Financial Statements
6. Capital Works Program
7. Targeted and Financial Performance Indicators

1. Link to the Integrated Strategic Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council & Wellbeing Plan 2025-29 within an overall integrated strategic planning and reporting framework. This framework guides Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council & Wellbeing Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget and Annual Action Plan) and then holding itself accountable (Annual Report).

1.1 LEGISLATIVE PLANNING AND ACCOUNTABILITY FRAMEWORK

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council & Wellbeing Plan. The diagram overleaf shows the City of Kingston's integrated strategic planning and reporting framework.

At each stage of the framework there are opportunities for community and stakeholder input to ensure transparency and accountability to residents and ratepayers.

1.1.2 KEY PLANNING CONSIDERATIONS

Service level planning

Councils have a legal obligation to provide some services such as animal management, local roads, food safety and statutory planning. However, there are many services which are delivered by councils that are not legally mandated, including libraries, swimming pools, family and children's services, parks and sporting facilities.

Since the needs and expectations of communities can change over time, robust processes for service planning and review are required to ensure all councils consider equity, accessibility, quality, value and continuous improvement when planning for and delivering services, ensuring they are in line with community expectations.

To achieve this, councils engage with their communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation by the City of Kingston is held in line with Council's adopted Community Engagement Policy and Public Transparency Policy.



1.2 OUR PURPOSE

Community vision¹

Kingston is a resilient, inclusive and diverse community. We are building the most liveable and sustainable city in Victoria.

We champion and nurture our green and open spaces creating a safe, healthy environment.

Our shared legacy connects our community, embracing innovation, making Kingston the place to live.

Council's vision

Kingston: Unique, Connected, Thriving!

We are a Council shaping a brighter future that champions wellbeing and safe communities. We are building an accessible and sustainable city that is truly a unique destination where everyone belongs.

1.3 COUNCIL & WELLBEING PLAN KEY DIRECTIONS

The Council & Wellbeing Plan 2025-29 sets the organisation's key directions, objectives and demonstrates what we will do to achieve our objectives which contribute to the realising of Council's long-term Community Vision. It details how we will ensure the Community Vision is attained, whilst also focusing on how we will work with our community, key stakeholders, community organisations, surrounding municipalities and other levels of government to achieve this.

The Council & Wellbeing Plan 2025-29 was developed in close collaboration with our Deliberative Community Panel, and with consideration to other research and feedback from both internal and external stakeholders.

The Council & Wellbeing Plan 2025-29 is structured into four Key Directions and Strategic Objectives, as follows:

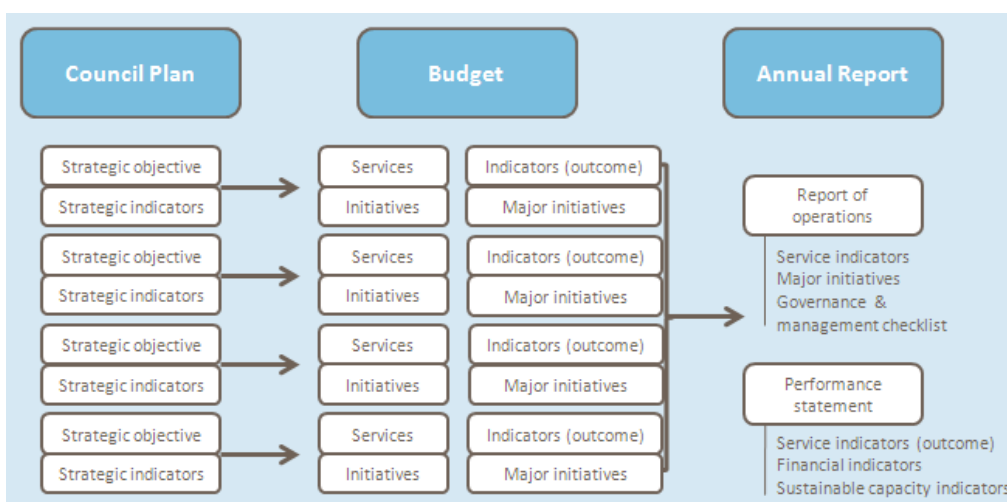
Key Direction	Objective
HEALTHY & CONNECTED	We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.
VIBRANT & PROSPEROUS	We are a welcoming, lively and creative city that celebrates well-utilised community spaces and thriving local businesses.
LIVEABLE & SUSTAINABLE	We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.
RESPONSIBLY GOVERNED	We are a transparent and efficient organisation that is accountable, responsive and cost-effective.

¹ Your Kingston Your Say Community Vision – the community's long-term vision for Kingston, developed through extensive community engagement and adopted in 2021. For more information visit kingston.vic.gov.au/vision

2. Services and Service Performance Indicators

This section describes the services and initiatives to be funded in the Budget for 2025/26 and how these will contribute to achieving the objectives outlined in the Council & Wellbeing Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations.

To support transparency and accountability, Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in its Annual Report. The relationship between these accountability requirements in the Council & Wellbeing Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions

The City of Kingston's Council & Wellbeing Plan 2025-29 and Annual Reports can be found on Kingston's website kingston.vic.gov.au

2.1 KEY DIRECTION - HEALTHY & CONNECTED

Objective - We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.

What we will do to achieve our objective:

- Provide affordable, accessible and high-quality local services that address the different needs of our community members.
- 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.
- Provide environments and services that promote and support mental and physical health and wellbeing.
- Support our community to feel safe and be safe.
- Prevent and reduce all forms of family violence in our community.
- Empower and nurture our community to develop and lead community-based initiatives.

Services

Service area	Description		2023/24 Actual \$'000	2024/25 Forecast \$'000	2025/26 Budget \$'000
Access Care	provides comprehensive support for vulnerable and aged individuals with complex care needs, including personal care, homeless outreach, domestic assistance, nursing, shopping assistance, care management and social outings.	<i>Inc</i>	40,256	39,319	37,414
		<i>Exp</i>	39,056	40,072	37,341
		<i>Surplus / (deficit)</i>	1,200	(752)	73
Active Kingston	provides recreational, educational and health services and infrastructure to all ages and physical abilities to improve the physical, social and mental health and wellbeing of the community.	<i>Inc</i>	6,085	6,142	6,153
		<i>Exp</i>	9,105	9,474	10,120
		<i>Surplus / (deficit)</i>	(3,020)	(3,332)	(3,968)
Compliance & Amenity	works with the community to provide a safer and more liveable municipality through education, compliance and enforcement of the Road Safety Rules, Local Laws, animal management, local school crossing supervisors and reducing pollution and fire risks.	<i>Inc</i>	5,667	6,036	6,178
		<i>Exp</i>	6,232	6,428	6,289
		<i>Surplus / (deficit)</i>	(565)	(392)	(112)
Environmental Health	safeguards public health by regulating food and personal care businesses for compliance with Victorian Government legislation and responding to health and environmental risks across the municipality.	<i>Inc</i>	1,252	1,247	1,403
		<i>Exp</i>	1,849	1,752	1,843
		<i>Surplus / (deficit)</i>	(597)	(505)	(439)
Family, Youth & Children's Services	provides early, middle years and youth services that support the health, wellbeing, and development of children, young people and families, which includes service provision, planning and coordination, facility planning, advocacy, and strengthening community capacity.	<i>Inc</i>	18,852	19,664	20,236
		<i>Exp</i>	24,502	24,841	25,430
		<i>Surplus / (deficit)</i>	(5,650)	(5,177)	(5,194)
		<i>Inc</i>	646	931	917

Service area	Description		2023/24 Actual \$'000	2024/25 Forecast \$'000	2025/26 Budget \$'000
Inclusive Communities	provides information, support, and a wide range of programs and events to enhance community wellbeing. It also manages Community Hubs, delivering programs and events that foster community engagement.	Exp	7,362	7,841	7,836
		Surplus / (deficit)	(6,716)	(6,910)	(6,918)
Total Healthy & Connected			(15,348)	(17,069)	(16,558)

Other initiatives

- Implement a transparent expression of interest process to ensure fair access to all spaces in Community Hubs, optimising the utilisation of Council-managed facilities.
- Implement community connection initiatives to acknowledge Loneliness Awareness Week 2025.
- Develop a First Nations youth program through the Derrimut Weelam Gathering Place to foster cultural pride, develop skills and create pathways for future education and workforce success.
- Support sports clubs to enhance access and inclusion opportunities to increase community participation in sport and recreation.
- Create a localised 2025 campaign to encourage young women to get active.
- Provide information to the community about gambling harm and supports available to reduce harms from gambling in our community.
- Progress the update of Council's Gambling Policy to prevent and reduce harm from gambling in the City of Kingston.
- Complete the pilot Community Food Connections study to establish a baseline food profile for Clayton South that will identify future food initiatives to increase healthy eating in the community.
- Co-design anti-smoking campaigns with secondary school aged young people to reduce the prevalence of vaping.
- Collaborate with organisational and community partners to support initiatives that promote connection, belonging and good mental wellbeing in the community.
- Develop and test a model for providing Casual Counsellor training to enhance community skills in supporting people experiencing mental health challenges.
- Support foreshore clubs to promote and provide increased community participation opportunities and programs around accessibility and water safety.
- Strengthen regional community safety networks to identify opportunities for collaboration on projects that improve community safety and create positive change.
- Maintain an active swimming pool and spa safety program.
- Deliver local activities for 16 Days of Activism Against Gender-Based Violence to increase understanding of the prevention of violence towards women and children.
- Implement initiatives to promote healthy masculinities and improve men's mental health in response to identified needs.

- Collaborate with regional, strategic and community partners to support initiatives that prevent all forms of family violence in our community.
- Collaborate with partners to promote women's health, increase health literacy, and support health screening efforts.
- Review the community event application process for events held on Council land to ensure events are well-governed and safe for all attendees.
- Deliver the Kingston Grants Program, incorporating review recommendations, to improve flexibility, responsiveness and ease of access for community organisations.
- Implement the recommendations of Council's awards program review to enhance the recognition and celebration of community achievements.
- Continue to promote existing programs and services to young people in residential care, including sporting and recreational activities, to improve their access to programs, services, and supports.

2.2 KEY DIRECTION - VIBRANT & PROSPEROUS

Objective - We are a welcoming, lively and creative city that celebrates our well-utilised community spaces and thriving local businesses.

What we will do to achieve our objective:

- Support activity centres and shopping villages to be vibrant, unique and destination-focused.
- Support local businesses to stay in Kingston and thrive.
- Explore and engage in partnerships with local businesses and organisations to enhance leisure and entertainment opportunities for the community.
- Provide and promote vibrant community spaces that support public arts and are welcoming for all.
- Enhance opportunities for everyone to participate in creative arts, learning and recreational activities and services.
- Transform and maximise the use of community spaces and enhance libraries and hubs to meet the diverse and changing needs of the population.

Services

Service area	Description		2023/24 Actual \$'000	2024/25 Forecast \$'000	2025/26 Budget \$'000
Arts, Events & Libraries	provides inclusive library services, diverse arts and cultural programs, and innovative festivals and events, including looking after Kingston Arts Centre, City Hall, Shirley Burke Theatre, and eight library branches.	Inc	1,304	1,701	1,636
		Exp	12,608	13,722	13,893
		Surplus / (deficit)	(11,303)	(12,021)	(12,257)
Kingston Business	focuses on enhancing the local economy by supporting businesses, fostering innovation, and promoting Kingston as a prime business location	Inc	159	190	224
		Exp	1,592	1,635	1,676
		Surplus / (deficit)	(1,433)	(1,445)	(1,452)
Property Services	manages all elements of Council's property holdings including acquisition and investment, leasing, development and maintenance, and disposal of property.	Inc	3,939	3,201	2,502
		Exp	1,777	1,351	1,668
		Surplus / (deficit)	2,162	1,850	834
Total Vibrant & Prosperous			(10,574)	(11,616)	(12,875)

Major initiatives

- Invest in the renewal of local shopping centres and villages including Edithvale; Cavanagh Street, Cheltenham and Thames Promenade, Chelsea Heights to support local businesses and enhance liveability.
- Commence implementation of the community use agreement for Hawthorn Football Club's community oval and pavilion to provide additional opportunities for physical activity and inclusion with a focus on women's sport.
- Deliver phase 1 of the Kingston Precinct Masterplan, and advance the project aligned with the Council's direction

Other initiatives

- Implement Council's destination marketing campaign for 2025-26 to entice visitors to Kingston, boosting tourism and the local economy
- Lead the implementation of streamlined processes and procedures to support businesses through the planning application process.
- Establish a new partnership with a business development provider to support local entrepreneurs.
- Engage with major industry sectors to strengthen business to business opportunities and build capability.
- Continue to facilitate the Better Approvals coordination service which provides a single point of contact for businesses and reduces the time, cost, and uncertainty of starting a business.
- Pursue opportunities to develop partnerships with local organisations to enhance leisure, events and entertainment experiences in Kingston.
- Work with local businesses to promote participation in place activation events in commercial precincts.
- Engage with local artists to deliver a suite of cultural programming to showcase local talent alongside professional artists.
- Increase local performer representation across council-led festivals and events to create more opportunities for local talent.
- Deliver engaging and high-quality library programs and events for 2025-26 to address recreational, informational, creative and social needs of the community.
- Establish a creative careers and networking hub for young people to promote everyday creativity

2.3 KEY DIRECTION – LIVEABLE & SUSTAINABLE

Objective – We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused.

What we will do to achieve our objective:

- Provide infrastructure and public spaces that enhance liveability, accessibility and are well-maintained now and into the future.
- Support appropriate and affordable housing development and infrastructure to meet the current and future needs of our diverse community.
- Protect, preserve and enhance our natural environment for current and future generations.
- Respond and adapt to the impacts of climate change on our community and infrastructure.
- Maintain our neighbourhood character and preserve our heritage and cultural history

Services

Services

Service area	Description		2023/24 Actual \$'000	2024/25 Forecast \$'000	2025/26 Budget \$'000
City Development	provides integrated planning solutions and represents Kingston City Council at forums, while managing urban biodiversity, ensuring compliance with Kingston's Planning Scheme and guiding stakeholders on planning permits and construction policies.	Inc	2,610	2,711	2,756
		Exp	5,939	6,181	5,746
		Surplus / (deficit)	(3,330)	(3,470)	(2,991)
City Strategy	leads the development and implementation of a strategic framework for land use and planning across Kingston, deliver Council's emissions reduction and sustainability agenda and coordinates design advocacy, urban design and strategic placemaking outcomes.	Inc	217	18	-
		Exp	3,454	3,410	3,788
		Surplus / (deficit)	(3,237)	(3,392)	(3,788)
City Works	provides maintenance to the municipality's civil and building assets, along with the presentation of high-profile activity centres and residential and commercial waste collection and education.	Inc	932	1,498	1,477
		Exp	39,186	42,802	45,691
		Surplus / (deficit)	(38,255)	(41,304)	(44,214)
Infrastructure	provides comprehensive asset planning to create safe and effective transport systems and deliver buildings, roads and drainage capital projects.	Inc	1,669	823	969
		Exp	6,330	7,768	8,396
		Surplus / (deficit)	(4,661)	(6,946)	(7,427)
Municipal Building Surveyor	Provides regulatory and technical advice to the Council and stakeholders for all municipal building projects.	Inc	392	500	414
		Exp	1,415	1,382	1,412
		Surplus / (deficit)	(1,023)	(883)	(997)
Open Space	provides protection, enhancement, and maintenance of Kingston's parks and open space, foreshore, playgrounds and sports grounds.	Inc	731	911	1,495
		Exp	26,204	26,501	28,057
		Surplus / (deficit)	(25,472)	(25,590)	(26,563)
Total Liveable & Sustainable			(75,979)	(81,584)	(85,980)

Major initiatives

- Continue to work with the Victorian Government to secure suitable replacement land in the Green Wedge for regional sporting facilities (Kingston Fields).
- Upgrade Highett Reserve Pavilion to provide public toilets, umpire rooms and changing rooms for use by all genders and abilities.
- Progress construction of the Walter Galt Pavilion upgrade to provide additional umpire rooms and change rooms for use by all genders and abilities, and improve accessibility.
- Commence delivery of the Le Page Park Masterplan program of works for 2025-26 to improve recreational facilities and accessibility.
- Commence delivery of the Namatjira Reserve Masterplan program of works for 2025-26 to improve recreational facilities and accessibility.
- Investigate and develop an investment strategy for future investment into Waves, including electrifying operations and other environmentally sustainable design solutions, to improve efficiencies and reduce our greenhouse gas emissions.

Other initiatives

- Deliver sporting infrastructure renewals and upgrades to support community participation in sport and staying active.
- Investigate locations to establish a purpose-built BMX/Pump track designed in collaboration with the community to facilitate the growing need for off road cycling facilities.
- Progress phase one of the program to install electric vehicle chargers in 18 prioritised locations across the City of Kingston, including community education.
- Commence improvements at Doug Denyer Reserve and Kevin Hayes Reserve to enhance amenity across the two reserves.
- Advocate for Council's decisions at VCAT and continue to provide positive, mediated outcomes in the interests of the community.
- Explore and facilitate social and affordable housing opportunities with private developers and on key Victorian Government and Council-owned sites to increase the provision of social and affordable housing across the municipality in accordance with the Social and Affordable Housing Strategy (2020).
- Lead the review of the Significant Tree Register to provide a robust strategic basis for a future planning scheme amendment of the Environmental Significance Overlay – Schedule 3 to protect Kingston's best trees.
- Deliver Gardens for Wildlife assessments to enhance habitat for native wildlife and connect the community with nature.
- Develop and deliver communications and education to the Kingston community, through membership of the Lower Dandenong Creek Litter Collaborative, to reduce litter in our waterways and Port Philip Bay.
- Continue to manage the Kingston foreshore consistent with the Coastal and Marine Management Plan, focusing on creating safe and welcoming beaches and balancing the needs of users and the environment.
- Continue to work in partnership with the Victorian Government on the development and realisation of the Chain of Parks.

- Implement Environmentally Sustainable Design training for internal and external stakeholders to improve the built form in the municipality, including passive design.
- Launch the Sustainable Event Guidelines to Council staff to embed high-quality, accessible and sustainable practices in Kingston-run events.
- Engage the community in environmental education and behaviour change activities to enhance stewardship of our urban forest, reduce community greenhouse emissions and potable water use, and save on bills.
- Work in collaboration with Melbourne Water to develop flood mapping for Kingston to inform capital works and maintenance projects, strategic planning and emergency management.
- Continue to transition Council's fleet to zero/low emission vehicles (where appropriate), including electric vehicles and hybrids, to help achieve Council's NetZero emissions goals.
- Progress implementation of the Kingston Heritage Review to identify and preserve significant heritage places across Kingston.

2.4 KEY DIRECTION - RESPONSIBLY GOVERNED

Objective – We are a transparent and efficient organisation that is accountable, responsive and cost-effective.

What we will do to achieve our objective:

- Provide value for rates through efficiency and innovation.
- Prioritise the current and future needs of the community through effective and sustainable long-term management and planning.
- Provide a diverse range of engagement opportunities for our community to influence decision-making.
- Enhance promotion of our services and ensure communication with the community is proactive, clear and accessible.
- Advocate for more equitable and improved outcomes that respond to the diverse needs of the community.
- Provide people-centred customer service that is responsive, effective and empathetic.
- Ensure good governance through integrity, accountability, and continuous improvement

Services

Service area	Description		2023/24 Actual \$'000	2024/25 Forecast \$'000	2025/26 Budget \$'000
Advocacy, Engagement & Communication	provides organisational support for branding & design services, corporate websites, social media, media management, communications campaigns and provides strategic advocacy to support the Mayor and councillors, driven by communications strategies and community engagement.	<i>Inc</i>	-	-	-
		<i>Exp</i>	3,171	3,344	3,650
		<i>Surplus / (deficit)</i>	(3,171)	(3,344)	(3,650)
Customer Experience & Corporate Performance	oversees initiatives that work to ensure our services are effective, efficient and empathetic towards customer needs.	<i>Inc</i>	0	2	2
		<i>Exp</i>	3,292	3,953	3,558
		<i>Surplus / (deficit)</i>	(3,292)	(3,951)	(3,556)
Finance	provides organisational budgeting and forecasting, providing financial advice and management of accounts ensuring compliance with relevant legislation and standards.	<i>Inc</i>	204	540	544
		<i>Exp</i>	3,378	3,665	3,910
		<i>Surplus / (deficit)</i>	(3,174)	(3,125)	(3,366)
Governance, Risk & Integrity	supports Council and Councillors in their roles, ensuring effective decision-making and implementation and promotes organisational accountability, integrity, and transparency. Additionally, the service provides in house legal advice.	<i>Inc</i>	158	249	202
		<i>Exp</i>	3,836	4,976	3,569
		<i>Surplus / (deficit)</i>	(3,678)	(4,728)	(3,367)
	provides organisation with IT infrastructure, software and	<i>Inc</i>	-	-	-
		<i>Exp</i>	11,526	13,959	15,463

Service area	Description		2023/24 Actual \$'000	2024/25 Forecast \$'000	2025/26 Budget \$'000
Information Services & Strategy	cybersecurity to ensure effective and efficient service delivery.	Surplus / (deficit)	(11,526)	(13,959)	(15,463)
Office of the Chief Executive	provides support for the executive leadership team, Mayor and Councillors, facilitating communications across the organisation and with stakeholders.	Inc	(1)	-	-
		Exp	3,735	3,077	2,835
		Surplus / (deficit)	(3,736)	(3,077)	(2,835)
People & Culture	provides organisational support in recruitment, safety management, professional development and inclusion in the workspace.	Inc	690	563	563
		Exp	4,660	4,662	5,430
		Surplus / (deficit)	(3,971)	(4,099)	(4,868)
Procurement & Contracts	provides organisational support on procurement matters.	Inc	1	1	1
		Exp	3,485	3,568	3,744
		Surplus / (deficit)	(3,484)	(3,567)	(3,744)
Project Management Office & Major Projects	provides resources, governance, framework, systems and best practices for project delivery.	Inc	300	673	2,279
		Exp	2,532	3,169	2,926
		Surplus / (deficit)	(2,232)	(2,496)	(647)
Total Responsibly Governed			(38,264)	(42,347)	(41,495)

Major initiatives

- Deliver the Website Redevelopment Project for 2025-26 to provide contemporary, simple-to-use and accessible websites for Council's services, including the new Kingston Arts website.
- Establish a unified, cloud-based communications platform to modernise Council operations, improve accessibility, collaboration, and customer engagement

Other initiatives

- Commence the service review program for 2025-26 to ensure adaptable, capable, and sustainable services.
- Deliver Council's Representative Community Panel and deliberative engagement program for 2025-26, including identification of key topics and induction of a new panel, to provide opportunities for public consultation and ensure a diverse and inclusive range of views are considered in key Council decisions.
- Provide information to the community in a variety of accessible and responsive formats to ensure Council communication is accessible and inclusive.
- Advocate for the Victorian Government to improve maintenance on state-owned assets to meet community expectations and enhance liveability.

- Advocate for Council's position on the Suburban Rail Loop Authority's precinct planning process through the Independent Advisory Committee to ensure the planning and infrastructure outcomes meet the current and future needs of the Kingston community.
- Advocate for the Level Crossing Removal Project to deliver good urban design outcomes, including connectivity and open space, to support vibrant and safe localities, active transport and community participation and recreation.
- Advocate for urban design excellence in development within Kingston to provide a high-quality and accessible built environment for our community.
- Leverage the unified, cloud-based communications platform and explore future opportunities around data analytics and AI to enhance customer service and experience.
- Implement a framework to collect and analyse customer complaints data to identify new trends and systemic issues across Council, with the objective to support service delivery and enhanced customer experience.
- Communicate Council's performance for 2025-26 via the Annual Community Satisfaction Survey, Local Government Performance Reporting Framework, Kingston Annual Report and Quarterly Council & Wellbeing Plan Performance Reports to provide accountability and transparency to the community.
- Review all strategic and operational risks and high-risk compliance obligations to drive accountability as part of the Good Governance Framework.
- Implement relevant processes and practices upon the enactment of the Model Public Transparency Policy to drive transparency as part of the Good Governance Framework.
- Update the procurement guidelines and contract management framework to enhance accountability and integrity

2.5 RECONCILIATION WITH BUDGETED OPERATING RESULT

	Surplus/ (Deficit)	Expenditure	Income / Revenue
	\$'000	\$'000	\$'000
Healthy & Connected	(16,558)	88,859	72,301
Vibrant & Prosperous	(12,875)	17,237	4,361
Liveable & Sustainable	(85,980)	93,091	7,111
Well-Governed	(41,495)	45,085	3,590
Total	(156,908)	244,271	87,363
Expenses added in:			
Depreciation	44,877		
Capital projects to be expensed to operating	1,500		
Amortisation of leases	1,800		
Pension rebates	1,391		
Borrowing cost	2,209		
Other expenses	984		
Surplus/(Deficit) before funding sources	(209,668)		
Funding sources added in:			
Rates and charges revenue	181,495		
Capital grants	19,581		
Capital contributions	2,864		
State Government grant	5,801		
Interest Income	3,500		
Contributions	8,143		
Net proceeds from Disposal of Assets	100		
Total funding sources	221,483		
Operating surplus/(deficit) for the year	11,815		

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the years 2025/26 to 2028/29 has been extracted from the 10-year Financial Plan.

At the end of each financial year Council is required to include in the Financial Statements in its Annual Report a comparison of actual income and expenditure compared with the income and expenditure in the financial statements in the Budget.

The section includes the following budgeted information:

- Comprehensive income statement
- Balance sheet
- Statement of changes in equity
- Statement of cash flows
- Statement of capital works
- Statement of human resources

Comprehensive Income Statement

FOR THE FOUR YEARS ENDING 30 JUNE 2029

		Forecast Actual 2024/25 \$'000	Budget 2025/26 \$'000	2026/27 \$'000	Projections 2027/28 \$'000	2028/29 \$'000
	NOTES					
Income / Revenue						
Rates and charges	4.1.1	175,566	181,554	186,982	192,993	199,237
Statutory fees and fines	4.1.2	9,218	9,819	9,966	10,116	10,268
User fees	4.1.3	23,637	21,644	28,004	30,149	31,159
Grants - operating	4.1.4	57,810	60,302	60,937	62,765	64,648
Grants - capital	4.1.4	15,052	19,581	21,234	8,498	8,873
Contributions - monetary	4.1.5	8,700	11,209	8,428	8,513	8,598
Net gain (or loss) on disposal of property, infrastructure, plant and equipment		100	100	100	100	100
Other income	4.1.6	6,094	4,637	4,148	4,160	4,171
Total income / revenue		296,176	308,846	319,801	317,294	327,054
Expenses						
Employee costs	4.1.7	126,049	130,489	137,565	140,938	146,277
Materials and services	4.1.8	116,581	116,892	118,844	122,922	125,844
Depreciation	4.1.9	43,915	44,642	46,877	48,877	50,877
Amortisation - intangible assets		225	235	-	-	-
Depreciation - right of use assets	4.1.10	1,300	1,300	1,000	1,000	1,000
Allowance for impairment losses	4.1.11	50	50	50	50	50
Borrowing costs	4.1.12	69	2,209	2,260	2,112	1,957
Finance costs - leases	4.1.13	500	500	500	500	500
Other expenses		714	714	734	752	771
Total expenses		289,402	297,031	307,829	317,151	327,276
Surplus/(deficit) for the year		6,774	11,815	11,971	143	(221)
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation gain/(loss)		-	-	-	-	-
Total other comprehensive income		-	-	-	-	-
Total comprehensive result		6,774	11,815	11,971	143	(221)

The above Comprehensive Income Statement should be read in conjunction with the accompanying notes.

Balance Sheet

FOR THE FOUR YEARS ENDING 30 JUNE 2029

		Forecast Actual	Budget	Projections		
		2024/25	2025/26	2026/27	2027/28	2028/29
	NOTES	\$'000	\$'000	\$'000	\$'000	\$'000
Assets						
Current assets						
Cash and cash equivalents		111,416	102,256	76,401	78,975	84,882
Trade and other receivables		16,264	17,761	18,848	19,895	20,886
Prepayments		1,000	1,000	1,000	1,000	1,000
Non-current assets classified as held for sale		-	-	-	-	-
Other assets		10,928	10,928	5,928	5,928	5,928
Total current assets	4.2.1	139,608	131,945	102,176	105,798	112,696
Non-current assets						
Other financial assets		250	250	250	250	250
Property, infrastructure, plant & equipment		2,976,739	3,034,162	3,073,893	3,068,307	3,058,975
Right-of-use assets	4.2.4	7,697	6,397	5,397	4,397	3,397
Investment property		4,704	4,704	4,704	4,704	4,704
Intangible assets		606	371	371	371	371
Total non-current assets	4.2.1	2,989,995	3,045,884	3,084,614	3,078,028	3,067,696
Total assets		3,129,603	3,177,829	3,186,790	3,183,826	3,180,392
Liabilities						
Current liabilities						
Trade and other payables		24,041	24,041	24,041	24,041	24,041
Trust funds and deposits		11,590	11,590	11,590	11,590	11,590
Contract and other liabilities		6,673	6,673	6,673	6,673	6,673
Provisions		21,921	21,921	21,921	21,921	21,921
Interest-bearing liabilities	4.2.3	800	2,678	2,826	2,981	3,145
Lease liabilities	4.2.4	948	948	948	948	948
Total current liabilities	4.2.2	65,974	67,851	67,999	68,154	68,318
Non-current liabilities						
Provisions		1,802	1,802	1,802	1,802	1,802
Interest-bearing liabilities	4.2.3	15,441	49,974	47,149	44,168	41,023
Lease liabilities	4.2.4	8,467	8,467	8,136	7,854	7,622
Total non-current liabilities		25,710	60,243	57,086	53,823	50,447
Total liabilities		91,684	128,095	125,085	121,977	118,765
Net assets		3,037,919	3,049,734	3,061,705	3,061,848	3,061,627
Equity						
Accumulated surplus		1,519,670	1,534,989	1,566,674	1,565,230	1,562,223
Asset revaluation reserve		1,458,828	1,458,828	1,458,828	1,458,828	1,458,828
Reserves		59,421	55,917	36,203	37,790	40,576
Total equity	4.2.5	3,037,919	3,049,734	3,061,705	3,061,848	3,061,627

The above Balance Sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

FOR THE FOUR YEARS ENDING 30 JUNE 2029

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2025 Forecast Actual					
Balance at beginning of the financial year		3,031,145	1,519,843	1,458,828	52,474
Surplus/(deficit) for the year		6,774	6,774	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		-	(15,842)	-	15,842
Transfers from other reserves		-	8,895	-	(8,895)
Balance at end of the financial year		3,037,919	1,519,670	1,458,828	59,421
2026 Budget					
Balance at beginning of the financial year		3,037,919	1,519,670	1,458,828	59,421
Surplus/(deficit) for the year		11,815	11,815	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves	4.3.1	-	(10,736)	-	10,736
Transfers from other reserves	4.3.1	-	14,241	-	(14,241)
Balance at end of the financial year		3,049,734	1,534,989	1,458,828	55,917
2027					
Balance at beginning of the financial year		3,049,734	1,534,989	1,458,828	55,917
Surplus/(deficit) for the year		11,971	11,971	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		-	(10,172)	-	10,172
Transfers from other reserves		-	29,885	-	(29,885)
Balance at end of the financial year		3,061,705	1,566,674	1,458,828	36,203
2028					
Balance at beginning of the financial year		3,061,705	1,566,674	1,458,828	36,203
Surplus/(deficit) for the year		143	143	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		-	(10,173)	-	10,173
Transfers from other reserves		-	8,586	-	(8,586)
Balance at end of the financial year		3,061,848	1,565,230	1,458,828	37,790
2029					
Balance at beginning of the financial year		3,061,848	1,565,230	1,458,828	37,790
Surplus/(deficit) for the year		(221)	(221)	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers to other reserves		-	(10,336)	-	10,336
Transfers from other reserves		-	7,550	-	(7,550)
Balance at end of the financial year		3,061,627	1,562,223	1,458,828	40,576

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Statement of Cash Flows

FOR THE FOUR YEARS ENDING 30 JUNE 2029

	Notes	Forecast Actual 2024/25 \$'000	Budget 2025/26 \$'000	Projections		
		Inflows (Outflows)	Inflows (Outflows)	2026/27 \$'000 Inflows (Outflows)	2027/28 \$'000 Inflows (Outflows)	2028/29 \$'000 Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		180,003	181,176	186,794	192,903	199,232
Statutory fees and fines		9,218	9,574	9,717	9,863	10,011
User fees		23,637	21,103	27,304	29,395	30,380
Grants - operating		52,810	60,302	65,937	62,765	64,648
Grants - capital		15,052	19,581	21,234	8,498	8,873
Contributions - monetary		8,700	11,209	8,428	8,513	8,598
Other receipts		6,094	4,637	4,148	4,160	4,171
Employee costs		(126,049)	(130,489)	(137,565)	(140,938)	(146,277)
Materials and services		(116,581)	(116,892)	(118,844)	(122,922)	(125,844)
Other payments		(714)	(714)	(734)	(752)	(771)
Net cash provided by/(used in) operating activities	4.4.1	52,170	59,486	66,421	51,486	53,021
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(64,680)	(102,066)	(86,607)	(43,291)	(41,545)
Proceeds from sale of property, infrastructure, plant and equipment		100	100	100	100	100
Net cash provided by/ (used in) investing activities	4.4.2	(64,580)	(101,966)	(86,507)	(43,191)	(41,445)
Cash flows from financing activities						
Finance costs		(69)	(2,209)	(2,260)	(2,112)	(1,957)
Proceeds from borrowings		17,000	38,950	0	-	-
Repayment of borrowings		(445)	(2,539)	(2,678)	(2,826)	(2,981)
Interest paid - lease liability		(500)	(500)	(500)	(500)	(500)
Repayment of lease liabilities		(382)	(382)	(332)	(282)	(232)
Net cash provided by/(used in) financing activities	4.4.3	15,604	33,321	(5,770)	(5,720)	(5,670)
Net increase/(decrease) in cash & cash equivalents		3,195	(9,159)	(25,856)	2,575	5,906
Cash and cash equivalents at the beginning of the financial year		108,221	111,416	102,256	76,401	78,975
Cash and cash equivalents at the end of the financial year		111,416	102,256	76,401	78,975	84,882

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Statement of Capital Works

FOR THE FOUR YEARS ENDING 30 JUNE 2029

	NOTES	Forecast Actual	Budget	Projections		
		2024/25	2025/26	2026/27	2027/28	2028/29
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Land		410	170	315	235	3,735
Land improvements		-	-	-	-	-
Buildings		36,896	59,969	24,487	5,476	4,950
Heritage buildings		-	-	-	-	-
Building improvements		-	-	-	-	-
Leasehold improvements		-	-	-	-	-
Total property		37,305	60,139	24,802	5,711	8,685
Plant and equipment						
Plant, machinery and equipment		1,206	550	930	2,500	2,750
Fixtures, fittings and furniture		-	-	-	-	-
Computers & Telecommunications		1,012	346	730	1,530	230
Library books		1,181	1,213	1,237	1,262	1,287
Cultural Assets		476	300	300	300	100
Total plant and equipment		3,875	2,409	3,197	5,592	4,367
Infrastructure						
Roads		6,293	7,008	4,107	14,888	8,188
Bridges		47	-	-	-	-
Footpaths & Cycleways		3,746	2,455	4,771	2,396	1,446
Drainage		5,280	7,400	5,379	6,329	4,429
Recreational, Leisure & Community Facilities		5,368	14,400	36,827	3,190	8,800
Parks, open space and streetscapes		5,848	9,545	9,015	7,185	7,630
Off Street Carparks		1,050	210	510	-	-
Other infrastructure		-	-	-	-	-
Total infrastructure		27,632	41,018	60,608	33,988	30,493
Total capital works expenditure	4.5.1	68,812	103,566	88,608	45,291	43,545
Represented by:						
New asset expenditure		9,178	13,457	11,957	7,910	13,792
Asset renewal expenditure		29,986	32,617	23,755	29,693	21,763
Asset expansion expenditure		12,743	29,404	14,750	1,039	667
Asset upgrade expenditure		16,905	28,088	38,146	6,649	7,324
Total capital works expenditure	4.5.1	68,812	103,566	88,608	45,291	43,545
Grants		15,052	19,581	21,234	8,498	8,873
Contributions		594	2,864	200	-	-
Council cash		40,536	42,508	62,367	36,793	34,672
Borrowings / Other		12,629	38,614	4,807	-	-
Total capital works expenditure	4.5.1	68,812	103,566	88,608	45,291	43,545

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

2025/26 Budget

CITY OF KINGSTON

Statement of Human Resources

FOR THE FOUR YEARS ENDING 30 JUNE 2029

	Forecast	Budget	Projections		
	Actual				
	2024/25	2025/26	2026/27	2027/28	2028/29
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	126,049	130,489	137,565	140,938	146,277
Employee costs - capital	-	-	-	-	-
Total staff expenditure	126,049	130,489	137,565	140,938	146,277
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	1,102.9	1,085.0	1,085.0	1,085.0	1,085.0
Total staff numbers	1,102.9	1,085.0	1,085.0	1,085.0	1,085.0

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
	2025/26	Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
Access Care	22,283	12,002	9,784	591	
Active Kingston	7,228	3,778	335	3,115	
Advocacy, Communications & Engagement	2,867	2,759	-	-	
Arts, Events & Libraries	9,003	5,898	2,279	861	
City Development	5,137	4,721	416	-	
City Economy and Innovation	2,692	2,488	204	-	
City Strategy	2,593	2,362	229	2	
City Works	4,853	4,642	211	-	
Compliance and Amenity	4,855	3,159	1,354	341	
Customer Experience and Corporate Performance	3,098	2,236	862	-	
Executive Services	3,454	3,389	65	-	
Family, Youth & Childrens' Services	20,615	10,199	8,615	1,748	
Finance	2,981	2,640	342	-	
Governance	1,305	931	374	-	
Inclusive Communities	4,598	3,659	702	141	
Information Services & Strategy	4,819	4,515	113	-	
Infrastructure	6,001	5,511	104	386	
Municipal Building Surveyor	1,135	1,048	87	-	
Open Space	8,629	8,629	-	-	
People and Culture	3,032	2,719	313	-	
Procurement & Contracts	898	898	-	-	
Project Management Office	2,619	2,619	-	-	
Property Services	924	796	128	-	
Total permanent staff expenditure	125,621	91,600	26,517	7,185	
Other employee related expenditure	4,869				
Total expenditure	130,489				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget 2025/26	Comprises		
		Permanent Full Time	Part time	Casual Temporary
Access Care	210.3	89.7	120.0	0.6
Active Kingston	43.1	32.7	5.5	4.9
Advocacy, Communications & Engagement	21.6	21.0	0.6	-
Arts, Events & Libraries	81.2	52.2	24.5	4.5
City Development	45.3	40.8	4.5	-
City Economy and Innovation	21.2	19.2	2.0	-
City Strategy	18.4	16.6	1.8	-
City Works	49.4	47.4	2.0	-
Compliance and Amenity	55.7	32.0	22.5	1.3
Customer Experience and Corporate Performance	29.7	20.6	9.1	-
Executive Services	11.6	11.0	0.6	-
Family, Youth & Childrens' Services	183.7	90.4	84.8	8.6
Finance	26.4	24.0	2.4	-
Governance	9.8	7.0	2.8	-
Inclusive Communities	36.5	32.0	4.1	0.4
Information Services & Strategy	39.0	37.8	1.2	-
Infrastructure	44.9	43.7	0.8	0.3
Municipal Building Surveyor	9.0	7.0	2.0	-
Open Space	92.0	92.0	-	-
People and Culture	23.8	20.6	3.2	-
Procurement & Contracts	7.0	7.0	-	-
Project Management Office	18.0	18.0	-	-
Property Services	7.4	6.0	1.4	-
Total staff	1,085.0	768.7	295.7	20.6

See 4.1.7 for further information on Employee Costs.

2025/26 Budget

CITY OF KINGSTON

3.1 Human Resources Summary

	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000
Customer & Corporate Support				
Permanent - Full time	16,850	17,764	18,199	18,889
Women	10,338	10,898	11,165	11,588
Men	5,605	5,909	6,054	6,283
Persons of self-described gender	-	-	-	-
Vacant positions	491	517	530	550
New positions	417	440	450	467
Permanent - Part time	1,726	1,820	1,865	1,935
Women	1,468	1,548	1,586	1,646
Men	258	272	279	289
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Total Customer & Corporate Support	18,577	19,584	20,064	20,824
CFO Office				
Permanent - Full time	4,334	4,569	4,681	4,858
Women	2,589	2,729	2,796	2,902
Men	1,624	1,712	1,754	1,820
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	121	128	131	136
Permanent - Part time	470	495	507	527
Women	470	495	507	527
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Total CFO Office	4,803	5,064	5,188	5,385
Community Strengthening				
Permanent - Full time	31,777	33,500	34,322	35,622
Women	25,346	26,721	27,376	28,413
Men	5,303	5,591	5,728	5,945
Persons of self-described gender	-	-	-	-
Vacant positions	1,128	1,189	1,218	1,265
New positions	-	-	-	-
Permanent - Part time	21,381	22,540	23,093	23,967
Women	20,484	21,594	22,124	22,962
Men	701	739	757	786
Persons of self-described gender	-	-	-	-
Vacant positions	196	206	212	220
New positions	-	-	-	-
Total Community Strengthening	53,158	56,040	57,414	59,589
Infrastructure and Open Space				
Permanent - Full time	25,179	26,544	27,195	28,225
Women	9,422	9,933	10,176	10,562
Men	14,487	15,273	15,647	16,240
Persons of self-described gender	82	86	89	92
Vacant positions	1,101	1,161	1,189	1,234
New positions	87	92	94	98
Permanent - Part time	650	686	702	729
Women	626	660	676	702
Men	24	26	26	27
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Total Infrastructure and Open Space	25,829	27,230	27,897	28,954
Planning and Place				
Permanent - Full time	13,779	14,526	14,882	15,446
Women	6,591	6,946	7,118	7,388
Men	6,553	6,908	7,077	7,345
Persons of self-described gender	-	-	-	-
Vacant positions	583	614	629	653
New positions	53	56	57	59
Permanent - Part time	2,290	2,414	2,473	2,567
Women	2,220	2,340	2,397	2,488
Men	70	74	76	79
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Total Planning and Place	16,069	16,940	17,355	18,013
Total permanent staff	118,436	124,858	127,919	132,765
Casuals, temporary and other expenditure	12,053	12,707	13,018	13,512
Capitalised labour costs	-	-	-	-
Total staff expenditure	130,489	137,565	140,938	146,277

* The staff cost is increasing from 2027/28 for the new Mordi Aquatic Centre coming online in 2027

	2025/26 FTE	2026/27 FTE	2027/28 FTE	2028/29 FTE
Customer & Corporate Support				
Permanent - Full time	118.0	118.0	118.0	118.0
Women	72.6	72.6	72.6	72.6
Men	38.0	38.0	38.0	38.0
Persons of self-described gender	-	-	-	-
Vacant positions	3.0	3.0	3.0	3.0
New positions	4.4	4.4	4.4	4.4
Permanent - Part time	17.5	17.5	17.5	17.5
Women	15.4	15.4	15.4	15.4
Men	2.7	2.7	2.7	2.7
Persons of self-described gender	-	-	-	-
Vacant positions	(0.6)	(0.6)	(0.6)	(0.6)
New positions	-	-	-	-
Total Customer & Corporate Support	135.5	135.5	135.5	135.5
CFO Office				
Permanent - Full time	37.0	37.0	37.0	37.0
Women	23.0	23.0	23.0	23.0
Men	13.0	13.0	13.0	13.0
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	1.0	1.0	1.0	1.0
Permanent - Part time	3.8	3.8	3.8	3.8
Women	3.8	3.8	3.8	3.8
Men	-	-	-	-
Persons of self-described gender	-	-	-	-
Vacant positions	-	-	-	-
New positions	-	-	-	-
Total CFO Office	40.8	40.8	40.8	40.8
Community Strengthening				
Permanent - Full time	264.3	264.3	264.3	264.3
Women	206.4	206.4	206.4	206.4
Men	48.9	48.9	48.9	48.9
Persons of self-described gender	-	-	-	-
Vacant positions	9.0	9.0	9.0	9.0
New positions	-	-	-	-
Permanent - Part time	233.3	233.3	233.3	233.3
Women	224.5	224.5	224.5	224.5
Men	7.2	7.2	7.2	7.2
Persons of self-described gender	-	-	-	-
Vacant positions	1.7	1.7	1.7	1.7
New positions	-	-	-	-
Total Community Strengthening	497.6	497.6	497.6	497.6
Infrastructure and Open Space				
Permanent - Full time	233.8	233.8	233.8	233.8
Women	85.8	85.8	85.8	85.8
Men	136.0	136.0	136.0	136.0
Persons of self-described gender	1.0	1.0	1.0	1.0
Vacant positions	10.0	10.0	10.0	10.0
New positions	1.0	1.0	1.0	1.0
Permanent - Part time	8.3	8.3	8.3	8.3
Women	7.2	7.2	7.2	7.2
Men	0.3	0.3	0.3	0.3
Persons of self-described gender	-	-	-	-
Vacant positions	0.7	0.7	0.7	0.7
New positions	-	-	-	-
Total Infrastructure and Open Space	242.1	242.1	242.1	242.1
Planning and Place				
Permanent - Full time	115.6	115.6	115.6	115.6
Women	59.6	59.6	59.6	59.6
Men	51.0	51.0	51.0	51.0
Persons of self-described gender	-	-	-	-
Vacant positions	4.0	4.0	4.0	4.0
New positions	1.0	1.0	1.0	1.0
Permanent - Part time	32.7	32.7	32.7	32.7
Women	31.5	31.5	31.5	31.5
Men	1.6	1.6	1.6	1.6
Persons of self-described gender	-	-	-	-
Vacant positions	(0.4)	(0.4)	(0.4)	(0.4)
New positions	-	-	-	-
Total Planning and Place	148.3	148.3	148.3	148.3
Total permanent staff	1,064.4	1,064.4	1,064.4	1,064.4
Casuals and temporary staff	20.6	20.6	20.6	20.6
Capitalised labour	-	-	-	-
Total staff numbers	1,085.0	1,085.0	1,085.0	1,085.0

4. Notes to the Financial Statements

This section presents detailed information on material components of the financial statements.

4.1 COMPREHENSIVE INCOME STATEMENT

4.1.1 Rates and Charges (\$6.0 million, 3.41% increase)

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2025/26 the FGRS cap has been set at 3.0%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 3.0% in line with the rate cap.

This will raise total rates and charges for 2025/26 to \$181.6 million.

Fair Go Rates System Compliance

Kingston City Council is fully compliant with the State Government's Fair Go Rates System.

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2024/25 Forecast Actual	2025/26 Budget	Change	%
	\$'000	\$'000	\$'000	
General rates*	143,856	148,172	4,316	3.00%
Municipal charge*	7,834	7,909	75	0.96%
Cultural and Recreational Land rates	205	205	-	0.00%
Waste management charge	21,011	22,808	1,797	8.55%
Special rates and charges	59	59	-	0.00%
Supplementary rates and rate adjustments	1,600	1,200	(400)	(25.00%)
Interest on rates and charges	1,000	1,200	200	20.00%
Total rates and charges	175,566	181,554	5,988	3.41%

*These items are subject to the rate cap established under the FGRS.

4.1.1(b) Rates will be raised by the application of differential rates. The rate in the dollar to be levied for each type or class of land compared with the previous financial year:

Type or class of land	2024/25	2025/26	Change
	Forecast Actual cents/\$CIV*	Budget cents/\$CIV*	
Agricultural	0.0014078	0.0014560	3%
Extractive	0.0052793	0.0054602	3%
General	0.0017598	0.0018201	3%
Residential Heritage	0.0015838	0.0016381	3%
Retirement	0.0015838	0.0016381	3%

* Capital Improved Value (CIV)

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year.

Type or class of land	2024/25	2025/26	Change	
	Forecast Actual \$'000	Budget \$'000	\$'000	%
Agricultural	166	172	6	3.41%
Extractive	26	25	(1)	(2.03%)
General	142,640	146,876	4,236	2.97%
Residential Heritage	169	178	9	5.45%
Retirement	855	921	66	7.70%
Total amount to be raised by general rates	143,855	148,172	4,316	3.00%

4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2024/25	2025/26	Change	
	Forecast Actual Number	Budget Number	Number	%
Agricultural	39	39	-	0.00%
Extractive	2	1	(1)	(50.00%)
General	77,056	77,521	465	0.60%
Residential Heritage	105	104	-1	(0.95%)
Retirement	1,140	1,140	-	0.00%
Total number of assessments	78,342	78,805	463	0.59%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV). This method assesses the total value of a property, encompassing both the land and all improvements upon it.

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year:

Type or class of land	2024/25	2025/26	Change	
	Forecast Actual \$'000	Budget \$'000	\$'000	%
Agricultural	117,815	117,790	-25	(0.02%)
Extractive	4,930	4,670	(260)	(5.27%)
General	80,929,530	80,698,263	-231,268	(0.29%)
Residential Heritage	106,675	108,765	2,090	1.96%
Retirement	539,698	561,990	22,293	4.13%
Total value of land	81,698,648	81,491,478	-207,170	(0.25%)

4.1.1(g) A fixed component of the rates will be a municipal charge. The municipal charge compared with the previous financial year is:

Type of Charge	Per Rateable Property 2024/25	Per Rateable Property 2025/26	Change	
	\$	\$	\$	%
Municipal	100	100	-	0.00%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year:

Type of Charge	2024/25 Forecast Actual	2025/26 Budget	Change	
	\$'000	\$'000		
Municipal	7,779	7,909	130	1.68%

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year:

Type of Charge	Per Rateable Property 2024/25	Per Rateable Property 2025/26	Change	
	\$	\$	\$	%
Waste Choice A - 120lt Refuse, 240lt Recycling, 240lt Green	371	402	31	8.41%
Waste Choice B - 80lt Refuse, 240lt Recycling, 240lt Green	307	333	26	8.46%
Waste Choice C - 120lt Refuse, 240lt Recycling, 120lt Green	340	369	29	8.47%
Waste Choice D - 80lt Refuse, 240lt Recycling, 120lt Green	284	310	25	8.93%
Waste Choice E - 120lt Refuse, 240lt Recycling	276	300	24	8.81%
Waste Choice F - 80lt Refuse, 240lt Recycling	228	248	20	8.72%
Waste Choice G - 240lt x 2 Share Refuse, 240lt Recycling	216	234	19	8.63%
Waste Choice H - 240lt x 3 Share Refuse, 240lt Recycling	173	187	15	8.43%
Waste Choice I - 240lt x 4 Share Refuse, 240lt Recycling	155	168	13	8.55%
Waste Choice P - 120lt x 2 Share Refuse, 240lt Recycling	155	168	14	8.77%
Waste Choice W - Additional 120Lt Green Waste	70	75	5	7.88%
Waste Choice X - Additional 240Lt Green Waste	86	93	7	7.72%
Waste Choice Y - Additional 240Lt Refuse	213	230	17	7.77%
Waste Choice Z - Additional 120Lt Refuse	201	217	16	8.10%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2024/25 Forecast Actual	2025/26 Budget	Change	
	\$'000	\$'000	\$'000	%
Municipal Charge	7,834	7,909	75	0.96%
Special Rates & Charges	59	59	-	0.00%
Waste Management Charges	21,011	22,808	1,797	8.55%
Total	28,905	30,777	1,872	6.48%

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year.

	2024/25	2025/26	Change	
	Forecast Actual	Budget	\$'000	%
	\$'000	\$'000	\$'000	%
<i>General Rates</i>	143,856	148,172	4,316	3.00%
<i>Municipal Charge</i>	7,834	7,909	75	0.96%
<i>Waste Management Charges</i>	21,011	22,808	1,797	8.55%
<i>Special Rates & Charges</i>	59	59	-	0.00%
<i>Supplementary Rates</i>	1,600	1,200	(400)	(25.00%)
<i>Cultural & Recreational Lands Rates</i>	205	205	-	0.00%
<i>Interest on Rates</i>	1,000	1,200	200	20.00%
Total Rates and charges	175,566	181,554	5,988	3.41%

4.1.1(l) Fair Go Rates System Compliance

Kingston City Council is required to comply with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System:

	2024/25	2025/26
	Forecast Actual	Budget
Total Rates & Charges Prior Year	\$ 151,544,699	\$ 156,081,140
Number of rateable properties	78,805	78,805
Base Average Rate	\$ 1,923	\$ 1,923.0
Maximum Rate Increase (set by the State Government)	2.75%	3.00%
Capped Average Rate	\$ 1,975.9	\$ 1,980.6
Maximum General Rates and Municipal Charges Revenue	\$ 155,712,178	\$ 156,083,159
Budgeted General Rates and Municipal Charges Revenue	\$ 151,690,019	\$ 156,081,140
Budgeted Other Charges	\$ 22,275,872	\$ 24,272,584
Budgeted Supplementary Rates	\$ 1,600,000	\$ 1,200,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 175,565,891	\$ 181,553,724

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2025/26: estimated \$1200.00 and 2024/25: \$989)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

Kingston's Revenue & Rating Plan outlines Council's approach to its differential rates. Please refer to the 2025-2029 Adopted Revenue and Rating Plan for further information.

FIRE SERVICES PROPERTY LEVY (FSPL) – CHANGE TO EMERGENCY SERVICES AND VOLUNTEERS FUND (ESVF)

Victorian State Government – Treasury & Finance has announced from 1 July 2025, the Fire Services Property Levy (FSPL) will be replaced by the Emergency Services and Volunteers Fund (ESVF).

This initiative will expand funding to support a wider range of emergency services, including Victoria State Emergency Service (VICSES), Triple Zero Victoria, the State Control Centre, Forest Fire Management Victoria, and Emergency Recovery Victoria, in addition to the Country Fire Authority (CFA) and Fire Rescue Victoria (FRV). This will align Victoria's emergency service funding with other states' practices. VICSES volunteers are increasingly responding to more frequent and severe natural disasters in Victoria. Callouts have risen from 20,000 annually (2009-2013) to 35,000 in recent years. Resources have to be increased to support their vital work and aid community recovery.

Like the FSPL, the ESVF will be calculated based on a fixed charge that varies by property type, and a variable charge based on property value. Pensioners, veterans and single farm enterprises will continue to receive concessions. Every dollar raised will go towards vital life-saving equipment, vehicles, staff, training for volunteers, community education, and recovery support for when Victorians need it most. The Emergency Services Victoria Fund (ESVF) will operate on a similar model to the Fire Services Property Levy (FSPL), employing a dual-component calculation. This calculation will comprise a fixed charge, which will vary according to property classification, and a variable charge, directly proportional to the assessed property value. Continuing the established practice, concessions will be maintained for eligible pensioners, veterans, and single farm enterprises, ensuring equitable financial consideration for these groups.

The collection of the ESVF will be administered through local councils, facilitating a streamlined and established collection process.

All revenue generated through the ESVF will be exclusively allocated to the enhancement of vital emergency services. These funds will be directed towards the acquisition of life-saving equipment, procurement of essential vehicles, provision of staffing resources, delivery of comprehensive volunteer training programs, implementation of community education initiatives, and the provision of crucial recovery support services, ensuring Victorians receive the necessary assistance during times of crisis.

4.1.2 Statutory Fees and Fines (\$0.5 million and 6.5% increase)

Statutory fees and fines relate to fees and fines levied in accordance with legislation and include animal registrations, Public Health and Wellbeing Act 2008 registrations and parking fines. Increases in statutory fees are made in accordance with legislation. The Town Planning fees budget has been increased by \$0.2 million to reflect registration renewal however this is a cautious estimate due to volatility in construction and potential adverse impacts on permits due to State Government's planning approval scheme. The parking infringements budget has been increased by \$0.2 million to align with normalised infringement court income in 2025/26. Family Day Care fees have increased by \$0.1 million due to parent levy rise.

	Forecast Actual 2024/25	Budget 2025/26	Change	
	\$'000	\$'000	\$'000	%
Infringements and Costs	1,720	1,723	4	0.2%
Parking Infringements	2,416	2,618	202	8.3%
Permits	728	776	49	6.7%
Town Planning	3,543	3,784	241	6.8%
Family Day Care	387	485	99	25.5%
Land Information Certificates	190	194	4	2.0%
Other	234	239	5	2.0%
Total statutory fees and fines	9,218	9,819	601	6.5%

4.1.3 User Fees (\$2.0 million and 8.4% decrease)

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include use of leisure centre, and other community facilities and personal contributions to the provision of human services such as family day care, long day care and home help services. In setting the budget, the key principle for determining the level of user charges has been to have regard to cost escalations and market forces.

User charges are projected to decrease by \$2.0 million compared to 2024/25 predominantly in Home Care Packages in Aged and health services due to change in internal recharges model under expected levels of demand. The Waves Leisure Centre and the Arts Centre are expected to be operational for the entire year, which will result in user fees staying consistent across both years. Increase in user fees for Child care/children's by \$0.8 million is due to the continuing interest in the child care services and high utilisation. Rental income has reduced by \$0.7 million due to departure of long-term tenants. Council is seeking to mobilise alternative tenants or arrangements, while budget reflects known conditions.

	Forecast Actual 2024/25 \$'000	Budget 2025/26 \$'000	Change	
			\$'000	%
Aged and health services	4,201	1,934	(2,267)	(54.0%)
Building services	1,278	1,231	(48)	(3.7%)
Child care/children's programs	5,181	5,964	782	15.1%
Leisure centre and recreation	7,935	7,941	6	0.1%
Registration and other permits	1,502	1,451	51	(3.4%)
Waste management services	595	635	40	6.7%
Rental Income	2,866	2,197	(669)	(23.3%)
Other	78	291	212	270.7%
Total user fees	23,637	21,644	(1,993)	(8.4%)

4.1.3.1. Proposals to Lease Council Land

Council gives notice, under section 115 of the Local Government Act 2020 and under Council's Community Engagement Policy, of its intention to grant the following leases during the 2025/26 financial year in accordance with Council's adopted 2018 Lease & Licence Policy or as subsequently amended.

- **To Amplitel Pty. Ltd. (the Tenant)** on the following terms and conditions.
 - Leased premises being the property known as Dolamore Reserve Queen Street Mentone 3194 (more specifically that part of the Reserve fronting Nepean Highway).
 - A term of 20 years with a break date granted to Amplitel every 5 years in lieu of option periods.
 - Commencing market rental plus GST plus statutory charges adjusted annually as agreed to by Council's certified practising valuer.
 - Permitted use being for the installation, inspection, maintenance, construction, excavation (if necessary), replacement, repair, renewal alteration, upgrade, cleaning, operation and removal of the Tenant's Equipment for the purpose of communications operations.
 - The Tenant maintaining and repairing the Tenant's Equipment, including the external walls and structure of the Tenant's Equipment, removing any graffiti and repairing any vandalism or damage to the Tenant's Equipment or the Premises; and repairing or replacing anything in the Premises which is damaged or destroyed.

- The Tenant complying at all times with the Electro Magnetic Radiation Safety Standards as set by the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**) and regulated by the Australian Communications and Media Authority (**ACMA**), the independent regulator of the Australian telecommunications industry (**ARPANSA Standards**), as updated from time to time.
- **To Amplitel Pty. Ltd. (the Tenant)** on the following terms and conditions.
 - Leased premises being the property known as Walter Galt Reserve Warren Road Parkdale 3195 (more specifically in the corner of the carpark facing Warren Road).
 - A term of 20 years with a break date granted to the Tenant every 5 years in lieu of option periods.
 - Commencing market rental plus GST plus statutory charges adjusted annually as agreed to by Council's certified practising valuer.
 - Permitted use being for the installation, inspection, maintenance, construction, excavation (if necessary), replacement, repair, renewal alteration, upgrade, cleaning, operation and removal of the Tenant's Equipment for the purpose of communications operations.
 - The Tenant maintaining and repairing the Tenant's Equipment, including the external walls and structure of the Tenant's Equipment, removing any graffiti and repairing any vandalism or damage to the Tenant's Equipment or the Premises; and repairing or replacing anything in the Premises which is damaged or destroyed.
 - The Tenant complying at all times with the Electro Magnetic Radiation Safety Standards as set by the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**) and regulated by the Australian Communications and Media Authority (**ACMA**), the independent regulator of the Australian telecommunications industry (**ARPANSA Standards**), as updated from time to time;
- **To Optus Mobile Pty. Ltd. (the Tenant)** on the following terms and conditions.
 - Leased premises being the property known as Keeley Park, Main Road Clayton South 3169 (more specifically next to the carpark adjoining the scoreboard).
 - A term of 20 years with a break date granted to the Tenant every 5 years in lieu of option periods.
 - Commencing market rental plus GST plus statutory charges adjusted annually as agreed to by Council's certified practising valuer.
 - Permitted use being for constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to installing, storing, operating, repairing, maintaining, altering and replacing and removal the Tenant's Equipment consistent with the evolving nature of telecommunications services.
 - The Tenant maintaining and repairing the Tenant's Equipment, including the external walls and structure of the Tenant's Equipment, removing any graffiti and repairing any vandalism or damage to the Tenant's Equipment or the Premises; and repairing or replacing anything in the Premises which is damaged or destroyed.
 - The Tenant complying at all times with the Electro Magnetic Radiation Safety Standards as set by the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**) and regulated by the Australian Communications and Media Authority (**ACMA**), the independent regulator of the Australian telecommunications industry (**ARPANSA Standards**), as updated from time to time;

- **To Optus Mobile Pty. Ltd. (the Tenant)** on the following terms and conditions.
 - Leased premises being the property known as Edithvale Recreation Reserve, Edithvale Road Edithvale 3196 (more specifically in between the water tanks and the machinery shed).
 - A term of 20 years with a break date granted to the Tenant every 5 years in lieu of option periods.
 - Commencing market rental plus GST plus statutory charges adjusted annually as agreed to by Council's certified practising valuer.
 - Permitted use being for constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to installing, storing, operating, repairing, maintaining, altering and replacing and removal the Tenant's Equipment consistent with the evolving nature of telecommunications services.
 - The Tenant maintaining and repairing the Tenant's Equipment, including the external walls and structure of the Tenant's Equipment, removing any graffiti and repairing any vandalism or damage to the Tenant's Equipment or the Premises; and repairing or replacing anything in the Premises which is damaged or destroyed.
 - The Tenant complying at all times with the Electro Magnetic Radiation Safety Standards as set by the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**) and regulated by the Australian Communications and Media Authority (**ACMA**), the independent regulator of the Australian telecommunications industry (**ARPANSA Standards**), as updated from time to time;
- **To Optus Mobile Pty. Ltd. (the Tenant)** on the following terms and conditions.
 - Leased premises being the property known as Mentone Reserve, Brindisi Street Mentone 3194 (more specifically adjoining the carpark behind the municipal offices).
 - A term of 20 years with a break date granted to the Tenant every 5 years in lieu of option periods.
 - Commencing market rental plus GST plus statutory charges adjusted annually as agreed to by Council's certified practising valuer.
 - Permitted use being for constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to installing, storing, operating, repairing, maintaining, altering and replacing and removal the Tenant's Equipment consistent with the evolving nature of telecommunications services.
 - The Tenant maintaining and repairing the Tenant's Equipment, including the external walls and structure of the Tenant's Equipment, removing any graffiti and repairing any vandalism or damage to the Tenant's Equipment or the Premises; and repairing or replacing anything in the Premises which is damaged or destroyed.
 - The Tenant complying at all times with the Electro Magnetic Radiation Safety Standards as set by the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**) and regulated by the Australian Communications and Media Authority (**ACMA**), the independent regulator of the Australian telecommunications industry (**ARPANSA Standards**), as updated from time to time;
- **To Optus Mobile Pty. Ltd. (the Tenant)** on the following terms and conditions.
 - Leased premises being the property known as Gerry Green Reserve, Nepean Highway Parkdale 3195 (more specifically on the eastern side of the oval boundary the tennis club carpark).
 - A term of 20 years with a break date granted to the Tenant every 5 years in lieu of option periods.
 - Commencing market rental plus GST plus statutory charges adjusted annually as agreed to by Council's certified practising valuer.

- Permitted use being for constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to installing, storing, operating, repairing, maintaining, altering and replacing and removal the Tenant's Equipment consistent with the evolving nature of telecommunications services.
 - The Tenant maintaining and repairing the Tenant's Equipment, including the external walls and structure of the Tenant's Equipment, removing any graffiti and repairing any vandalism or damage to the Tenant's Equipment or the Premises; and repairing or replacing anything in the Premises which is damaged or destroyed.
 - The Tenant complying at all times with the Electro Magnetic Radiation Safety Standards as set by the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**) and regulated by the Australian Communications and Media Authority (**ACMA**), the independent regulator of the Australian telecommunications industry (**ARPANSA Standards**), as updated from time to time;
- **To Optus Mobile Pty. Ltd. (the Tenant)** on the following terms and conditions.
 - Leased premises being the property known as Regents Park, Sixth Avenue Aspendale 3195 (more specifically the premises that the Tenant currently occupies).
 - A term of 20 years with a break date granted to the Tenant every 5 years in lieu of option periods.
 - Commencing market rental plus GST plus statutory charges adjusted annually as agreed to by Council's certified practising valuer.
 - Permitted use being for constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to installing, storing, operating, repairing, maintaining, altering and replacing and removal the Tenant's Equipment consistent with the evolving nature of telecommunications services.
 - The Tenant maintaining and repairing the Tenant's Equipment, including the external walls and structure of the Tenant's Equipment, removing any graffiti and repairing any vandalism or damage to the Tenant's Equipment or the Premises; and repairing or replacing anything in the Premises which is damaged or destroyed.
 - The Tenant complying at all times with the Electro Magnetic Radiation Safety Standards as set by the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**) and regulated by the Australian Communications and Media Authority (**ACMA**), the independent regulator of the Australian telecommunications industry (**ARPANSA Standards**), as updated from time to time;
 - **To Waveconn Pty. Ltd. (the Tenant)** on the following terms and conditions.
 - Leased premises being the property known as deals Road Clayton South 3169 (more specifically the premises that the Tenant currently occupies).
 - A term of 20 years with a break date granted to the Tenant every 5 years in lieu of option periods.
 - Commencing market rental plus GST plus statutory charges adjusted annually as agreed to by Council's certified practising valuer.
 - Permitted use being for constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to installing, storing, operating, repairing, maintaining, altering and replacing and removal the Tenant's Equipment consistent with the evolving nature of telecommunications services.
 - The Tenant maintaining and repairing the Tenant's Equipment, including the external walls and structure of the Tenant's Equipment, removing any graffiti and repairing any vandalism or damage to the Tenant's Equipment or the Premises; and repairing or replacing anything in the Premises which is damaged or destroyed.

- The Tenant complying at all times with the Electro Magnetic Radiation Safety Standards as set by the Australian Radiation Protection and Nuclear Safety Agency (**ARPANSA**) and regulated by the Australian Communications and Media Authority (**ACMA**), the independent regulator of the Australian telecommunications industry (**ARPANSA Standards**), as updated from time to time.
- **To United Energy Distribution Pty. Ltd. (the Tenant)** on the following terms & conditions.
 - Leased premises being part of the land addressed as 1-7 Wells Road Mordialloc
 - A term not exceeding 50 years including options.
 - Annual rental of 10 cents p.a. payable on demand.
 - Permitted use being for the construction and use of an electrical substation and for other purposes incidental to the receiving, distribution, transforming and supply of electricity.
 - To keep the substation in good repair and condition.

For any further information relating to the lease proposals in this notice, or to view plans of the proposed leased premises, please contact property.services@kingston.vic.gov.au

4.1.4 Grants – Operating & Capital (\$7.0 million and 9.6% increase)

	Forecast Actual 2024/25 \$'000	Budget 2025/26 \$'000	Change \$'000 %	
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	50,698	51,486	788	1.6%
State funded grants	22,163	28,397	6,233	28.1%
Total grants received	72,862	79,883	7,021	9.6%
(a) Operating Grants				
Recurrent - Commonwealth Government				
Financial Assistance Grants	5,508	5,801	292	5.3%
Family and children	10,557	10,390	(167)	(1.6%)
Access Care	12,406	12,824	418	3.4%
Home and community care	21,084	21,084	(0)	(0.0%)
Other	-	-	-	0.0%
Recurrent - State Government				
Access Care	1,656	1,591	(65)	(3.9%)
Family and children	3,530	3,428	(102)	(2.9%)
Libraries and education	738	642	(96)	(13.1%)
School crossing supervisor program	606	625	18	3.0%
Beach and foreshore cleaning	498	513	15	3.0%
Level crossing grant	961	3,136	2,175	226.3%
Other	53	78	25	46.6%
Total recurrent grants	57,598	60,110	2,512	4.4%
Non-recurrent - Commonwealth Government				
Other	80	79	(1)	(0.9%)
Non-recurrent - State Government				
Other	132	113	(19)	(14.4%)
Total non-recurrent grants	212	192	(20)	(9.3%)
Total operating grants	57,810	60,302	2,492	4.3%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	1,063	1,309	245	23.1%
Total recurrent grants	1,063	1,309	245	23.1%
Non-recurrent - State Government				
Sporting facilities	4,198	600	(3,598)	(85.7%)
Aquatic new facility	5,000	10,000	5,000	100.0%
Lifesaving clubs	-	-	-	0.0%
Children's facilities	881	714	(167)	100.0%
Civil infrastructure	2,828	760	(2,068)	(73.1%)
Community facilities, parks, reserves	-	4,675	4,675	0.0%
Library books purchase	1,082	1,213	131	12.1%
Other	-	310	310	0.0%
Total non-recurrent grants	13,989	18,272	4,283	30.6%
Total capital grants	15,052	19,581	4,529	30.1%
Total Grants	72,862	79,883	7,021	9.6%

Operating Grants –(\$2.4 million and 4.3% increase)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants has increased by \$2.4 million compared to 2024/25 primarily due to timing of grant receipt from Level crossing to Council.

Capital grants – (\$4.5 million and 30.1% increase)

Capital grants include all monies received from Commonwealth and State Government sources for the purposes of funding the capital works program. In line with funding agreements Capital grants in 2025/26 have increased by \$4.5 million to a total of \$19.6 million featuring \$10.0 million for the new Mordi Aquatic Centre, \$2.4 million Namatjira Park Masterplan Implementation, \$1.5 million Le Page Park Masterplan Implementation, \$1.3 million for Local Roads & Community Infrastructure and \$1.2 million Library stock purchasing.

4.1.5 Contributions – Monetary (\$2.5 million and 28.8% increase)

Open Space developer Contributions are budgeted to remain unchanged, while capital contributions are projected to increase by \$2.5 million in line with capital program works.

	Forecast Actual 2024/25	Budget 2025/26	Change	
	\$'000	\$'000	\$'000	%
Capital Contributions	400	2,864	2,464	615.9%
Open Space Developer Contributions	7,000	7,000	-	0.0%
Donations	1	1	-	0.0%
Other Contributions	1,278	1,278	-	0.0%
Farmers Market	21	21	1	3.1%
Total contributions	8,700	11,209	2,509	28.8%

4.1.6 Other income (\$1.5 million and 23.9% decrease)

	Forecast Actual 2024/25	Budget 2025/26	Change	
	\$'000	\$'000	\$'000	%
Interest	4,549	3,500	(1,049)	(23.1%)
Other income	1,545	1,137	(408)	(26.4%)
Total other income	6,094	4,637	(1,456)	(23.9%)

Interest revenue on investments is budgeted to decrease in 2025/26 by \$1.0 million with anticipation of decrease in interest rates. Other income relates to a range of minor miscellaneous income items and reimbursements. The decrease in other income in 2025/26 is due to miscellaneous reimbursements received in 2024/25 which won't occur in 2025/26.

4.1.7 Employee costs (\$4.4 million and 3.5% increase)

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, etc. As staff vacancies are expected throughout the year, Council continues to budget for 96.45% of the cost of permanent staff which is recognised as a productivity measure which saves approximately \$2.7 million per annum.

Employee costs are forecast to increase by \$4.4 million in 2025/26. The change from 2024/25 includes allowances for the following factors:

- Assumed wages and salaries increase in line with the current Enterprise Bargaining Agreement (EBA)
- Incorporated increase for banding level increments
- A 0.5% increase in the Superannuation Guarantee.
- Increased workforce in Aged and Disability to sufficiently provide service level expectation set by increased grants (\$0.4 million).

4.1.8 Materials and services (\$0.3 million and 0.3% increase)

	Forecast Actual	Budget	Change	
	2024/25	2025/26		
	\$'000	\$'000	\$'000	%
Road infrastructure maintenance	9,555	12,038	2,483	26.0%
Building maintenance	8,384	7,813	(571)	(6.8%)
Waste and cleansing	25,504	26,298	794	3.1%
Aged services	20,015	16,905	(3,111)	(15.5%)
Parks, gardens and reserves	17,168	18,116	947	5.5%
Leisure and culture	7,474	7,679	205	2.7%
Accommodation expense	665	726	61	9.2%
Information systems and telecommunications	9,777	10,468	691	7.1%
Family services	3,344	4,108	764	22.8%
Community engagement	2,882	2,779	(103)	(3.6%)
Parking, monitoring and enforcement	1,735	1,700	(35)	(2.0%)
Procurement and fleet management	3,263	3,120	(143)	(4.4%)
Council business	1,306	311	(995)	(76.2%)
People and culture	1,038	922	(116)	(11.2%)
Finance and legal	2,772	2,263	(508)	(18.3%)
Planning and building	787	637	(149)	(19.0%)
Other	913	1,009	96	10.6%
Total materials and services	116,581	116,892	311	0.3%

Materials and services include the purchases of consumables, payments to contractors for the provision of services, and utility costs. Materials and services are budgeted to increase by \$0.3 million in 2025/26.

Expenditure on all goods and services has been mainly kept at 2024/25 budget levels except for contractual expenditure subjected to annual price adjustment or newly contracted services occurring in predominantly Open Space, Aged Services, Waste Management and Civil Maintenance.

Major items of contractual expenditure in the Budget 2025/26 include:

- Garden and Green Waste Collections Contract - \$4.5 million.
- General and Hard Waste Collections Contracts - \$8.2 million.
- Landfill and Recycling Collections Processing Contracts - \$11.7 million.
- Street Sweeping contracts – \$1.7 million.
- Civil maintenance contracts (drain, road, kerb, and channel) – \$5.8 million.
- Open space and sports grounds mowing maintenance – \$6.7 million.
- Parks cleansing contract – \$1.0 million.
- Foreshore cleaning contract - \$1.9 million
- Programmed tree maintenance – \$2.2 million.
- Reactive tree maintenance - \$1.5 million.
- Tree planting - \$1.2 million.
- Programmed and Reactive Cleaning Contract – \$1.4 million.
- Builder's, Electricians and Plumbers Contract - \$2.1 million.
- Security Services and Labour Contract - \$0.4 million.
- ICT Systems and Cloud hosting - \$1.1 million.
- Software Applications and Subscriptions - \$7.4 million.
- Pool chemicals and Swim centre's cleaning – \$0.5 million.

The Waste Management budget is proposed to increase by 6.2% for the 2025/26 financial year, it is primarily driven by landfill levy increase introduced by Department of Energy, Environment and Climate Action (DEECA).

4.1.9 Depreciation (\$0.7 million and 1.7% increase)

Depreciation is an accounting measure which allocates the value of an asset over its useful life. Council applies this to property, plant and equipment. This includes infrastructure assets such as roads and drains and reflects the effect of revaluing Council's assets to their current realisable value in accordance with Australian Accounting Standards. The level of depreciation is also affected by the net change in assets in 2024/25 and the full year effect of depreciation of the 2024/25 capital works program.

Refer to Section 4.5 (Capital works program) for a more detailed analysis of Council's 2025/26 capital works program. The budgeted costs of depreciation in 2025/26 is estimated to be \$44.6 million.

4.1.10 Amortisation Right of use of assets (no change)

Based on the accounting standard AASB 16 – Leases, Council has identified assets which include vehicles, equipment, property pertaining to long-term contracts with exclusive use of the assets. In accordance with the standard, Council has recognised the amortisation of those assets and the amortisation cost budgeted for 2025/26 is estimated to be \$1.3 million.

4.1.11 Allowance for impairment losses (previously bad and doubtful debts) - No change

Allowance for impairment losses (previously bad and doubtful debts) are projected to remain at 2025/26 levels of \$0.05 million.

4.1.12 Borrowing costs (\$2.2 million and over 100% increase)

Borrowing costs relate to interest charged by financial institutions on funds borrowed in accordance with loan agreements. Council is planning to borrow \$17.0 million in 2024/25, \$39.0 million in 2025/26 and \$0 million in 2026/27 (total \$56.0 million) to fund the new Mordi Aquatic Centre, resulting in a borrowing cost.

4.1.13 Finance costs – leases (No change)

Council has budgeted \$0.5 million for finance lease costs – for leases of right of use assets in line with the applicable accounting standard AASB 16-Leases, which include vehicles, equipment, and property pertaining to long-term contracts with the exclusive use of the assets.

4.2 BALANCE SHEET**4.2.1 Current assets (\$7.7 million and 5.5% decrease)**

Cash and cash equivalents include cash and investments, such as cash held in the bank, and the value of investments in deposits or other highly liquid investments with short term maturities between one to twelve months. The 2025/26 budget for current assets shows a decrease of \$7.7 million compared to 2024/25 which reflects the increased capital spending in the year comparatively to last year. Council remains committed to the asset renewal and upgrade programs.

Trade and other receivables are monies owed to Council by ratepayers and others. Short-term debtors are expected to increase in 2025/26 (by \$1.5 million).

4.2.1 Non-current assets (\$55.9 million and 1.9% increase)

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc. which has been built up by Council over many years. The increase in this balance is attributable to the addition of assets as a net result of the capital works program, the depreciation and amortisation of existing assets and the effect of annual revaluation of assets in 2024/25 that is required under the Australian Accounting Standards Board.

4.2.2 Current Liabilities (\$1.9 million and 2.8% increase)

Current liabilities include trade and other payables, trust funds and deposits and the provisions for accrued long service leave and annual leave owing to employees, as well as short-term interest-bearing liabilities.

4.2.3 Borrowings and Interest Bearing Liabilities current and non-current

Council intends to recognise the borrowing of \$17.0 million in 2024/25 and \$39.0 million in 2025/26 (total approximately \$56.0 million). Current liabilities account for expected payment in less than 12 months. Meanwhile, non-current liabilities account for the remaining payable balance of the collective loan in excess of 12 months.

The table below shows information on borrowings specifically required by the Regulations.

	Forecast Actual 2024/25	Budget 2025/26	2026/27	Projections 2027/28	2028/29
	\$	\$	\$	\$	\$
Amount borrowed as at 30 June of the prior year	-	17,000	55,950	55,950	55,950
Amount proposed to be borrowed	17,000	38,950	0	-	-
Amount of borrowings as at 30 June	17,000	55,950	55,950	55,950	55,950
Repayments	(759)	(3,297)	(5,976)	(8,801)	(11,782)
Debt outstanding	16,241	52,653	49,974	47,149	44,168

4.2.4 Lease Liabilities and Right of Use Asset

The budget includes \$0.9 million in current lease liability and \$8.5 million liability in non-current lease liabilities as a result of recognising vehicles, equipment and property from right of use assets in accordance with AASB 16-Leases.

4.2.5 Equity (\$11.8 million and 0.4% increase)

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve, which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future.
- Accumulated surplus, which is the value of all net assets less reserves that have accumulated over time. The increase in accumulated surplus is being used as part of the funding for the 2024/25 Capital Works Program.

4.3 STATEMENT OF CHANGES IN EQUITY**4.3.1 Reserves**

During 2025/26 a net amount of \$3.5 million is budgeted to be transferred from the accumulated surplus. This reflects the usage of the accumulated reserves and current year surplus to partly fund the capital works program associated with development of open space, land in the green wedge and building assets along the foreshore.

4.4 STATEMENT OF CASH FLOWS**4.4.1 Operating activities (\$7.3 million and 14.0% increase)**

Operating activities refer to the cash generated or used in the normal service delivery functions of Council. The net cash flows from operating activities does not equal the surplus/(deficit) for the year as the expected revenues and expenses of the Council include non-cash items, which have been excluded from the Cash Flow Statement. See Notes 4.1.1 to 4.1.13 (excluding 4.1.9, 4.1.10 and 4.1.11) for detailed commentary on the movement of individual items.

4.4.2 Investing activities (\$37.4 million and 57.9% decrease)

Investing activities refer to cash generated or used in the enhancement or creation of infrastructure or other assets. These activities can also include the acquisition and sale of other assets such as vehicles, property or equipment. Council's planned expenditure on capital renewal, upgrade or expansion works, which is discussed in detail in Section 4.5 Capital Works Program of this report, amounts to \$103.6 million. It also assumes that all capital works expenditure will be spent in 2025/26.

4.4.3 Financing activities (\$17.7 million and over 100% increase)

Financing activities refer to cash generated or used in the financing of Council functions and can include borrowings from financial institutions and advancing of repayable loans to other organisations. It also includes interest and repayment costs of lease liabilities. Council's intends to borrow \$17.0 million in 2024/25 and \$39.0 million in 2025/26 (total \$56.0 million). This contributes to the increase in cash flow from financing activities.

4.4.4 Cash and cash equivalents at end of the year (\$9.2 million and 8.2% decrease)

Overall, total cash and cash equivalents are expected to decrease by \$9.2 million and this is primarily due to the significant capital works program. Cash is forecast to be \$102.3 million as at 30 June 2026 with a continued declining outlook in the future.

4.5 Capital Works Program

Capital Works Program

This section presents a listing of the capital works projects that will be undertaken for the year ending 30 June 2026. Any future years' capital works program is indicative and subject to future years' annual budget considerations by Council.

The capital works projects are grouped by class and include the following:

- New works for 2025/26.
- There will be works carried over from the 2024/25 which will be added to the total capital works delivered in 2025/26.

Capital Works Program

2025/26 Budget
CITY OF KINGSTON

4.5.1 Summary

	Forecast Actual 2024/25 \$'000	Budget 2025/26 \$'000	Change \$'000	%
Property	37,305	60,139	22,834	61.21%
Plant and equipment	3,875	2,409	(1,466)	-37.84%
Infrastructure	27,632	41,018	13,386	48.44%
Total	68,812	103,566	34,753	50.50%

	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Property	60,139	9,800	14,314	6,858	29,168	11,849	190	9,487	38,614
Plant and equipment	2,409	440	1,751	149	69	1,213	-	1,196	-
Infrastructure	41,018	3,218	16,553	21,081	167	6,519	2,674	31,825	-
Total	103,566	13,457	32,617	28,088	29,404	19,581	2,864	42,508	38,614

Capital Works Program

2025/26 Budget
CITY OF KINGSTON

4.5.2 Current Budget

Capital Works Area - 2025/26	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
PROPERTY									
Land									
Landfill Remediation	170	-	170	-	-	-	-	170	-
Buildings									
Buildings Renewal Program	4,567	2,650	1,800	118	-	714	110	3,743	-
Waves - Asset Replacement Program	400	-	300	100	-	-	-	400	-
Waves Investment Strategy	50	-	50	-	-	-	-	50	-
Public Toilets Renewal Program - General	270	-	216	54	-	-	-	270	-
Hawthorn - Kennedy Centre & Aflw Sports Ground Contribution	1,500	1,500	-	-	-	-	-	1,500	-
Kingston Aquatics Facility (Grant Approved - \$20M)	48,614	4,861	9,723	4,861	29,168	10,000	-	-	38,614
Walter Galt Pavilion (Grant Approved - \$750k)	2,550	-	1,275	1,275	-	500	-	2,050	-
All Ability Improvements – Buildings	150	-	-	150	-	-	-	150	-
Pavilion Renewal Program	1,130	250	580	300	-	325	-	805	-
Mentone Heritage Station Building - Stage 2 (Grant Approved - \$390K)	538	538	-	-	-	310	80	148	-
Future Project Planning	200	-	200	-	-	-	-	200	-
TOTAL PROPERTY	60,139	9,800	14,314	6,858	29,168	11,849	190	9,487	38,614
PLANT AND EQUIPEMENT									
Plant, Machinery and Equipment									
Library Amenity Improvements	200	-	180	20	-	-	-	200	-
Vehicles, Plant & Equipment Replacement (Operational Areas)	150	-	120	15	15	-	-	150	-
Kingston Arts Asset Upgrade and Replacement Program	200	120	20	60	-	-	-	200	-

Capital Works Program

2025/26 Budget
CITY OF KINGSTON

Capital Works Area - 2025/26	Project Cost	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Fixtures, Fittings & Furniture									
COMPUTERS AND TELECOMMUNICATIONS									
<i>Desktop Fleet - PC'S And Notebooks Renewal</i>	200	20	120	30	30	-	-	200	-
<i>Asset Management System - Dev & Support</i>	66	-	66	-	-	-	-	66	-
<i>IS Strategy Implementation</i>	80	-	32	24	24	-	-	80	-
Heritage Plant and Equipment									
Library Books									
<i>Library Service Stock Purchasing (Grant Approved - \$1.1M per year)</i>	1,213	-	1,213	-	-	1,213	-	-	-
Cultural Arts									
<i>Public Art /Mural Art In Activity Centres</i>	100	100	-	-	-	-	-	100	-
<i>Public Art and Cultural Assets Program</i>	200	200	-	-	-	-	-	200	-
TOTAL PLANT AND EQUIPMENT	2,409	440	1,751	149	69	1,213	-	1,196	-
INFRASTRUCTURE									
Roads									
<i>Road Renewal Program</i>	6,908	-	6,883	25	-	1,309	-	5,599	-
<i>Traffic Management Program</i>	100	43	13	23	23	-	-	100	-
Footpaths and Cycleways									
<i>Footpath Renewal Program</i>	1,000	200	800	-	-	-	-	1,000	-

Capital Works Program

2025/26 Budget
CITY OF KINGSTON

Capital Works Area - 2025/26	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<i>Drainage Flood Mitigation Program</i>	-	-	-	-	-	-	-	-	-
<i>Walking & Cycling Strategy Implementation</i>	955	-	9	937	9	760	-	195	-
<i>Inner Harbour Boardwalk and DDA access to Public Jetty</i>	500	500	-	-	-	-	-	500	-
Drainage									
<i>Integrated Water Management</i>	300	150	-	150	-	-	-	300	-
<i>Recycled Water Supply In The Green Wedge (Purple Pipe)</i>	500	500	-	-	-	-	-	500	-
<i>Drainage Flood Mitigation Program</i>	6,600	-	1,000	5,600	-	-	-	6,600	-
Recreational, Leisure & Community Facilities									
<i>Active Recreation and Exercise Equipment Program</i>	200	200	-	-	-	-	-	200	-
<i>Tennis Facility Planning</i>	100	-	100	-	-	-	-	100	-
<i>Community Sports Club Infrastructure Program</i>	950	-	950	-	-	-	-	950	-
<i>Kingston Heath Hockey and Baseball Facility</i>	100	-	-	40	60	-	-	100	-
<i>Gerry Green Reserve Netball Upgrades</i>	200	-	200	-	-	200	-	-	-
<i>Kingston Multi Purpose Basketball Court</i>	450	-	450	-	-	-	-	450	-
<i>Le Page Park Masterplan Implementation Staged</i>	3,250	-	-	3,250	-	1,500	-	1,750	-
<i>Namatjira Park Masterplan Implementation Staged</i>	4,450	-	-	4,450	-	2,350	-	2,100	-
<i>Playspace Strategy Implementation</i>	1,700	-	1,538	163	-	-	-	1,700	-
<i>Sports Ground Synthetic Program</i>	50	-	50	-	-	-	-	50	-
<i>Sportsground Lighting Program</i>	750	-	-	750	-	-	-	750	-
<i>Sportsground Renewal Program</i>	700	-	140	560	-	-	-	700	-
<i>Bowls Green Renewal Program</i>	950	-	950	-	-	350	300	300	-
<i>Carrum Indigenous Nursery Renewal</i>	150	-	75	-	75	-	-	150	-
<i>Kingston Heath Soccer Pitch #5</i>	400	400	-	-	-	50	50	300	-

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Capital Works Area - 2025/26	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib. \$'000	Council cash \$'000	Borrowings \$'000
Parks, Open Space and Streetscapes									
<i>Foreshore Renewal Program</i>	2,526	-	850	1,676	-	-	-	2,526	-
<i>Local Shopping Centre Amenity Renewal Program</i>	2,754	-	1,427	1,327	-	-	2,324	430	-
<i>Christmas Decorations</i>	200	200	-	-	-	-	-	200	-
<i>Wayfinding Strategy Implementation</i>	500	100	400	-	-	-	-	500	-
<i>Public Park Lighting</i>	50	50	-	-	-	-	-	50	-
<i>Dog Off Leash Park Upgrade Program</i>	500	-	-	500	-	-	-	500	-
<i>Aquatic Precinct</i>	100	-	-	100	-	-	-	100	-
<i>Green Wedge Implementation</i>	615	615	-	-	-	-	-	615	-
<i>Minor Reserve Improvements</i>	400	-	200	200	-	-	-	400	-
<i>Irrigation and Drainage Renewal Program</i>	500	-	500	-	-	-	-	500	-
<i>Foreshore Accessible Beach Matting</i>	200	200	-	-	-	-	-	200	-
<i>Open Space Strategy Implementation</i>	200	60	-	140	-	-	-	200	-
<i>Heights Park Chelsea Heights</i>	1,000	-	-	1,000	-	-	-	1,000	-
Off Street Carparks									
<i>Off Street Carpark Renewal and Upgrade Program</i>	210	-	19	191	-	-	-	210	-
TOTAL INFRASTRUCTURE	41,018	3,218	16,553	21,081	167	6,519	2,674	31,825	-
TOTAL NEW CAPITAL WORKS	103,566	13,457	32,617	28,088	29,404	19,581	2,864	42,508	38,614

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4.6 Summary of Planned Capital Works Expenditure for the four years ended 30 June 2029

2026/27	\$'000 Total	Asset expenditure types '000				Summary of Funding Sources '000				
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Other	Borrowings
Land	315	-	315	-	-	-	-	315	-	-
Buildings	24,487	2,209	7,652	3,676	10,950	5,523	150	14,008	-	4,807
Property Total	24,802	2,209	7,967	3,676	10,950	5,523	150	14,323	-	4,807
Plant, Machinery & Equipment	930	120	491	304	15	-	-	930	-	-
Fixtures, Fittings and Furniture	-	-	-	-	-	-	-	-	-	-
Computers & Telco	730	60	442	114	114	-	-	730	-	-
Library Books	1,237	-	1,237	-	-	1,237	-	-	-	-
Cultural Assets	300	300	-	-	-	-	-	300	-	-
Plant & Equipment Total	3,197	480	2,170	418	129	1,237	-	1,960	-	-
Roads	4,107	43	4,019	23	23	1,554	-	2,553	-	-
Bridges	-	-	-	-	-	-	-	-	-	-
Footpaths & Cycleways - Paved	4,771	4,025	536	192	19	-	-	4,771	-	-
Footpaths & Cycleways - Gravel	-	-	-	-	-	-	-	-	-	-
Drainage	5,379	450	796	4,133	-	-	-	5,379	-	-
Recreational, Leisure & Facilities	36,827	2,200	4,335	26,662	3,630	12,920	50	23,857	-	-
Parks, Open Space and Streetscape	9,015	2,550	3,933	2,533	-	-	-	9,015	-	-
Off Street Carparks - Sealed	510	-	-	510	-	-	-	510	-	-
Off Street Carparks - Unsealed	-	-	-	-	-	-	-	-	-	-
Infrastructure Total	60,608	9,267	13,618	34,052	3,672	14,474	50	46,084	-	-
Total	88,608	11,957	23,755	38,146	14,750	21,234	200	62,367	-	4,807

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2027/28	\$'000 Total	Asset expenditure types '000				Summary of Funding Sources '000 *				
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Other	Borrowings
Land	235	-	235	-	-	-	-	235	-	-
Buildings	5,476	1,243	3,375	753	106	1,000	-	4,476	-	-
Property Total	5,711	1,243	3,610	753	106	1,000	-	4,711	-	-
Plant, Machinery & Equipment	2,500	-	2,460	25	15	-	-	2,500	-	-
Fixtures, Fittings and Furniture	-	-	-	-	-	-	-	-	-	-
Computers & Telco	1,530	140	922	234	234	-	-	1,530	-	-
Library Books	1,262	-	1,262	-	-	1,262	-	-	-	-
Cultural Assets	300	300	-	-	-	-	-	300	-	-
Plant & Equipment Total	5,592	440	4,644	259	249	1,262	-	4,330	-	-
Roads	14,888	43	14,801	23	23	1,636	-	13,253	-	-
Bridges	-	-	-	-	-	-	-	-	-	-
Footpaths & Cycleways - Paved	2,396	815	525	1,049	8	-	-	2,396	-	-
Footpaths & Cycleways - Gravel	-	-	-	-	-	-	-	-	-	-
Drainage	6,329	450	2,746	3,133	-	-	-	6,329	-	-
Recreational, Leisure & Facilities	3,190	400	1,600	536	654	-	-	3,190	-	-
Parks, Open Space and Streetscape	7,185	4,520	1,768	898	-	4,600	-	2,585	-	-
Off Street Carparks - Sealed	-	-	-	-	-	-	-	-	-	-
Off Street Carparks - Unsealed	-	-	-	-	-	-	-	-	-	-
Infrastructure Total	33,988	6,227	21,439	5,638	685	6,236	-	27,752	-	-
Total	45,291	7,910	29,693	6,649	1,039	8,498	-	36,793	-	-

* Asset class yet to be confirmed

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2028/29	\$'000 Total	Asset expenditure types '000				Summary of Funding Sources '000 *				
		New	Renewal	Upgrade	Expansion	Grants	Contrib.	Council cash	Other	Borrowings
Land	3,735	3,500	235	-	-	-	-	3,735	-	-
Buildings	4,950	225	3,765	960	-	-	-	4,950	-	-
Property Total	8,685	3,725	4,000	960	-	-	-	8,685	-	-
Plant, Machinery & Equipment	2,750	-	2,710	25	15	-	-	2,750	-	-
Fixtures, Fittings and Furniture	-	-	-	-	-	-	-	-	-	-
Computers & Telco	230	10	142	39	39	-	-	230	-	-
Library Books	1,287	-	1,287	-	-	1,287	-	-	-	-
Cultural Assets	100	100	-	-	-	-	-	100	-	-
Plant & Equipment Total	4,367	110	4,139	64	54	1,287	-	3,080	-	-
Roads	8,188	43	8,101	23	23	1,636	-	6,553	-	-
Bridges	-	-	-	-	-	-	-	-	-	-
Footpaths & Cycleways - Paved	1,446	65	567	765	50	-	-	1,446	-	-
Footpaths & Cycleways - Gravel	-	-	-	-	-	-	-	-	-	-
Drainage	4,429	450	766	3,213	-	-	-	4,429	-	-
Recreational, Leisure & Facilities	8,800	6,200	1,600	460	540	4,950	-	3,850	-	-
Parks, Open Space and Streetscape	7,630	3,200	2,590	1,840	-	1,000	-	6,630	-	-
Off Street Carparks - Sealed	-	-	-	-	-	-	-	-	-	-
Off Street Carparks - Unsealed	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-
Infrastructure Total	30,493	9,957	13,623	6,300	613	7,586	-	22,907	-	-
Total	43,545	13,792	21,763	7,324	667	8,873	-	34,672	-	-

* Asset class yet to be confirmed

5. Targeted and Financial Performance Indicators

Targeted performance indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators - Service

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	+/-
Governance									
Satisfaction with community consultation and engagement	Satisfaction with community consultation and engagement Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	58.0	58.0	59.0	59.3	59.6	59.9	
Roads									
Sealed local roads below the intervention level	Sealed local roads below the intervention level Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	99.0%	99.5%	95.6%	96.2%	96.8%	97.3%	
Statutory planning									
Planning applications decided within the relevant required time	Planning applications decided within the relevant required time Number of planning application decisions made within the relevant required time / Number of planning application decisions made	3	69.6%	72.3%	60.0%	60.0%	60.0%	60.0%	
Waste management									
Kerbside collection waste diverted from landfill	Kerbside collection waste diverted from landfill Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	54.2%	53.3%	54.2%	54.2%	54.2%	54.2%	

Targeted performance indicators - Financial

Liquidity									
Working Capital (sufficient working capital is available to pay bills as and when they fall due)	Current assets compared to current liabilities Current assets / current liabilities	5	209.0%	211.6%	194.5%	150.3%	155.2%	165.0%	-
Obligations									
Asset renewal (assets are renewed as planned)	Asset renewal compared to depreciation Asset renewal and upgrade expense / Asset depreciation	6	126.9%	106.8%	136.0%	132.1%	74.4%	57.2%	-
Stability									
Rates concentration (revenue is generated from a range of sources)	Rates compared to adjusted underlying revenue Rate revenue / adjusted underlying revenue	7	64.0%	64.2%	65.0%	63.8%	64.3%	64.4%	o
Efficiency									
Expenditure level (resources are used efficiently in the delivery of services)	Expenses per property assessment Total expenses / no. of property assessments		\$3,388	\$3,672	\$3,769	\$3,906	\$4,024	\$4,153	+

Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	+/-
Operating position									
Adjusted underlying result (an adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying surplus (or deficit) Adjusted underlying surplus (deficit) / Adjusted underlying revenue	8	-1.9%	-5.8%	-6.3%	-5.0%	-5.6%	-5.7%	-
Liquidity									
Unrestricted cash (sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	Unrestricted cash compared to current liabilities Unrestricted cash / current liabilities	9	132.5%	141.2%	123.8%	85.5%	89.1%	97.5%	-
Obligations									
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings compared to rates Interest bearing loans and borrowings / rate revenue		0.0%	9.3%	29.0%	26.7%	24.4%	22.2%	+
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings repayments compared to rates Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0.0%	0.3%	2.6%	2.6%	2.6%	2.5%	+
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities compared to own-source revenue Non-current liabilities / own source revenue		5.1%	12.0%	27.7%	24.9%	22.7%	20.6%	+
Stability									
Rates effort (rating level is set based on the community's capacity to pay)	Rates compared to property values Rate revenue / CIV of rateable properties in the municipal district		0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	o
Efficiency									
Revenue level (resources are used efficiently in the delivery of services)	Average rate per property assessment General rates and municipal charges / no. of property assessments		\$1,845	\$1,961	\$2,014	\$2,075	\$2,144	\$2,216	+

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes to indicators

1. **Governance** – Council is focused on consultation and community engagement, with engagement activities including, a deliberative engagement program, Community Reference Group, Talking Kingston, and an increase in in-person pop-up engagements. We anticipate that this will result in increased community satisfaction on the previous year.
2. **Roads** – The roads that Kingston Council are responsible for are improving. Renewal investment is continuing to ensure the minimum standard of road condition is maintained. Additionally, since 2018/19 there has been extensive consolidation of the capital program with the asset condition data. When roads are rehabilitated the asset condition is updated so the percentage of roads within intervention continues to increase. It is anticipated this improvement will be verified when the next condition report is finalised.
3. **Statutory planning** – Considering previous years performance and other external factors, Kingston Council recognises that 60% is an achievable and realistic target for 2024-25 financial year.
4. **Waste management** – Council anticipates a slight service change in the 2025-26 financial year due to the implementation of the Container Deposit Scheme. 54.2% is a realistic target for Kingston.
5. **Working capital** – The proportion of current liabilities represented by current assets. Working capital is forecast to decrease steadily.
6. **Asset renewal** – This percentage indicates the extent of Council's renewals & upgrades against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is adequately maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets.
7. **Rates concentration** – Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will remain reliant on rate revenue when compared to all other revenue sources.
8. **Adjusted underlying result** – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Financial performance is slowly decreasing over the period.
9. **Unrestricted Cash** – An indicator of Council's ability to pay its short-term liabilities using cash and cash equivalents other than restricted cash (identified for specific purpose). Council's unrestricted cash is forecast to decline.

6. Fees and Charges Schedule

This appendix presents the fees and charges of a statutory/non-statutory nature which will be charged in respect to various goods and services during the financial year 2025/26.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
FREEDOM OF INFORMATION							
Freedom of Information - Request	Per Application	Taxable	2 Fee Units	2 Fee Units	-	-	Statutory
Freedom of Information - Search Time	Per Application	Taxable	1.5 Fee Units	1.5 Fee Units	-	-	Statutory
Freedom of Information - Supervision Fee	Per Application	Taxable	1.5 Fee Units	1.5 Fee Units	-	-	Statutory
Freedom of Information - Black & White Photocopy	Per A4 page	GST Free	\$0.20	\$0.20	-	-	Non-statutory
PARKING METER INCOME							
Foreshore Parking Fees	Per Hour	Taxable	\$5.50	\$5.70	\$0.20	4%	Non-statutory
Foreshore Parking Fees	Per Day	Taxable	\$18.50	\$19.00	\$0.50	3%	Non-statutory
PARKING INFRINGEMENTS							
Parking for longer than indicated	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
Parked—fail to pay fee and obey instructions on sign, meter, ticket or ticket-vending machine	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
Stopped on a bicycle parking area	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
Stopped on a motor bike parking area	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
Parked contrary to requirement of parking area	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
Parked—fail to comply with angle parking requirement	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
Parked—fail to comply with 90° angle parking requirement	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
Parked not completely within a parking bay	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
Parked—long vehicle exceeding minimum number of bays	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
Parked—wide vehicle exceeding minimum number of bays	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
Stopped contrary to a no parking sign	Per infringement	GST Free	0.5 Penalty Unit	0.5 Penalty Unit	-	-	Statutory
RESIDENT PARKING SCHEME							
Application Fee for Resident Parking Permit (waived for first permit)	Per Application	Taxable	\$50.00	\$50.00	-	-	Non-statutory
PRIVATE PARKING AGREEMENTS							
Application Fee for Private Parking Agreement	Per Application	Taxable	\$530.00	\$545.00	\$15.00	3%	Non-statutory
TRAFFIC MANAGEMENT PLAN ASSESSMENT FEE							

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Traffic Management Plan Assessment for Local Roads	Per Assessment	Taxable	\$373.70	\$383.80	\$10.10	3%	Statutory
Traffic Management Plan Assessment for Main Roads	Per Assessment	Taxable	\$685.30	\$703.80	\$18.50	3%	Statutory
Plan Copy Charges							
A4	Per A4 page	Taxable	\$1.20	\$1.20	-	-	Non-statutory
A3	Per A3 page	Taxable	\$1.70	\$1.70	-	-	Non-statutory
A2	Per A2 page	Taxable	\$3.90	\$3.90	-	-	Non-statutory
A1	Per A1 page	Taxable	\$6.80	\$6.80	-	-	Non-statutory
B1	Per B1 page	Taxable	\$9.00	\$9.00	-	-	Non-statutory
A0	Per A0 page	Taxable	\$11.30	\$11.30	-	-	Non-statutory
NEW PLANNING PERMIT							
Class 1 Use only	Per Application	GST Free	\$1415.10	\$1,453.40	\$38.30	3%	Statutory
Class 2 - < \$10,000	Per Application	GST Free	\$214.60	\$220.50	\$5.90	3%	Statutory
Class 3 - \$10,000 to \$100,000	Per Application	GST Free	\$675.70	\$694.00	\$18.30	3%	Statutory
Class 4 - \$100,000 to \$500,000	Per Application	GST Free	\$1383.30	\$1,420.70	\$37.40	3%	Statutory
Class 5 - \$500,000 to \$1,000,000	Per Application	GST Free	\$1494.60	\$1,535.00	\$40.40	3%	Statutory
Class 6 - \$1,000,000 to \$2,000,000	Per Application	GST Free	\$1605.90	\$1,649.30	\$43.40	3%	Statutory
NEW DEVELOPMENTS BOTH RESIDENTIAL AND COMMERCIAL AND ANYTHING ELSE NOT RELATED TO A SINGLE DWELLING							
Class 11 - < \$100,000	Per Application	GST Free	\$1,232.20	\$1,265.60	\$33.40	3%	Statutory
Class 12 - \$100,001 to \$1,000,000	Per Application	GST Free	\$1,661.50	\$1,706.50	\$45.00	3%	Statutory
Class 13 - \$1,000,001 and \$5,000,000	Per Application	GST Free	\$3,665.00	\$3,764.10	\$99.10	3%	Statutory
Class 14 - \$5,000,001 to \$15,000,000	Per Application	GST Free	\$9,341.20	\$9,593.90	\$252.70	3%	Statutory
Class 15 - \$15,000,000 to \$ 50,000,000	Per Application	GST Free	\$27,546.70	\$28,291.70	\$745.00	3%	Statutory
Class 16 - More than \$ 50,000,001	Per Application	GST Free	\$60,914.60	\$63,589.00	\$2674.40	4%	Statutory
PLANNING PERMIT/AMENDED PERMITS (INCLUDING PLANS) UNDER SECTION 72							

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Class 1 & 2 - Amendment to a permit to change the use of land allowed by the permit or allow a new use of land Amendment to a permit (other than a permit to develop land or to use and develop land for a single dwelling per lot or to undertake development ancillary to the use of the land for a single dwelling per lot) – a. To change the statement of what the permit allows ; or b. To change any or all	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
Class 3 - < \$10,000	Per Application	GST Free	\$214.60	\$220.50	\$5.90	3%	Statutory
Class 4 - \$10,001 to \$100,000	Per Application	GST Free	\$675.80	\$694.00	\$18.20	3%	Statutory
Class 5 - \$100,001 to \$500,000	Per Application	GST Free	\$1,383.30	\$1,420.70	\$37.40	3%	Statutory
Class 6 - \$500,001 to above	Per Application	GST Free	\$1,494.60	\$1,535.00	\$40.40	3%	Statutory
NEW VICSMART APPLICATIONS (INCLUDING PLANS) & VIA SECTION 72 REG 8B							
Class 7 - If the estimated development is < \$10,000	Per Application	GST Free	\$214.60	\$220.50	\$5.90	3%	Statutory
Class 8 - If the estimated development is > \$10,000	Per Application	GST Free	\$461.10	\$473.60	\$12.50	3%	Statutory
Class 9 - Vic Smart application to subdivide or consolidate land	Per Application	GST Free	\$214.60	\$220.50	\$5.90	3%	Statutory
Class 10 - other than class 7, class 8 or class 9 permit	Per Application	GST Free	\$214.60	\$220.50	\$5.90	3%	Statutory
TO AMEND DEVELOPMENTS BOTH RESIDENTIAL AND COMMERCIAL AND ANYTHING ELSE NOT RELATED TO A SINGLE DWELLING							
Class 11 - < \$100,000	Per Application	GST Free	\$1,232.20	\$1,265.60	\$33.40	3%	Statutory
Class 12 - \$100,000 to \$1,000,000	Per Application	GST Free	\$1,661.50	\$1,706.50	\$45.00	3%	Statutory
Class 13 - \$1,000,000 and above	Per Application	GST Free	\$3,664.90	\$3,764.10	\$99.20	3%	Statutory
Class 21 - A permit not otherwise provided for in the regulation	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
NEW APPLICATIONS FOR SUBDIVISION PERMITS UNDER SECTION 47 (REGULATION 9)							
Class 17 - To subdivide an existing building (other than a Vic Smart Application)	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
Class 18 - To subdivide land into 2 lots (other than a Vic smart Application)	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Class 19 - To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a Vic Smart Application)	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
Class 20 - To subdivide land (other than a class 9, class 16, class 17 or class 18 permit)	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
Class 21 - To: a. create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b. create or remove a right of way; or c. vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant.	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
TO AMEND AN APPLICATION FOR SUBDIVISION							
Class 14 - To subdivide an existing building (other than a Vic Smart Application)	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
Class 15 - To subdivide land into 2 lots (other than a Vic Smart Application)	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
Class 16 - To effect a realignment of a common boundary between lots or consolidate 2 or more lots (other than a Vic Smart Application)	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
Class 17 - To subdivide land (other than class 17, class 18 or class 19 permit)	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
Class 18 - To amend an application for: a. create, vary or remove a restriction within the meaning of the Subdivision Act 1988; or b. create or remove a right of way; or c. create, vary or remove an easement other than a right of way; or d. vary or remove a condition in the nature of an easement (other than right of way) in a Crown grant	Per Application	GST Free	\$1,415.10	\$1,453.40	\$38.30	3%	Statutory
APPLICATIONS FOR SUBDIVISION (CERTIFICATION)							
Regulation 6 - For processing an application to certify a plan of subdivision	Per Application	GST Free	\$187.60	\$192.70	\$5.10	3%	Statutory
Regulation 7 - Alteration of plan under section10(2) of the Act	Per Application	GST Free	\$119.20	\$122.50	\$3.30	3%	Statutory
Regulation 8 - Amendment of Certified plan under section 11(1) of the Act	Per Application	GST Free	\$151.00	\$155.10	\$4.10	3%	Statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Class 9 - Checking of engineering plans	Per Application	GST Free	0.75% of the estimated cost of construction of the works proposed in the engineering plan	0.75% of the estimated cost of construction of the works proposed in the engineering plan	-	-	Statutory
Class 11 - Supervision of works	Per Application	GST Free	2.5% of the estimated cost of construction works	2.5% of the estimated cost of construction works	-	-	Statutory
Class 12 - Section 57A - Amend an application for a permit or amend an application to amend a permit	Per Application	GST Free	A) New Application 40% of the application fee if amended after advertising B) Section 72 Amendment - 40% of the application fee if amended after advertising; and C) f S57A changes class of permit to new class (new application or S72 amendment) – additional fee will between the original class and the new class be the difference	A) New Application 40% of the application fee if amended after advertising B) Section 72 Amendment - 40% of the application fee if amended after advertising; and C) f S57A changes class of permit to new class (new application or S72 amendment) – additional fee will between the original class and the new class be the difference	-	-	Statutory
Class 14 - Combined Permit and Planning Scheme Amendment	Per Application	GST Free	Sum of highest of fees plus 50% of each of the other fees	Sum of highest of fees plus 50% of each of the other fees	-	-	Statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Class 15 - Certificate of compliance (97N)	Per Application	GST Free	\$349.80	\$359.30	\$9.50	3%	Statutory
Class 16 - For an agreement to a proposal to amend or end an agreement under section 173 of the Act	Per Application	GST Free	\$707.50	\$726.70	\$19.20	3%	Statutory
Class 18 - Where a planning scheme specifies that a matter must be done to the satisfaction of a responsible authority, Minister, public authority or municipal council	Per Application	GST Free	\$349.80	\$359.30	\$9.50	3%	Statutory
NON STATUTORY PLANNING FEES							
Planning Permit - Extension of Time (uses, subdivisions and less than \$1million cost of development)	Per Application	Taxable	\$655.00	\$675.00	\$20.00	3%	Non-statutory
Planning Permit - Extension of Time (\$1-5million cost of development)	Per Application	Taxable	-	\$1000.00	\$1000.00	100%	Non-statutory
Planning Permit - Extension of Time (\$5million plus cost of development)	Per Application	Taxable	-	\$1500.00	\$1500.00	100%	Non-statutory
COMPLETED PLANNING FILES							
Copy of Planning Permit & Endorsed Plan	Per Application	Taxable	\$185.00	\$190.00	\$5.00	3%	Non-statutory
General Planning Enquiry/Property Information	Per Application	Taxable	\$225.00	\$235.00	\$10.00	4%	Non-statutory
Copy of Title	Per Application	Taxable	\$76.00	\$79.00	\$3.00	4%	Non-statutory
Pre application Advice (written)	Per Application	Taxable	\$155.00	\$235.00	\$80.00	52%	Non-statutory
Pre application Advice (meeting with officers)	Per Application	Taxable	-	\$470.00	\$470.00	100%	Non-statutory
Secondary Consent Application	Per Application	Taxable	\$655.00	\$675.00	\$20.00	3%	Non-statutory
Secondary Consent Application (Landscape Changes only)	Per Application	Taxable	\$258.00	\$265.00	\$7.00	3%	Non-statutory
Retrospective Secondary Consent Application	Per Application	Taxable	\$835.00	\$860.00	\$25.00	3%	Non-statutory
ADVERTISING FEES							
Standard Notice	Per Application	Taxable	\$300.00	\$310.00	\$10.00	3%	Non-statutory
Additional Standard Notice	Per Application	Taxable	\$31.00	\$32.00	\$1.00	3%	Non-statutory
Large Notice	Per Application	Taxable	\$360.00	\$370.00	\$10.00	3%	Non-statutory
Additional Large Notice	Per Application	Taxable	\$248.00	\$255.00	\$7.00	3%	Non-statutory
First 20 Letters	Per Application	Taxable	\$180.00	\$185.00	\$5.00	3%	Non-statutory
Each Letter After That	Per Application	Taxable	\$5.80	\$6.00	\$0.20	3%	Non-statutory
CONDITION 1 PLANNING FEE (ADDITIONAL CHECKS)							
Condition 1 Plan Fee (Additional Checks) (under \$5m)	Per Application	Taxable	\$175.00	\$180.00	\$5.00	3%	Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Condition 1 Plan Fee (Additional Checks) (\$5m-\$15m)	Per Application	Taxable	\$300.00	\$310.00	\$10.00	3%	Non-statutory
Condition 1 Plan Fee (Additional Checks) (above \$15m)	Per Application	Taxable	\$500.00	\$515.00	\$15.00	3%	Non-statutory
SECTION 173 PREPARATION ADMINISTRATIVE FEE							
Section 173 Preparation Administrative Fee	Per Application	Taxable	\$1,155.00	\$1,155.00	-	-	Non-statutory
Section 173 Lodgement fee to amend or remove	Per Application	Taxable	\$440.00	\$440.00	-	-	Non-statutory
CONSENT FROM COUNCIL							
Determining whether something has been done to the satisfaction of Council	Per Application	Taxable	\$160.00	\$165.00	\$5.00	3%	Non-statutory
Commercial Use of Council Land							
Construction Zone Fee (Exclusive Occupation)	Per SQM / Per Week	Taxable	\$15.65	\$16.12	\$0.47	3%	Non-statutory
Construction Zone Fee (Non-Exclusive Occupation)	Per SQM / Per Week	Taxable	\$7.82	\$8.06	\$0.23	3%	Non-statutory
Works Zone Fee (Exclusive Use)	Per Linear Metre	Taxable	\$32.46	\$33.44	\$0.97	3%	Non-statutory
Works Zone Fee (Non Exclusive Use)	Per Linear Metre	Taxable	\$16.23	\$16.72	\$0.49	3%	Non-statutory
Works Zone Signage	Per Sign	Taxable	\$455.44	\$469.10	\$13.66	3%	Non-statutory
Shipping Container Fee (20ft)	Per Day	Taxable	\$33.87	\$34.88	\$1.02	3%	Non-statutory
Shipping Container Fee (40ft)	Per Day	Taxable	\$67.73	\$69.76	\$2.03	3%	Non-statutory
Licence Application Fee	Per Application	Taxable	\$310.00	\$320.00	\$10.00	3%	Non-statutory
Commercial Use of Council Land Fees - Small Activity Groups	Per Annum	Taxable	Minimum \$630 per Annum	Minimum \$650 per Annum	-	-	Non-statutory
Sporting Ground - Hire / Rental							
Class A Ground - Senior Rate	Per Season	Taxable	\$695.00	\$716.00	\$21.00	3%	Non-statutory
Class A Ground - Discount Rate	Per Season	Taxable	\$170.00	\$175.00	\$5.00	3%	Non-statutory
Class B Ground - Senior Rate	Per Season	Taxable	\$350.00	\$361.00	\$11.00	3%	Non-statutory
Class B Ground - Discount Rate	Per Season	Taxable	\$95.00	\$98.00	\$3.00	3%	Non-statutory
Class A Ground - Senior Rate - Finals	Per Finals Match	Taxable	\$375.00	\$386.00	\$11.00	3%	Non-statutory
Class A Ground - Discount Rate - Finals	Per Finals Match	Taxable	\$94.00	\$97.00	\$3.00	3%	Non-statutory
Class B Ground - Senior Rate - Finals	Per Finals Match	Taxable	\$188.00	\$194.00	\$6.00	3%	Non-statutory
Class B Ground - Discount Rate - Finals	Per Finals Match	Taxable	\$48.00	\$49.50	\$1.50	3%	Non-statutory
Skills (incl Auskick, Goal kick, Netta, etc)	Per Season	Taxable	\$87.00	\$90.00	\$3.00	3%	Non-statutory
Athletics (Junior)	Per Season	Taxable	\$465.00	\$479.00	\$14.00	3%	Non-statutory
Athletics (Senior)	Per Season	Taxable	\$940.00	\$969.00	\$29.00	3%	Non-statutory
Dog Training	Per Season	Taxable	\$700.00	\$721.00	\$21.00	3%	Non-statutory
Casual Use of Seasonal Grounds - Community Groups	Per Day	Taxable	\$94.00	\$97.00	\$3.00	3%	Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Casual Use of Seasonal Grounds - Charity Groups	Per Day	Taxable	\$94.00	\$97.00	\$3.00	3%	Non-statutory
Casual Use of Seasonal Grounds - Schools - Kingston Based	Per Day	Taxable	\$94.00	\$97.00	\$3.00	3%	Non-statutory
Casual Use of Seasonal Grounds - Schools - Non Kingston Based	Per Day	Taxable	\$94.00	\$97.00	\$3.00	3%	Non-statutory
Casual Use of Seasonal Grounds - Private - Social	Per Day	Taxable	\$188.00	\$194.00	\$6.00	3%	Non-statutory
Casual Use of Seasonal Grounds - Private - Commercial	Per Day	Taxable	\$188.00	\$194.00	\$6.00	3%	Non-statutory
Miscellaneous Pavilions - Seasonal Fee	Per Season	Taxable	\$460.00	\$474.00	\$14.00	3%	Non-statutory
Seasonal Pavilion Use - pavilion (Basic facilities - i.e. change room facilities) - Brown Reserve, Keeley Reserve (East and West), Souter Reserve, Namatjira Park, GR Bricker, Doug Denyer, Dane Road, Roy Dore Reserve, Highett Reserve No. 1, Dolamore Reserve, Southern Road, Chadwick Reserve, Browns Reserve, Glen Street Reserve, Edithvale Common, Bonbeach - Curwood Hall,	Per Season	Taxable	\$188.00	\$194.00	\$6.00	3%	Non-statutory
Seasonal Pavilion Use - pavilion (Small meeting space/social room) - Le Page Reserve, Highett Reserve No. 2, The Grange, Rowan Road Reserve - Baseball & Netball, Kingston Heath Reserve, Keys Road Reserve, Jack Grut Reserve, Regents Park, Beazley Reserve	Per Season	Taxable	\$188.00	\$194.00	\$6.00	3%	Non-statutory
Seasonal Pavilion Use - pavilion (Large meeting space/social room) - Heatherton Reserve, Mentone Reserve, Walter Galt Reserve, Gerry Green, Ben Kavanagh Reserve, Edithvale Recreation Reserve, Chelsea Recreation Reserve, Bonbeach Recreation Reserve,	Per Season	Taxable	\$188.00	\$194.00	\$6.00	3%	Non-statutory
KINGSTON HEATH REGIONAL SOCCER CENTRE SYNTHETIC PITCH HIRE							
Full Pitch - Visiting Club Match	Per Hire	Taxable	\$85.00	\$87.50	\$2.50	3%	Non-statutory
Full Pitch - Visiting Club Match (with floodlights)	Per Hire	Taxable	\$118.00	\$122.00	\$4.00	3%	Non-statutory
Full Pitch - Visiting Club Training	Per Hire	Taxable	\$58.00	\$60.00	\$2.00	3%	Non-statutory
Full Pitch - Visiting Club Training (with floodlights)	Per Hire	Taxable	\$85.00	\$87.50	\$2.50	3%	Non-statutory
Half Pitch - Visiting Club Training	Per Hire	Taxable	\$39.00	\$40.00	\$1.00	3%	Non-statutory
Half Pitch - Visiting Club Training (with floodlights)	Per Hire	Taxable	\$58.00	\$60.00	\$2.00	3%	Non-statutory
Full Pitch - Casual Club / User Match	Per Hire	Taxable	\$111.00	\$114.50	\$3.50	3%	Non-statutory
Full Pitch - Casual Club / User Training	Per Hire	Taxable	\$78.00	\$80.50	\$2.50	3%	Non-statutory
Full Pitch - Casual Club / User Clinic	Per Hire	Taxable	\$85.00	\$87.50	\$2.50	3%	Non-statutory
Full Pitch - Casual Club / User School	Per Hire	Taxable	\$59.00	\$61.00	\$2.00	3%	Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Full Pitch - Casual Club / User Commercial	Per Hire	Taxable	\$170.00	\$175.00	\$5.00	3%	Non-statutory
Full Pitch - Casual Club / User Match (with floodlights)	Per Hire	Taxable	\$157.00	\$162.00	\$5.00	3%	Non-statutory
Full Pitch - Casual Club / User Training (with floodlights)	Per Hire	Taxable	\$111.00	\$114.50	\$3.50	3%	Non-statutory
Full Pitch - Casual Club / User Clinic (with floodlights)	Per Hire	Taxable	\$115.00	\$118.50	\$3.50	3%	Non-statutory
Full Pitch - Casual Club / User School (with floodlights)	Per Hire	Taxable	\$82.00	\$84.50	\$2.50	3%	Non-statutory
Full Pitch - Casual Club / User Commercial (with floodlights)	Per Hire	Taxable	\$235.00	\$242.00	\$7.00	3%	Non-statutory
Half Pitch - Casual Club / User Training	Per Hire	Taxable	\$39.00	\$40.00	\$1.00	3%	Non-statutory
Half Pitch - Casual Club / User Clinic	Per Hire	Taxable	\$55.00	\$56.50	\$1.50	3%	Non-statutory
Half Pitch - Casual Club / User School	Per Hire	Taxable	\$39.00	\$40.00	\$1.00	3%	Non-statutory
Half Pitch - Casual Club / User Commercial	Per Hire	Taxable	\$115.00	\$118.50	\$3.50	3%	Non-statutory
Half Pitch - Casual Club / User Training (with floodlights)	Per Hire	Taxable	\$77.00	\$79.50	\$2.50	3%	Non-statutory
Half Pitch - Casual Club / User Clinic (with floodlights)	Per Hire	Taxable	\$80.00	\$82.50	\$2.50	3%	Non-statutory
Half Pitch - Casual Club / User School (with floodlights)	Per Hire	Taxable	\$54.00	\$56.00	\$2.00	4%	Non-statutory
Half Pitch - Casual Club / User Commercial (with floodlights)	Per Hire	Taxable	\$158.00	\$163.00	\$5.00	3%	Non-statutory
Floodlight usage per hour (Kingston Club or clinic use)	Per Hour	Taxable	\$30.00	\$31.00	\$1.00	3%	Non-statutory
Floodlight usage per hour (Non Kingston Club or clinic use)	Per Hour	Taxable	\$38.50	\$40.00	\$1.50	4%	Non-statutory
Floodlight usage per hour (Commercial use)	Per Hour	Taxable	\$58.00	\$60.00	\$2.00	3%	Non-statutory
COMMUNITY BUS TRANSPORT HIRE FEES							
Single Trip	Per Single Trip	GST Free	\$2.15	\$2.25	\$0.10	5%	Non-statutory
Return Trip	Per Return Trip	GST Free	\$4.35	\$4.50	\$0.15	3%	Non-statutory
Community Bus Day Trip	Per Trip	GST Free	\$16.80	\$17.30	\$0.50	3%	Non-statutory
Community Bus Self Drive Hire - half day	Per Half Day	GST Free	\$99.90	\$102.90	\$3.00	3%	Non-statutory
Community Bus Self Drive Hire - full day	Per Day	GST Free	\$158.30	\$163.05	\$4.75	3%	Non-statutory
Community Bus Group Hire - full day	Per Day	GST Free	\$259.55	\$267.35	\$7.80	3%	Non-statutory
Community Bus Self Drive Hire & Cleaning	Per Day	GST Free	\$216.20	\$222.70	\$6.50	3%	Non-statutory
Community Bus Self Drive Hire & Fuel	Per Day	GST Free	\$249.65	\$257.15	\$7.50	3%	Non-statutory
Community Bus Self Drive Hire & Fuel & Cleaning	Per Day	GST Free	\$307.55	\$316.80	\$9.25	3%	Non-statutory

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LOCAL LAWS - Other Income							
Building Materials/Nature Strip Permits	Per Application	Taxable	\$172.00	\$175.00	\$3.00	2%	Non-statutory
Impounded Goods Release	Per Application	Taxable	\$132.00	\$135.00	\$3.00	2%	Non-statutory
Permit for livestock	Per Application	Taxable	\$185.00	\$185.00	-	-	Non-statutory
Annual Renewal Permit Livestock	Per Application	Taxable	\$59.00	\$60.00	\$1.00	2%	Non-statutory
Permit to store oversize/overweight vehicles (on private property)	Per Application	Taxable	\$328.00	\$335.00	\$7.00	2%	Non-statutory
WAVES - AQUATIC ENTRY					-	-	
Adult Swim	Per Adult	Taxable	\$9.50	\$9.80	\$0.30	3%	Non-statutory
Child Swim	Per Child	Taxable	\$8.00	\$8.30	\$0.30	4%	Non-statutory
Child (Under 3)	N/A	N/A	Free	Free	-	-	Non-statutory
Student Swim	Per Student	Taxable	\$8.00	\$8.30	\$0.30	4%	Non-statutory
Concession Swim	Per Concession	Taxable	\$8.00	\$8.30	\$0.30	4%	Non-statutory
Family	Per Family	Taxable	\$31.00	\$31.90	\$0.90	3%	Non-statutory
Spectator	Per Spectator	Taxable	\$2.50	\$2.50	-	-	Non-statutory
WAVES OCCASIONAL CHILD CARE					-	-	
Members	Per Session	Taxable	\$8.30	\$8.60	\$0.30	4%	Non-statutory
Casuals	Per Session	Taxable	\$11.90	\$12.50	\$0.60	5%	Non-statutory
GR BRICKER ATHLETICS CENTRE					-	-	
Kingston Schools and community groups - non-seasonal (per hour)	Per Hour	Taxable	\$105.00	\$108.00	\$3.00	3%	Non-statutory
Schools and community groups (non-seasonal) outside of Kingston (per hour)	Per Hour	Taxable	\$128.00	\$132.00	\$4.00	3%	Non-statutory
Commercial (per hour)	Per Hour	Taxable	\$188.00	\$194.00	\$6.00	3%	Non-statutory
Kingston Schools and community groups - non-seasonal (Half Day - up to 3 hours)	Per Half Day	Taxable	\$285.00	\$294.00	\$9.00	3%	Non-statutory
Schools and community groups (non-seasonal) outside of Kingston (Half Day - up to 3 hours)	Per Half Day	Taxable	\$349.00	\$360.00	\$11.00	3%	Non-statutory
Commercial (Half Day - up to 3 hours)	Per Half Day	Taxable	\$372.00	\$384.00	\$12.00	3%	Non-statutory
Kingston Schools and community groups - non-seasonal (Full Day - up to 6 hours)	Per Day	Taxable	\$490.00	\$505.00	\$15.00	3%	Non-statutory
Schools and community groups (non-seasonal) outside of Kingston (Full Day - up to 6 hours)	Per Day	Taxable	\$615.00	\$634.00	\$19.00	3%	Non-statutory
Commercial (Full Day - up to 6 hours)	Per Day	Taxable	\$640.00	\$660.00	\$20.00	3%	Non-statutory
OUTDOOR NETBALL COURT HIRE							

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Kingston Schools and community groups - Per hour 8 Courts	Per Hour	Taxable	\$77.00	\$79.50	\$2.50	3%	Non-statutory
Kingston Schools and community groups - Per hour 4 Courts	Per Hour	Taxable	\$44.50	\$46.00	\$1.50	3%	Non-statutory
Kingston Schools and community groups - Per hour 1 Court	Per Hour	Taxable	\$24.00	\$25.00	\$1.00	4%	Non-statutory
Non Kingston Schools and community groups - Per hour 8 Courts	Per Hour	Taxable	\$101.00	\$104.00	\$3.00	3%	Non-statutory
Non Kingston Schools and community groups - Per hour 4 Courts	Per Hour	Taxable	\$58.00	\$60.00	\$2.00	3%	Non-statutory
Non Kingston Schools and community groups - Per hour 1 Court	Per Hour	Taxable	\$39.50	\$40.50	\$1.00	3%	Non-statutory
Netball court lighting per hour	Per Hour	Taxable	\$7.50	\$7.75	\$0.25	3%	Non-statutory
Team Based Charges (per Season) - Asphalt surface - Senior Rate	Per Season	Taxable	\$123.00	\$127.00	\$4.00	3%	Non-statutory
Team Based Charges (per Season) - Painted surface - Senior Rate	Per Season	Taxable	\$188.00	\$194.00	\$6.00	3%	Non-statutory
Team Based Charges (per Season) - Asphalt surface - Junior Rate	Per Season	Taxable	\$31.00	\$32.00	\$1.00	3%	Non-statutory
Team Based Charges (per Season) - Painted surface - Junior Rate	Per Season	Taxable	\$47.00	\$48.50	\$1.50	3%	Non-statutory
RESIDENTIAL TENANCIES REGISTRATION AND RENEWAL							
Caravan Parks (per site)	Per Site	GST Free	State Legislation	State Legislation	-	-	Statutory
Caravan Parks Registration Transfer	Per Transfer	GST Free	State Legislation	State Legislation	-	-	Statutory
PUBLIC HEALTH AND WELLBEING ACT REGISTRATION AND RENEWAL							
Prescribed Accommodation up to 5 Rooms	Per Accommodation	GST Free	\$360.00	\$370.00	\$10.00	3%	Non-statutory
Prescribed Accommodation for each additional Room over 5	Per Additional Room	GST Free	\$39.00	\$40.00	\$1.00	3%	Non-statutory
Hotels/Motels - Up to 10 units/rooms	Per Hotel / Motel	GST Free	\$309.00	\$318.00	\$9.00	3%	Non-statutory
Hotels/Motels - 10 to 20 units/rooms	Per Hotel / Motel	GST Free	\$412.00	\$424.00	\$12.00	3%	Non-statutory
Hotels/Motels - 20 to 40 units/rooms	Per Hotel / Motel	GST Free	\$515.00	\$530.00	\$15.00	3%	Non-statutory
Hotels/Motels - plus each additional unit/room above 40	Per Additional Unit/Room	GST Free	\$29.00	\$30.00	\$1.00	3%	Non-statutory
Personal Care and Body Art Industries - Hairdressers (once off registration)	Per Business	GST Free	\$257.00	\$265.00	\$8.00	3%	Non-statutory

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Personal Care and Body Art Industries - High Risk e.g. Skin penetration	Per Business	GST Free	\$206.00	\$212.00	\$6.00	3%	Non-statutory
Public Health and Wellbeing Act Initial Registration (pro rata - monthly)	Per Business	GST Free		pro rata monthly of applicable registration fee			Non-statutory
FOOD ACT REGISTRATION AND RENEWAL							
Category 1 (Complex FSP)	Per Application	GST Free	\$618.00	\$637.00	\$19.00	3%	Non-statutory
Category 2 (Simple FSP)	Per Application	GST Free	\$463.00	\$477.00	\$14.00	3%	Non-statutory
Category 3 (Minor FSP / 3rd Party Audit)	Per Application	GST Free	\$360.00	\$371.00	\$11.00	3%	Non-statutory
Category 4 (FSP Exempt)	Per Application	GST Free	\$257.00	\$265.00	\$8.00	3%	Non-statutory
Relevant Category (FTE 6-19), for each EFT above 5	Per Application	GST Free	\$35.00	\$36.00	\$1.00	3%	Non-statutory
Relevant Category (FTE 20+), for each EFT above 20	Per Application	GST Free	-	\$46.00	\$46.00	100%	Non-statutory
Category 1 - 4 Initial registration (pro rata - monthly)	Per Application	GST Free	-	pro rata monthly of applicable registration fee	-	-	Non-statutory
Additional assesment in lieu of Audit	Per Application	GST Free	\$618.00	\$637.00			Non-statutory
Club Pavilions - full year	Per Club	GST Free	50% of the applicable Category	50% of the applicable Category	-	-	Non-statutory
Club Pavilions - per season	Per Season	GST Free	25% of the applicable Category	25% of the applicable Category	-	-	Non-statutory
School Canteens - School operated	Per Canteen	GST Free	25% of the applicable Category	25% of the applicable Category	-	-	Non-statutory
CHANGE OF PREMISES OWNERSHIP DETAILS							
Registration Transfer	Per Transfer	GST Free	\$389.00	\$401.00	\$12.00	3%	Non-statutory
Registration Transfer - Packaged Food and Personal Care and Body Art Industries	Per Transfer	GST Free	\$206.00	\$212.00	\$6.00	3%	Non-statutory
PREMISES OWNERSHIP - OTHER FEES							
Late Payment of Registration Fee	Per Late Registration	GST Free	\$121.00	\$125.00	\$4.00	3%	Non-statutory
Urgent Report and Inspection Fee (within 7 days)	Per Report	GST Free	\$716.00	\$740.00	\$24.00	3%	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
NEW PREMISES							
Urgent new premises Application - Full fee less than 14 days	Per Application	Taxable	\$952.00	\$984.00	\$32.00	3%	Non-statutory
Urgent new premises Application - Half fee less than 14 days	Per Application	Taxable	\$476.00	\$492.00	\$16.00	3%	Non-statutory
Urgent new premises Application - Quarter fee less than 14 days	Per Application	Taxable	\$238.00	\$246.00	\$8.00	3%	Non-statutory
New Premises Application - Full Fee	Per Application	Taxable	\$476.00	\$492.00	\$16.00	3%	Non-statutory
New Premises Application - Half Fee	Per Application	Taxable	\$238.00	\$246.00	\$8.00	3%	Non-statutory
New Premises Application - Quarter Fee	Per Application	Taxable	\$119.00	\$123.00	\$4.00	3%	Non-statutory
PREMISES							
File Enquiries	Per Enquiry	GST Free	\$107.00	\$110.00	\$3.00	3%	Non-statutory
Reinspection Fee	Per Reinspection	GST Free	\$148.00	\$152.00	\$4.00	3%	Non-statutory
Ministry of Housing Declaration (Cessation)	Per Declaration	GST Free	\$209.00	\$215.00	\$6.00	3%	Non-statutory
BUSINESS EVENTS & WORKSHOPS							
Business networking events	Per event	Taxable	Up to \$150	Up to \$180	-	-	Non-statutory
Business mentor program sessions	Per session	Taxable	up to \$40	up to \$50	-	-	Non-statutory
PUBLIC POOL / SPA REGISTRATION							
1 to 3 Pools / Spas	Per 1 to 3 Pools / Spas	GST Free	\$213.00	\$219.00	\$6.00	3%	Non-statutory
Plus each additional Pool / Spa	Per Pool / Spa	GST Free	\$58.00	\$60.00	\$2.00	3%	Non-statutory
TRADER PARKING PERMITS							
Trader car parking permit - Cheltenham	Per Permit	Taxable	\$302.25	\$311.30	\$9.05	3%	Non-statutory
Trader car parking permit - Mordialloc	Per Permit	Taxable	\$302.25	\$311.30	\$9.05	3%	Non-statutory
Trader car parking permit - Chelsea	Per Permit	Taxable	\$302.25	\$311.30	\$9.05	3%	Non-statutory
PARKLET PERMITS							
Parklet application fee	Per Permit	GST Free	\$233.40	\$240.40	\$7.00	3%	Non-statutory
Parklet Permit - Seasonal Permit - 1 Parking Bay	Per Permit	GST Free	\$1676.20	\$1726.50	\$50.30	3%	Non-statutory
Parklet Permit - Seasonal Permit - 2 Parking Bays	Per Permit	GST Free	\$3347.15	\$3447.55	\$100.40	3%	Non-statutory
Parklet Permit - Yearly Permit - 1 Parking Bay	Per Permit	GST Free	\$2535.55	\$2611.60	\$76.05	3%	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Parklet Permit - Yearly Permit - 2 Parking Bays	Per Permit	GST Free	\$5071.10	\$5223.25	\$152.15	3%	Non-statutory
FOOTPATH AMENITY							
Council street furniture and amenity movement and / or reinstatement costs			100% of the cost prices	100% of the cost prices			Non-statutory
DISPLAY OF GOODS & SIGNS							
New Permit Application Fee	Per Application	Taxable	Pro Rata for new applications	Pro Rata for new applications	-	-	Non-statutory
A-frame / Tear Drop sign	Per Application	Taxable	\$227.00	\$234.00	\$7.00	3%	Non-statutory
Display goods and sign	Per Application	Taxable	\$515.00	\$530.00	\$15.00	3%	Non-statutory
Display goods	Per Application	Taxable	\$447.00	\$460.00	\$13.00	3%	Non-statutory
TABLES & CHAIRS							
New Permit Application Fee	Per Application	Taxable	Pro Rata for new applications	Pro Rata for new applications	-	-	Non-statutory
Up to 8 persons seated	Per Application	Taxable	\$447.00	\$460.00	\$13.00	3%	Non-statutory
For each additional person seated > 8	Per Application	Taxable	\$89.00	\$92.00	\$3.00	3%	Non-statutory
IMMUNISATION							
Hepatitis B (Adult) (per vaccine)	Per Vaccine	GST Free	\$38.00	\$38.00	-	-	Non-statutory
Hepatitis A (adult) (per Vaccine)	Per Vaccine	GST Free	\$72.00	\$72.00	-	-	Non-statutory
Flu Vax (per vaccine)	Per Vaccine	GST Free	\$29.50	\$29.50	-	-	Non-statutory
Varivax (Chicken Pox) (per vaccine)	Per Vaccine	GST Free	\$79.50	\$79.50	-	-	Non-statutory
Boostrix (per vaccination)	Per Vaccine	GST Free	\$54.00	\$54.00	-	-	Non-statutory
Nimenrix (per vaccination)	Per Vaccine	GST Free	\$90.50	\$90.50	-	-	Non-statutory
Bexsero (per vaccination)	Per Vaccine	GST Free	\$134.00	\$134.00	-	-	Non-statutory
LONG DAY CARE (CHILDCARE)							
Late Collection Fee (per 15 mins)	Per 15 minutes	Taxable	\$30.00	\$30.00	-	-	Non-statutory
1/2 day session / orientation (child care transition)	Per 1/2 Day	Taxable	\$81.50	\$85.50	\$85.50	5%	Non-statutory
Daily Flat Fee - Child Care & Kindergarten PLUS - Parkdale, Edithvale and Carrum FCC	Per Day	Taxable	\$163.00	\$171.00	\$8.00	5%	Non-statutory
State Government subsidised Extended Day Kindergarten fee	Per Day	Taxable	\$153.00	\$161.00	\$8.00	5%	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Child Care / Kindergarten PLUS Enrolment Fee Deposit for new families - Part-time - per day	Per Family	Taxable	\$100.00	\$100.00	\$100.00	-	Non-statutory
Child Care / Kindergarten PLUS Enrolment Fee Deposit for new families - Full-time	Per Family	Taxable	\$500.00	\$500.00	-	-	Non-statutory
Excursion / Incursion Fee	Per Excursion	Taxable	\$15.00	\$25.00	\$10.00	67%	Non-statutory
Children's Hats	Per Hat	Taxable	\$10.00	\$10.00	-	-	Non-statutory
Children's T-shirts	Per T-Shirt	Taxable	\$33.00	\$33.00	-	-	Non-statutory
FAMILY DAY CARE							
Parent Administration Fee - per child per hour	Per Hour	Taxable	\$2.20	\$2.40	\$0.20	9%	Non-statutory
Care Provider Scheme Contribution - per fortnight	Per Fortnight	Taxable	\$10.00	\$12.00	\$2.00	20%	Non-statutory
Playgroup Attendance Fee	Per Attendance	Taxable	\$5.00	-	-	-	Non-statutory
BEFORE & AFTER SCHOOL CARE							
Before School Care - Permanent	Per Session	Taxable	\$24.50	\$25.00	\$0.50	2%	Non-statutory
After School Care - Permanent	Per Session	Taxable	\$31.00	\$31.50	\$0.50	2%	Non-statutory
Curriculum Day Fee	Per Session	Taxable	\$80.00	\$81.00	\$1.00	1%	Non-statutory
Late collection fee (per 15 mins)	Per 15 mins	Taxable	\$32.00	\$35.00	\$3.00	9%	Non-statutory
ASC - Early finish fee (e.g. end of term 2.30 start)	Per Session	Taxable	\$45.00	\$47.00	\$2.00	4%	Non-statutory
VACATION CARE							
Flat fee term	Per Term	Taxable	\$80.00	\$82.00	\$2.00	3%	Non-statutory
In Centre activities	Per Activity	Taxable	Per Activity	Per Activity	-	-	Non-statutory
Excursions	Per Excursion	Taxable	Per Excursion	Per Excursion	-	-	Non-statutory
Late booking enrolment fee	Per Enrolment	N/A	\$85.00	\$87.00	\$2.00	2%	Non-statutory
YOUTH SERVICES							
FReeZA Canteen Supplies (Confectionary/Chocolate)	Per Item	Taxable	\$2.00	\$2.00	-	-	Non-statutory
FReeZA Battle of the Sounds & Other Events (Gold Coin Donation)	Per Entry	Taxable	\$2.00	\$2.00	-	-	Non-statutory
FReeZA Canteen Supplies (Chips/Drinks)	Per Item	Taxable	\$2.00	\$2.00	-	-	Non-statutory
FAMILY SERVICES							
Pit Stop Parenting Program	Per Program	Taxable	\$2.00	\$2.00	-	-	Non-statutory
REZONING APPLICATIONS							
Application Fee	Per Application	Taxable	\$3,149.70	\$3,149.70 - subject to State Government increase release	-	-	Statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
To consider - (1-10 submissions)	Per Application	Taxable	\$15,611.10	\$15,611.10 - subject to State Government increase release	-	-	Statutory
To consider - (11-20 submissions)	Per Application	Taxable	\$31,191.60	\$31,191.60 - subject to State Government increase release	-	-	Statutory
To consider - (>20 submissions)	Per Application	Taxable	\$41,695.80	\$41,695.80 - subject to State Government increase release	-	-	Statutory
To adopt	Per Application	Taxable	\$496.90	\$496.9 - subject to State Government increase release	-	-	Statutory
To the Minister	Per Application	Taxable	\$496.90	\$496.9 - subject to State Government increase release	-	-	Statutory
Application Fee – Temporary discharge permit	Per Permit	Taxable	\$71.00	\$71.00	-	-	Non-statutory
STORMWATER QUALITY IN-LIEU CONTRIBUTION							
Stormwater quality in-lieu contribution rate for total impervious area <300 sqm (optional contribution)	Per SQM	GST Free	\$2,200	\$3,190	\$990.00	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 400 sqm (optional contribution)	Per SQM	GST Free	\$13,930	\$20,199	\$6268.68	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 500 sqm (optional contribution)	Per SQM	GST Free	\$15,824	\$22,944	\$7120.58	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 600 sqm (optional contribution)	Per SQM	GST Free	\$17,560	\$25,463	\$7902.18	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 700 sqm (optional contribution)	Per SQM	GST Free	\$19,176	\$27,806	\$8629.34	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 800 sqm (optional contribution)	Per SQM	GST Free	\$20,695	\$30,008	\$9312.93	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 900 sqm (optional contribution)	Per SQM	GST Free	\$22,135	\$32,096	\$9960.89	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 1000 sqm (optional contribution)	Per SQM	GST Free	\$23,508	\$34,087	\$10578.65	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 1500 sqm (optional contribution)	Per SQM	GST Free	\$29,634	\$42,969	\$13335.30	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 2000 sqm (optional contribution)	Per SQM	GST Free	\$34,925	\$50,641	\$15716.25	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 2500 sqm (optional contribution)	Per SQM	GST Free	\$39,672	\$57,524	\$17852.18	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 3000 sqm (optional contribution)	Per SQM	GST Free	\$44,025	\$63,837	\$19811.39	45%	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Stormwater quality in-lieu contribution rate for total impervious area 3500 sqm (optional contribution)	Per SQM	GST Free	\$48,077	\$69,711	\$21634.47	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 4000 sqm (optional contribution)	Per SQM	GST Free	\$51,887	\$75,236	\$23349.15	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 4500 sqm (optional contribution)	Per SQM	GST Free	\$55,497	\$80,471	\$24973.74	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 5000 sqm (optional contribution)	Per SQM	GST Free	\$58,939	\$85,462	\$26522.60	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 5500 sqm (optional contribution)	Per SQM	GST Free	\$62,236	\$90,242	\$28006.11	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 6000 sqm (optional contribution)	Per SQM	GST Free	\$65,407	\$94,840	\$29433.20	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 6500 sqm (optional contribution)	Per SQM	GST Free	\$68,466	\$99,276	\$30809.79	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 7000 sqm (optional contribution)	Per SQM	GST Free	\$71,426	\$103,568	\$32141.84	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 7500 sqm (optional contribution)	Per SQM	GST Free	\$74,296	\$107,729	\$33433.29	45%	Non-statutory
Stormwater quality in-lieu contribution rate for total impervious area 8000 sqm (optional contribution)	Per SQM	GST Free	\$77,086	\$111,774	\$34688.61	45%	Non-statutory
MORDIALLOC FESTIVAL							
Beer Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$200.00	\$200.00	-	-	Non-statutory
Beer Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$180.00	\$180.00	-	-	Non-statutory
Wine Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$120.00	\$120.00	-	-	Non-statutory
Wine Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$100.00	\$100.00	-	-	Non-statutory
Food Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$120.00	\$120.00	-	-	Non-statutory
Food Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$100.00	\$100.00	-	-	Non-statutory
Snack Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$65.00	\$65.00	-	-	Non-statutory
Snack Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$50.00	\$50.00	-	-	Non-statutory
Premium Sites - Minimum as above + Additional fee	Determined by EOI	Taxable	EOI	EOI	-	-	Non-statutory
Event Entry Fee - Per person, 5 years +	Per Person	Taxable	\$5.00	\$5.00	-	-	Non-statutory
Event Entry Fee - Per family	Per Family	Taxable	\$10.00	\$10.00	-	-	Non-statutory
CAROLS BY KINGSTON							
Food Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$65.00	\$65.00	-	-	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Food Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$50.00	\$50.00	-	-	Non-statutory
Snack Vendor - Commercial - Marquee / Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$20.00	\$20.00	-	-	Non-statutory
Snack Vendor - Community - Marquee / Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$10.00	\$10.00	-	-	Non-statutory
Market Vendor - Commercial - Marquee / Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$20.00	\$20.00	-	-	Non-statutory
Market Vendor - Community - Marquee / Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$10.00	\$10.00	-	-	Non-statutory
Reserved Seating	Per Seat	Taxable	\$20.00	\$20.00	-	-	Non-statutory
SPRING FAIR							
Food Vendor - Marquee (3m x 3m or 6m x 3m)	Per SQM	Taxable	\$65.00	\$65.00	-	-	Non-statutory
Food Vendor - Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$50.00	\$50.00	-	-	Non-statutory
Market Vendor - Commercial - Marquee / Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$20.00	\$20.00	-	-	Non-statutory
Market Vendor - Community - Marquee / Truck / Trailer / Van (no size restrictions)	Per SQM	Taxable	\$10.00	\$10.00	-	-	Non-statutory
PET EXPO							
Food Vendor - Marquee (3m x 3m or 6m x 3m) Per SQM	Per SQM	Taxable	\$65.00	\$65.00	-	-	Non-statutory
Food Vendor - Truck / Trailer / Van (no size restrictions) Per SQM	Per SQM	Taxable	\$50.00	\$50.00	-	-	Non-statutory
Market Vendor - Commercial - Marquee / Truck / Trailer / Van (no size restrictions) Per SQM	Per SQM	Taxable	\$20.00	\$20.00	-	-	Non-statutory
Market Vendor - Community - Marquee / Truck / Trailer / Van (no size restrictions) Per SQM	Per SQM	Taxable	\$10.00	\$10.00	-	-	Non-statutory
COMMERCIAL EVENTS - TRIATHLONS, MARATHONS ETC							
Commercial Use of Council Land Fees - Primary Sites	Per Day	Taxable	\$1,500.00	\$1,500.00	-	-	Non-statutory
Commercial Use of Council Land Fees - Secondary Sites	Per Day	Taxable	\$750.00	\$750.00	-	-	Non-statutory
ACCESSCARE - LINKAGES USER FEES AND CHARGES							
User Service Fees	Per User Service	Taxable	Based on AccessCare Package	Based on AccessCare Package	-	-	Non-statutory
ACCESSCARE SUPPORT AT HOME - USER FEES							

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Nursing care	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Allied health and other therapeutic services	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Nutrition	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Care management	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Restorative care management	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Personal care	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Social support and community engagement	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Therapeutic services for independent living	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Respite	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Transport	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Assistive technology and home modifications	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Domestic assistance	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Home maintenance and repairs	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory
Meals	Per Hour	GST Free		Subject to government announcement	-	-	Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
BOAT SHEDS							
Small under 15.99 m2	Per Shed	GST Free	\$815.00	\$840.00	\$25.00	3%	Non-statutory
Medium 16m2 - 29.99 m2	Per Shed	GST Free	\$1,125.00	\$1,160.00	\$35.00	3%	Non-statutory
Large 30m2 +	Per Shed	GST Free	\$1,385.00	\$1,425.00	\$40.00	3%	Non-statutory
Pension Rebate for Boatshed	Per Shed	GST Free	10% Discount	10% Discount	-	-	Non-statutory
Late Fee charges	Per Shed	GST Free	5% of Outstanding Fee	5% of Outstanding Fee	-	-	Non-statutory
Transfer Fee - category A - small under 15.99 sq. metres	Per Transfer	GST Free	1,630 (Transfer fee 1,450 + Administration Charge 180)	1,680 (Transfer fee 1,495 + Administration Charge 185)	-	-	Non-statutory
Transfer Fee - category B - medium 16 sq. metres - 29.99 sq. Metres	Per Transfer	GST Free	2,700 (Transfer fee 2,520 + Administration Charge 180)	2,780 (Transfer fee 2,595 + Administration Charge 185)	-	-	Non-statutory
Transfer Fee - category C - large 30 sq. Metres+	Per Transfer	GST Free	3,810 (Transfer fee 3,630 + Administration Charge 180)	3,925 (Transfer fee 3,740 + Administration Charge 185)	-	-	Non-statutory
Administration Charge	Per Transfer	GST Free	\$180.00	\$185.00	\$5.00	3%	Non-statutory
RIGHT OF WAY							
Minimum charge for sale of right of way	Per Application	Taxable	Per Council Policy	Per Council Policy	-	-	Non-statutory
Right of Way Admin Fee/Application fee for Discontinuance and sale of Right of Ways, Roads, and Reserves	Per Application	Taxable	\$340.00	\$350.00	\$10.00	3%	Non-statutory
PROPERTY RENTAL							
Groups with Liquor Licence	Per Rental	Taxable	2% of Gross Takings	2% of Gross Takings	-	-	Non-statutory
Minimum Rental Group 1	Per Lease	Taxable	\$114.40	\$200.00	\$85.60	75%	Non-statutory
Minimum Licence Fee Group 1	Per annum	Taxable	\$1 per annum, if demanded	\$1 per annum, if demanded			Non-statutory
LAND INFORMATION CERTIFICATES							

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Land Information Certificate	Per Certificate	Taxable	1.82 Fee Units	1.82 Fee Units	-	-	Statutory
Land Information Certificate (24hr turnaround)	Per Certificate	Taxable	1.82 Fee Units + \$42.00	1.82 Fee Units + \$42.00	-	-	Statutory
REVENUE AND COLLECTION FEES							
Rate Notice Copy	Per Copy	Taxable	\$17.10	\$17.50	\$0.40	2%	Non-statutory
Interim Rate Notice Request	Per Request	Taxable	\$17.10	\$17.50	\$0.40	2%	Non-statutory
Refund	Per Refund	Taxable	\$22.70	\$23.50	\$0.80	4%	Non-statutory
Reapportionment	Per Item	Taxable	\$39.80	\$41.00	\$1.20	3%	Non-statutory
Manual Ledger Reconciliation	Per Item	Taxable	\$51.20	\$52.50	\$1.30	3%	Non-statutory
HOME AND COMMUNITY SUPPORT: TRANSPORT							
Volunteer Transport	Per Kilometre	GST Free	\$1.55	\$1.45	-\$0.10	-6%	Non-statutory
Transport	Per Trip	GST Free	\$2.90	\$3.00	\$0.10	3%	Non-statutory
Reablement – Occupational Therapy	Per Visit	GST Free	\$11.25	\$11.60	\$0.35	3%	Non-statutory
HOME AND COMMUNITY SUPPORT: DELIVERED MEALS							
Delivered Meals - Main Meal	Per Meal	GST Free	\$13.15	\$13.55	\$0.40	3%	Non-statutory
Delivered Meals - Sandwiches	Per Meal	GST Free	\$13.15	\$13.55	\$0.40	3%	Non-statutory
Delivered Meals - Soups	Per Meal	GST Free	\$2.70	\$2.80	\$0.10	4%	Non-statutory
Delivered Meals - Dessert	Per Meal	GST Free	\$2.70	\$2.80	\$0.10	4%	Non-statutory
Delivered Meals Commercial Rate- Main Meal	Per Meal	Taxable	\$24.85	\$25.60	\$0.75	3%	Non-statutory
Delivered Meals Commercial Rate- Sandwiches	Per Meal	Taxable	\$24.85	\$25.60	\$0.75	3%	Non-statutory
Delivered Meals Commercial Rate - Soups	Per Meal	Taxable	\$3.65	\$3.75	\$0.10	3%	Non-statutory
Delivered Meals Commercial Rate- Dessert	Per Meal	Taxable	\$3.65	\$3.75	\$0.10	3%	Non-statutory
HOME AND COMMUNITY SUPPORT: LOW INCOME CATEGORY - INDIVIDUAL/COUPLE/FAMILY							
Domestic Care	Per Hour	GST Free	\$9.05	\$9.30	\$0.25	3%	Non-statutory
Unescorted Shopping	Per Hour	GST Free	\$9.05	\$9.30	\$0.25	3%	Non-statutory
Personal Care	Per Hour	GST Free	\$6.80	\$7.00	\$0.20	3%	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Escorted Shopping	Per Hour	GST Free	\$6.80	\$7.00	\$0.20	3%	Non-statutory
Social Support Individual	Per Hour	GST Free	\$6.80	\$7.00	\$0.20	3%	Non-statutory
Social Support Technology	Per Hour	GST Free	\$6.80	\$7.00	\$0.20	3%	Non-statutory
Social Support Group	Per Hour	GST Free	\$6.80	-	-\$6.80	-100%	Non-statutory
Meal Preparation	Per Hour	GST Free	\$6.80	\$7.00	\$0.20	3%	Non-statutory
Respite Care	Per Hour	GST Free	\$5.55	\$5.70	\$0.15	3%	Non-statutory
Nursing	Per Hour	GST Free	\$6.80	\$7.00	\$0.20	3%	Non-statutory
Property Maintenance	Per Hour	GST Free	\$16.60	\$17.10	\$0.50	3%	Non-statutory
Travel Charges	Per Kilometre	GST Free	\$1.25	\$1.45	\$0.20	16%	Non-statutory
HOME AND COMMUNITY SUPPORT MEDIUM INCOME CATEGORY - INDIVIDUAL/COUPLE/FAMILY							
Domestic Care	Per Hour	GST Free	\$13.70	\$14.10	\$0.40	3%	Non-statutory
Unescorted Shopping	Per Hour	GST Free	\$13.70	\$14.10	\$0.40	3%	Non-statutory
Personal Care	Per Hour	GST Free	\$12.35	\$12.70	\$0.35	3%	Non-statutory
Escorted Shopping	Per Hour	GST Free	\$12.35	\$12.70	\$0.35	3%	Non-statutory
Social Support Individual	Per Hour	GST Free	\$12.35	\$12.70	\$0.35	3%	Non-statutory
Social Support Technology	Per Hour	GST Free	\$12.35	\$12.70	\$0.35	3%	Non-statutory
Social Support Group	Per Hour	GST Free	\$12.35	-	-\$12.35	-100%	Non-statutory
Meal Preparation	Per Hour	GST Free	\$12.35	\$12.70	\$0.35	3%	Non-statutory
Respite Care	Per Hour	GST Free	\$7.40	\$7.60	\$0.20	3%	Non-statutory
Nursing	Per Hour	GST Free	\$6.80	\$7.00	\$0.20	3%	Non-statutory
Property Maintenance	Per Hour	GST Free	\$19.65	\$20.25	\$0.60	3%	Non-statutory
Travel Charges	Per Kilometre	GST Free	\$1.25	\$1.45	\$0.20	16%	Non-statutory
HOME AND COMMUNITY SUPPORT HIGH INCOME CATEGORY - INDIVIDUAL/COUPLE/FAMILY							

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Domestic Care	Per Hour	GST Free	\$35.65	\$36.70	\$1.05	3%	Non-statutory
Unescorted Shopping	Per Hour	GST Free	\$35.65	\$36.70	\$1.05	3%	Non-statutory
Personal Care	Per Hour	GST Free	\$35.65	\$36.70	\$1.05	3%	Non-statutory
Escorted Shopping	Per Hour	GST Free	\$35.65	\$36.70	\$1.05	3%	Non-statutory
Social Support Individual	Per Hour	GST Free	\$35.65	\$36.70	\$1.05	3%	Non-statutory
Social Support Technology	Per Hour	GST Free	\$35.65	\$36.70	\$1.05	3%	Non-statutory
Social Support Group	Per Hour	GST Free	\$35.65	-	-\$35.65	-100%	Non-statutory
Meal Preparation	Per Hour	GST Free	\$35.65	\$36.70	\$1.05	3%	Non-statutory
Respite Care	Per Hour	GST Free	\$27.60	\$28.45	\$0.85	3%	Non-statutory
Nursing	Per Hour	GST Free	\$6.80	\$7.00	\$0.20	3%	Non-statutory
Property Maintenance	Per Hour	GST Free	\$46.85	\$48.25	\$1.40	3%	Non-statutory
Travel Charges	Per Kilometre	GST Free	\$1.25	\$1.45	\$0.20	16%	Non-statutory
HOME AND COMMUNITY SUPPORT COMMERCIAL RATE							
Domestic Care	Per Hour	Taxable	\$73.25	\$75.45	\$2.20	3%	Non-statutory
Unescorted Shopping	Per Hour	Taxable	\$73.25	\$75.45	\$2.20	3%	Non-statutory
Personal Care	Per Hour	Taxable	\$76.65	\$78.95	\$2.30	3%	Non-statutory
Escorted Shopping	Per Hour	Taxable	\$76.65	\$78.95	\$2.30	3%	Non-statutory
Social Support Individual	Per Hour	Taxable	\$76.65	\$78.95	\$2.30	3%	Non-statutory
Social Support Technology	Per Hour	Taxable	\$76.65	\$78.95	\$2.30	3%	Non-statutory
Social Support Group	Per Hour	Taxable	\$76.65	-	-\$76.65	-100%	Non-statutory
Meal Preparation	Per Hour	Taxable	\$76.65	\$78.95	\$2.30	3%	Non-statutory
Respite Care	Per Hour	Taxable	\$86.95	\$89.55	\$2.60	3%	Non-statutory
Nursing	Per Hour	Taxable	\$76.65	\$78.95	\$2.30	3%	Non-statutory
Property Maintenance	Per Hour	Taxable	\$74.05	\$76.25	\$2.20	3%	Non-statutory
Travel Charges	Per Kilometre	Taxable	\$1.45	\$1.60	\$0.15	10%	Non-statutory
KINGSTON ARTS CENTRE THEATRE							
Monday-Friday (min 3 hours)	Per Hour	Taxable	\$120.00	\$120.00	-	-	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Saturday-Sunday (min 3 hours)	Per Hour	Taxable	\$140.00	\$140.00	-	-	Non-statutory
KINGSTON ARTS CENTRE THEATRE AND CHAMBER							
Monday-Friday (min 3 hours)	Per Hour	Taxable	\$140.00	\$140.00	-	-	Non-statutory
Saturday-Sunday (min 3 hours)	Per Hour	Taxable	\$170.00	\$170.00	-	-	Non-statutory
KINGSTON ARTS CENTRE CHAMBER							
Monday-Friday (min 3 hours)	Per Hour	Taxable	\$80.00	\$80.00	-	-	Non-statutory
Saturday-Sunday (min 3 hours)	Per Hour	Taxable	\$120.00	\$120.00	-	-	Non-statutory
KINGSTON ARTS CENTRE WORKSHOPS							
Kingston Arts Centre Ceramic Studio (min 3 Hrs) - Regular hire	Per hour	Taxable	-	\$30.00	\$30.00	100%	Non-statutory
Kingston Arts Centre Ceramic Studio (min 3 Hrs) - Casual hire Monday-Saturday	Per hour	Taxable	-	\$70.00	\$70.00	100%	Non-statutory
Kingston Arts Centre Ceramic Studio (min 3 Hrs) - Casual hire Sunday	Per hour	Taxable	-	\$100.00	\$100.00	100%	Non-statutory
Kingston Arts Centre Ceramic Studio (daily) - Regular hire	Per day	Taxable	-	\$180.00	\$180.00	100%	Non-statutory
Kingston Arts Centre Ceramic Studio (daily) - Casual hire Monday-Saturday	Per day	Taxable	-	\$420.00	\$420.00	100%	Non-statutory
Kingston Arts Centre Ceramic Studio (daily) - Casual hire Sunday	Per day	Taxable	-	\$600.00	\$600.00	100%	Non-statutory
Kingston Arts Centre Workshop (min 3 Hrs) - Regular hire	Per hour	Taxable	-	\$40.00	\$40.00	100%	Non-statutory
Kingston Arts Centre Workshop (min 3 Hrs) - Casual hire Monday-Saturday	Per hour	Taxable	-	\$80.00	\$80.00	100%	Non-statutory
Kingston Arts Centre Workshop (min 3 Hrs) - Casual hire Sunday	Per hour	Taxable	-	\$110.00	\$110.00	100%	Non-statutory
Kingston Arts Centre Workshop (daily) - Regular hire	Per day	Taxable	-	\$240.00	\$240.00	100%	Non-statutory
Kingston Arts Centre Workshop (daily) - Casual hire Monday-Saturday	Per day	Taxable	-	\$480.00	\$480.00	100%	Non-statutory
Kingston Arts Centre Workshop (daily) - Casual hire Sunday	Per day	Taxable	-	\$660.00	\$660.00	100%	Non-statutory
Kingston Arts Centre Kiln firing	Per item / Per fire	Taxable		On Application			Non-statutory
KINGSTON CITY HALL GRAND HALL							
Monday-Thursday (500 capacity)	Per Day / Night	Taxable	\$2,112.50	\$2,112.50	-	-	Non-statutory
Monday-Thursday (500 capacity) School	Per Day / Night	Taxable	\$1,161.00	\$1,161.00	-	-	Non-statutory
Monday-Thursday (500 capacity) Kingston Not for Profit	Per Day / Night	Taxable		\$422.00	\$422.00	100%	Non-statutory
Monday-Thursday (500 capacity) Not for Profit	Per Day / Night	Taxable		\$1,056.00	\$1,056.00	100%	Non-statutory
Monday-Thursday (500 capacity) Overtime rate	Per hour	Taxable		\$162.00	\$162.00	100%	Non-statutory
Friday-Sunday (500 capacity)	Per Day / Night	Taxable	\$3,250.00	\$3,250.00	-	-	Non-statutory
Friday-Sunday (500 capacity) Kingston Not for Profit	Per Day / Night	Taxable		\$650.00	\$650.00	100%	Non-statutory
Friday-Sunday (500 capacity) Not for Profit	Per Day / Night	Taxable		\$1,625.00	\$1,625.00	100%	Non-statutory
Friday-Sunday (500 capacity) Overtime rate	Per Hour	Taxable		\$250.00	\$250.00	100%	Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Monday-Thursday (800 Capacity)	Per Day / Night	Taxable	\$2,957.00	\$2,957.00	-	-	Non-statutory
Monday-Thursday (800 capacity) School	Per Day / Night	Taxable	\$1,626.00	\$1,626.00	-	-	Non-statutory
Monday-Thursday (800 capacity) Kingston Not for Profit	Per Day / Night	Taxable		\$592.00	\$592.00	100%	Non-statutory
Monday-Thursday (800 capacity) Not for Profit	Per Day / Night	Taxable		\$1,478.00	\$1478.00	100%	Non-statutory
Monday-Thursday (800-1000 capacity) Overtime rate	Per Hour	Taxable		\$228.00	\$228.00	100%	Non-statutory
Friday-Sunday (800 capacity)	Per Day / Night	Taxable	\$4,550.00	\$4,550.00	-	-	Non-statutory
Friday - Sunday (800 capacity) Kingston Not for Profit	Per Day / Night	Taxable		\$910.00	\$910.00	100%	Non-statutory
Friday - Sunday (800 capacity) Not for Profit	Per Day / Night	Taxable		\$2,275.00	\$2275.00	100%	Non-statutory
Friday - Sunday (800-1000 capacity) Overtime rate	Per Hour	Taxable		\$350.00	\$350.00	100%	Non-statutory
Monday-Thursday (1000 capacity)	Per Day / Night	Taxable	\$3,380.00	\$3,380.00	-	-	Non-statutory
Monday-Thursday (1000 capacity) School	Per Day / Night	Taxable	\$2,145.00	\$2,145.00	-	-	Non-statutory
Monday-Thursday (1000 capacity) Kingston Not for Profit	Per Day / Night	Taxable		\$676.00	\$676.00	100%	Non-statutory
Monday-Thursday (1000 capacity) Not for Profit	Per Day / Night	Taxable		\$1,690.00	\$1690.00	100%	Non-statutory
Friday-Sunday (1000 capacity)	Per Day / Night	Taxable	\$5,200.00	\$5,200.00	-	-	Non-statutory
Friday-Sunday (1000 capacity) Kingston Not for Profit	Per Day / Night	Taxable		\$1,040.00	\$1040.00	100%	Non-statutory
Friday-Sunday (1000 capacity) Not for Profit	Per Day / Night	Taxable		\$2,600.00	\$2600.00	100%	Non-statutory
Kingston City Hall with Banquet Room surcharge	Per Day / Night	Taxable		\$200.00	\$200.00	100%	Non-statutory
Kingston City Hall Kitchen with Grand Hall	Per Day / Night	Taxable		\$750.00	\$750.00	100%	Non-statutory
KINGSTON CITY HALL BANQUET ROOM							
Monday-Thursday	Per Day / Night	Taxable	\$884.00	\$884.00	-	-	Non-statutory
Monday-Thursday School	Per Day / Night	Taxable	\$486.00	\$486.00	-	-	Non-statutory
Monday-Thursday Kingston Not for Profit	Per Day / Night	Taxable		\$177.00	\$177.00	100%	Non-statutory
Monday-Thursday Not for Profit	Per Day / Night	Taxable		\$442.00	\$442.00	100%	Non-statutory
Friday-Sunday	Per Day / Night	Taxable	\$1,360.00	\$1,360.00	-	-	Non-statutory
Friday-Sunday Kingston Not for Profit	Per Day / Night	Taxable		\$272.00	\$272.00	100%	Non-statutory
Friday-Sunday Not for Profit	Per Day / Night	Taxable		\$680.00	\$680.00	100%	Non-statutory
Monday - Thursday Overtime rate	Per Hour	Taxable		\$110.00	\$110.00	100%	Non-statutory
Friday - Sunday Overtime rate	Per Hour	Taxable		\$170.00	\$170.00	100%	Non-statutory
Kingston City Hall Kitchen with Banquet Room	Per Day / Night	Taxable	\$750.00	\$250.00	-\$500.00	-67%	Non-statutory
KINGSTON CITY HALL FUNCTION ROOM							
Function Room A or B - Monday-Friday (min 3 hours)	Per Hour	Taxable	\$80.00	\$80.00	-	-	Non-statutory
Function Room A & B - Monday-Friday (min 3 hours)	Per Hour	Taxable	\$97.50	\$97.50	-	-	Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Function Room A or B - Saturday-Sunday (min 3 hours)	Per Hour	Taxable	\$120.00	\$120.00	-	-	Non-statutory
Function Room A & B - Saturday-Sunday (min 3 hours)	Per Hour	Taxable	\$150.00	\$150.00	-	-	Non-statutory
KINGSTON CITY HALL LOUNGE							
Monday-Thursday (min 3 hours)	Per Hour	Taxable		\$98.00	\$98.00	100%	Non-statutory
Friday-Sunday (min 3 hours)	Per Hour	Taxable		\$150.00	\$150.00	100%	Non-statutory
Monday Thursday Overtime rate	Per Hour	Taxable		\$98.00	\$98.00	100%	Non-statutory
Friday-Sunday Overtime rate	Per Hour	Taxable		\$150.00	\$150.00	100%	Non-statutory
KINGSTON ARTS VENUES - OTHER CHARGES							
Technicians/Front of House/Box Office/Cleaners Staff Monday-Saturday 9pm	Per Hour	Taxable	\$55.00	\$56.50	\$1.50	3%	Non-statutory
Technicians/Front of House/Box Office/Cleaners Staff Saturday 9pm - Sunday	Per Hour	Taxable	\$72.50	\$75.00	\$2.50	3%	Non-statutory
Technicians/Front of House/Box Office/Cleaners Staff Public Holidays	Per Hour	Taxable	\$120.00	\$123.50	\$3.50	3%	Non-statutory
Security - weekday 6am - 6pm (min 4 hours)	Per Hour	Taxable		\$58.00	\$58.00	100%	Non-statutory
Security - weekday 6pm - 6am (min 4 hours)	Per Hour	Taxable		\$67.00	\$67.00	100%	Non-statutory
Security - Saturdays (min 4 hours)	Per Hour	Taxable		\$79.00	\$79.00	100%	Non-statutory
Security - Sundays (min 4 hours)	Per Hour	Taxable		\$101.00	\$101.00	100%	Non-statutory
Security - Public Holiday (min 4 hours)	Per Hour	Taxable		\$122.00	\$122.00	100%	Non-statutory
Hire Bond	Per Hour	Taxable	On Application	On Application	-	-	Non-statutory
Public Liability Insurance - part A - per hire for 1 to 700 hires declared			\$12.65	\$12.65	-	-	Non-statutory
Public Liability Insurance - part A - per hire for 701 and greater hires declared			\$8.80	\$8.80	-	-	Non-statutory
Public Liability Insurance - part B - stallholders, one off festivals, programs or events, performers, presenters, buskers, street stallholders and artist (one off commissions)			\$29.25	\$29.25	-	-	Non-statutory
Public Liability Insurance - part B - stallholders (regular markets - 3 or more per annum)			\$15.30	\$15.30	-	-	Non-statutory
Public Liability Insurance - part B - tutors, instructors and artists leasing/ occupying artist studios			\$110.00	\$110.00	-	-	Non-statutory
Public Liability Insurance - part C - permit holders (local traders/ community gardens)			\$15.30	\$15.30	-	-	Non-statutory
Audio/Lighting/Production equipment and services	Per hire / Per item	Taxable		On Application	-	100%	Non-statutory
Front of House equipment and services	Per hire / Per item	Taxable		On Application	-	100%	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Food and beverage charges	Per person / Per item	Taxable		On Application	-	100%	Non-statutory
Commission on hirer merchandise sales	Total sales	Taxable		10%	\$0.10	100%	Non-statutory
Damage or loss - venue equipment	Per item	Taxable		Cost recovery	-	100%	Non-statutory
Damage to venue	Per booking	Taxable		Cost recovery	-	100%	Non-statutory
Additional cleaning of venues	Per booking	Taxable		Cost recovery	-	100%	Non-statutory
Administration fee - Equipment hire - Standard	Per invoice	Taxable		20% of invoice	-	100%	Non-statutory
Administration fee - Equipment hire - Schools	Per invoice	Taxable		10% of invoice	-	100%	Non-statutory
Administration fee - Equipment hire - Not for Profit	Per invoice	Taxable		No charge	-	100%	Non-statutory
Lost security pass	Per card	Taxable		\$55.00	\$55.00	100%	Non-statutory
KINGSTON ARTS VENUES - BOX OFFICE CHARGES		Taxable					
Ticketing fees (charged to purchaser, inside charge)	Per ticket	Taxable		\$2.75	\$2.75	100%	Non-statutory
Ticketing fees Not for Profit (charged to purchaser, inside charge)	Per ticket	Taxable		\$1.50	\$1.50	100%	Non-statutory
Ticketing fees - Complimentary tickets (charged to hirer)	Per ticket	Taxable		\$2.75	\$2.75	100%	Non-statutory
Ticketing fees - Complimentary tickets Not for Profit hire (charged to hirer)	Per ticket	Taxable		\$1.50	\$1.50	100%	Non-statutory
Ticketing booking fee (charged to purchaser)	Per transaction	Taxable		\$3.00	\$3.00	100%	Non-statutory
Merchant fee (charged to hirer)	Per EFT transaction	Taxable		3%	\$0.03	100%	Non-statutory
Ticketing event build - Standard	Per build	Taxable		\$50.00	\$50.00	100%	Non-statutory
Ticketing event build - Non Standard	Per build	Taxable		\$75.00	\$75.00	100%	Non-statutory
Ticketing event build - Not for Profit Standard	Per build	Taxable		No Charge	-	100%	Non-statutory
Ticketing event build - Not for Profit Non Standard	Per build	Taxable		\$50.00	\$50.00	100%	Non-statutory
Ticketing event build - Internal	Per build	Taxable		\$100.00	\$100.00	100%	Non-statutory
Express ticketing event build (5 days or less before event) - Standard	Per build	Taxable		\$100.00	\$100.00	100%	Non-statutory
Express ticketing event build (5 days or less before event) - Non Standard	Per build	Taxable		\$125.00	\$125.00	100%	Non-statutory
Express ticketing event build (5 days or less before event) - Not for profit Standard	Per build	Taxable		\$50.00	\$50.00	100%	Non-statutory
Express ticketing event build (5 days or less before event) - Not for profit Non Standard	Per build	Taxable		\$100.00	\$100.00	100%	Non-statutory
Performance Alteration/Late Changes Fee	Per instance	Taxable		\$50.00	\$50.00	100%	Non-statutory
Performance Alteration/Late Changes Fee - Not for Profit	Per instance	Taxable		\$25.00	\$25.00	100%	Non-statutory
Ticketing Cancellation Fee (7 Days or Less)	Per ticket	Taxable		\$2.75	\$2.75	100%	Non-statutory
Ticketing Cancellation Fee (8-29 Days)	Per ticket	Taxable		\$1.00	\$1.00	100%	Non-statutory
Ticketing Cancellation Fee (30+ Days)	Per ticket	Taxable		\$0.50	\$0.50	100%	Non-statutory
KINGSTON ARTS VENUES - TICKETING		Taxable					Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Council curated event or program ticket - full / one price	Per ticket	Taxable		Up to a maximum of \$150			Non-statutory
Council curated event or program ticket - concession / under 18	Per ticket	Taxable		Up to a maximum of \$150			Non-statutory
Council curated event or program ticket - groups	Per ticket	Taxable		Up to a maximum of \$800			Non-statutory
SHIRLEY BURKE THEATRE		Taxable					
Monday-Sunday (min 5 hours)	Per Hour	Taxable	\$200.00	\$200.00	-	-	Non-statutory
Monday-Sunday (daily maximum)	Per Day / Night	Taxable		\$2,600.00	\$2600.00	100%	Non-statutory
Monday-Sunday (min 5 hours) School	Per hour	Taxable		\$160.00	\$160.00	100%	Non-statutory
Monday-Sunday (daily maximum) School	Per Day / Night	Taxable		\$2,080.00	\$2080.00	100%	Non-statutory
Monday-Sunday (min 5 hours) Not for profit	Per Hour	Taxable	\$160.00	\$160.00	-	-	Non-statutory
Monday-Sunday (daily maximum) Not for profit	Per Day / Night	Taxable		\$2,080.00	\$2080.00	100%	Non-statutory
Monday-Sunday (min 5 hours) Kingston Not for profit	Per Hour	Taxable		\$140.00	\$140.00	100%	Non-statutory
Monday-Sunday (daily maximum) Kingston Not for profit	Per Day / Night	Taxable		\$1,820.00	\$1820.00	100%	Non-statutory
Weekly rate (38 hours)	Per Week	Taxable	\$4,940.00	\$4,940.00	-	-	Non-statutory
Weekly rate (38 hours) School	Per Week	Taxable	\$3,952.00	\$3,952.00	-	-	Non-statutory
Weekly rate (38 hours) Not for profit	Per Week	Taxable	\$3,458.00	\$3,952.00	\$494.00	14%	Non-statutory
Weekly rate (38 hours) Kingston Not for profit	Per Week	Taxable		\$3,458.00	\$3458.00	100%	Non-statutory
Foyer and Bar (min 3 hours)	Per Hour	Taxable	\$130.00	\$130.00	-	-	Non-statutory
Foyer and Bar (min 3 hours) School	Per Hour	Taxable		\$104.00	\$104.00	100%	Non-statutory
Foyer and Bar (min 3 hours) Not for profit	Per Hour	Taxable	\$91.00	\$104.00	\$13.00	14%	Non-statutory
Foyer and Bar (min 3 hours) Kingston Not for profit	Per Hour	Taxable		\$91.00	\$91.00	100%	Non-statutory
Studio (min 3 hours)	Per Hour	Taxable	\$45.00	\$45.00	-	-	Non-statutory
Studio (min 3 hours) School	Per Hour	Taxable		\$36.00	\$36.00	100%	Non-statutory
Studio (min 3 hours) Not for profit	Per Hour	Taxable	\$29.00	\$36.00	\$7.00	24%	Non-statutory
Studio (min 3 hours) Kingston Not for profit	Per Hour	Taxable		\$32.00	\$32.00	100%	Non-statutory
LICENCE FEES FOR LANEWAYS							
Minimum Annual Fee	Per Year	Taxable	\$310.00	\$320.00	\$10.00	3%	Non-statutory
FILMING PERMIT FEES							
Television Productions - First Full Day	Per Day	GST Free	\$640.00	\$660.00	\$20.00	3%	Non-statutory
Television Productions - Each Additional Day	Per Day	GST Free	\$135.00	\$140.00	\$5.00	4%	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Television Productions - Half Day	Per Half Day	GST Free	\$355.00	\$365.00	\$10.00	3%	Non-statutory
Still Photography - First Full Day	Per Day	GST Free	\$230.00	\$235.00	\$5.00	2%	Non-statutory
Still Photography - Each Additional Day	Per Day	GST Free	\$125.00	\$130.00	\$5.00	4%	Non-statutory
Still Photography - Half Day	Per Half Day	GST Free	\$175.00	\$180.00	\$5.00	3%	Non-statutory
Charge per Oversized Vehicle Parking	Per Vehicle	GST Free	\$41.00	\$42.00	\$1.00	2%	Non-statutory
Student Productions	Per Production	GST Free	No Charge	No Charge	-	-	Non-statutory
LIBRARY FEES , AUDIO/VISUAL, INTERNET							
Interlibrary loans	Per Item	Taxable	\$5.10	\$5.10	-	-	Non-statutory
University and Interstate Interlibrary loans	Per Item	Taxable	\$29.00	\$32.40	\$3.60	12%	Non-statutory
Lost and damaged books	Per Item	Taxable	Replacement Cost	Replacement Cost	-	-	Non-statutory
Printing	Per A4 Page	GST Free	\$0.20	\$0.20	-	-	Non-statutory
3D printing	Per Print	Taxable	\$5.10	\$5.10	-	-	Non-statutory
COMMUNITY ORGANISATION PHOTOCOPYING (LIBRARY)							
A4 - (black & white)	Per Page	GST Free	\$0.20	\$0.20	-	-	Non-statutory
A4 - (colour)	Per Page	GST Free	\$0.20	\$0.20	-	-	Non-statutory
A3 - (black & white)	Per Page	GST Free	\$0.20	\$0.20	-	-	Non-statutory
A3 - (colour)	Per Page	GST Free	\$0.20	\$0.20	-	-	Non-statutory
KINGSTON HERITAGE CENTRE							
Not for Profit- All Hours	Per Hour	Taxable	\$5.00	\$5.00	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$10.00	\$10.00	-	-	Non-statutory
CLARINDA HALL HIRE HALL 1							
Not for Profit- All Hours	Per Hour	Taxable	\$38.50	\$38.50	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$49.50	\$49.50	-	-	Non-statutory
CLARINDA HALL HIRE HALL 2							
Not for Profit- All Hours	Per Hour	Taxable	\$20.00	\$22.00	\$2.00	10%	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$33.00	\$33.00	-	-	Non-statutory
CLARINDA HALL HIRE HALL 1 & 2 COMBINED							

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Not for Profit- All Hours	Per Hour	Taxable	\$44.00	\$44.00	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$55.00	\$55.00	-	-	Non-statutory
CLARINDA MULTIPURPOSE ROOM							
Not for Profit- All Hours	Per Hour	Taxable	\$27.50	\$27.50	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$38.50	\$38.50	-	-	Non-statutory
All Hub Commercial Kitchens							
Not for Profit- All Hours	Per Hour	Taxable	\$15.00	\$15.00	-	-	Non-statutory
Standard - All Hours (Kitchen use only) - per hour	Per Hour	Taxable	\$50.00	\$50.00	-	-	Non-statutory
Standard- Daily Rate (8 hour booking)	For 8 hour booking	Taxable	\$275.00	\$275.00	-	-	Non-statutory
Standard in combination with hall booking - per hour			\$25.00	\$25.00	-	-	Non-statutory
CLARINDA TRAINING ROOM							
Not for Profit- All Hours	Per Hour	Taxable	\$16.50	\$16.50	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$27.50	\$27.50	-	-	Non-statutory
CARRUM ACTIVITY HUB - HALL							
Not for Profit- All Hours	Per Hour	Taxable	\$20.00	\$30.00	\$10.00	50%	Non-statutory
Standard	Per Hour	Taxable	\$40.00	\$40.00	-	-	Non-statutory
CHELSEA ACTIVITY HUB HALL							
Not for Profit- All Hours	Per Hour	Taxable	\$38.50	\$33.00	-\$5.50	-14%	Non-statutory
Standard- All Hour	Per Hour	Taxable	\$49.50	\$44.00	-\$5.50	-11%	Non-statutory
CHELSEA ACTIVITY HUB PARK MEETING ROOM							
Not for Profit- All Hours	Per Hour	Taxable	\$10.00	\$16.50	\$6.50	65%	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$27.50	\$27.50	-	-	Non-statutory
CHELSEA ACTIVITY HUB NEPEAN MEETING ROOM							
Not for Profit- All Hours	Per Hour	Taxable	\$10.00	\$16.50	\$6.50	65%	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$27.50	\$27.50	-	-	Non-statutory
DUTY OFFICER FEE							
Not for Profit- Weekdays	Per Hour	Taxable	\$44.00	\$45.50	\$1.50	3%	Non-statutory
Standard- Weekdays	Per Hour	Taxable	\$44.00	\$45.50	\$1.50	3%	Non-statutory
Not for Profit- Weekends	Per Hour	Taxable	\$67.00	\$69.00	\$2.00	3%	Non-statutory
Standard- Weekends	Per Hour	Taxable	\$67.00	\$69.00	\$2.00	3%	Non-statutory
Not for Profit- Public Holidays	Per Hour	Taxable	\$87.00	\$90.00	\$3.00	3%	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Standard- Public Holiday	Per Hour	Taxable	\$87.00	\$90.00	\$3.00	3%	Non-statutory
HIRE BOND - All Hub Buildings							
Not for Profit- All Hours	Per Hire	Taxable	\$500.00	\$500.00	-	-	Non-statutory
Standard- All Hour	Per Hire	Taxable	\$500.00	\$500.00	-	-	Non-statutory
Cleaning charges from Bond	Per Hour	Taxable	\$50.00	\$50.00			Non-statutory
MELALEUCA ACTIVITY HUB - HALL							
Not for Profit- All Hours	Per Hour	Taxable	\$20.00	\$30.00	\$10.00	50%	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$40.00	\$40.00	-	-	Non-statutory
MENTONE ACTIVITY HUB - HALL							
Not for Profit- All Hours	Per Hour	Taxable	\$33.00	\$33.00	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$44.00	\$44.00	-	-	Non-statutory
MOORABBIN ACTIVITY HUB							
Not for Profit- All Hours	Per Hour	Taxable	\$20.00	\$35.00	\$15.00	75%	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$45.00	\$45.00	-	-	Non-statutory
OLD CHELSEA COURT HOUSE							
Not for Profit- All Hours	Per Hour	Taxable	\$20.00	\$25.00	\$5.00	25%	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$35.00	\$35.00	-	-	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - MAIN HALL							
Not for Profit- All Hours	Per Hour	Taxable	\$44.00	\$44.00	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$55.00	\$55.00	-	-	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - SMALL HALL							
Not for Profit- All Hours	Per Hour	Taxable	\$20.00	\$27.50	\$7.50	38%	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$38.50	\$38.50	-	-	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - MULTIPURPOSE ROOM							
Not for Profit- All Hours	Per Hour	Taxable	\$27.50	\$27.50	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$38.50	\$38.50	-	-	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - MEETING ROOM (single)							
Not for Profit- All Hours	Per Hour	Taxable	\$11.00	\$11.00	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$22.00	\$22.00	-	-	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
PATTERSON LAKES COMMUNITY CENTRE - MEETING ROOM COMBINED							
Not for Profit- All Hours	Per Hour	Taxable	\$16.50	\$16.50	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$27.50	\$27.50	-	-	Non-statutory
SCOTT AVE COMMUNITY BUILDING							
Not for Profit- All Hours	Per Hour	Taxable	\$10.00	\$15.00	\$5.00	50%	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$20.00	\$25.00	\$5.00	25%	Non-statutory
SUNDOWNER COMMUNITY CENTRE							
Not for Profit- All Hours	Per Hour	Taxable	\$20.00	\$33.00	\$13.00	65%	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$44.00	\$44.00	-	-	Non-statutory
WESTALL COMMUNITY HUB - BRADY ROOM 1							
Not for Profit- All Hours	Per Hour	Taxable	\$22.00	\$22.00	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$33.00	\$33.00	-	-	Non-statutory
WESTALL COMMUNITY HUB - BRADY ROOM 2							
Not for Profit- All Hours	Per Hour	Taxable	\$16.50	\$16.50	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$27.50	\$27.50	-	-	Non-statutory
WESTALL COMMUNITY HUB - BRADY ROOMS 1&2 COMBINED							
Not for Profit- All Hours	Per Hour	Taxable	\$27.50	\$27.50	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$38.50	\$38.50	-	-	Non-statutory
WESTALL COMMUNITY HUB - FAIRBANK ROOM							
Not for Profit- All Hours	Per Hour	Taxable	\$22.00	\$22.00	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$33.00	\$33.00	-	-	Non-statutory
WESTALL COMMUNITY HUB - OFFICE SPACE							
Not for Profit- All Hours	Per Hour	Taxable	\$5.50	\$5.50	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$16.50	\$16.50	-	-	Non-statutory
WESTALL COMMUNITY HUB - ROOM 6							
Not for Profit- All Hours	Per Hour	Taxable	\$11.00	\$11.00	-	-	Non-statutory
Standard - All Hours	Per Hour	Taxable	\$22.00	\$22.00	-	-	Non-statutory
ALL HUBS AND SITES							
Council facilitated classes	Per class per person	Taxable	\$5.00	\$5.00	-	-	Non-statutory
Council volunteer supported classes	Per class per person	Taxable	\$2.00	\$2.00	-	-	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Council facilitated classes with weekly costs to run the program	Per class per person	Taxable	\$10.00	\$10.00	-	-	Non-statutory
Extra cleaning charges	Per Hour	Taxable	\$50.00	\$50.00	-	-	Non-statutory
Additional swipe cards	Per Swipe	Taxable	\$15.00	\$15.00	-	-	Non-statutory
Cupboards/ Drawer storage for groups on licence	Per Licence	Taxable	\$16.50	\$16.50	-	-	Non-statutory
Storage room/ sheds for groups on licence	Per Licence	Taxable	\$55.00	\$55.00	-	-	Non-statutory
Non-emergency call outs	Per Call Out	Taxable	\$50.00	\$50.00	-	-	Non-statutory
Occupancy Fee community groups- per block of time	Per block of time	Taxable	\$114.40	\$114.40			Non-statutory
Licence Fee for eligible service providers – per office space	Per office space	Taxable	\$114.40	\$114.40			Non-statutory
ROAD OPENING CHARGES							
Road Opening Permit	Per Application	Taxable	\$250.00	\$257.50	\$7.50	3%	Non-statutory
Drainage Connection Permit	Per Application	Taxable	\$250.00	\$257.50	\$7.50	3%	Non-statutory
VEHICLE CROSSINGS							
Vehicle Crossing Permits	Per Application	Taxable	\$250.00	\$257.50	\$7.50	3%	Non-statutory
ASSET PROTECTION							
Asset Protection Permit	Per Permit	Taxable	\$314.00	\$323.50	\$9.50	3%	Non-statutory
Asset Protection Permit Extension	Per Permit	Taxable	\$158.00	\$163.00	\$5.00	3%	Non-statutory
Asset Protection/Vehicle Crossing/Road Opening - additional inspection	Per Permit	Taxable	\$158.00	\$163.00	\$5.00	3%	Non-statutory
Asset Protection Compliance	Per Permit	Taxable	\$181.00	\$186.50	\$5.50	3%	Non-statutory
Building site make safe - Call out fee	Per Call Out	Taxable	\$267.00	\$275.00	\$8.00	3%	Non-statutory
SUPERVISION OF NATURE STRIP OPENINGS							
Supervision of nature strip	Per Opening	Taxable	\$90.00	\$93.00	\$3.00	3%	Non-statutory
Grass covered nature strip	Per Opening	Taxable	\$101.00	\$104.00	\$3.00	3%	Non-statutory
PROJECT MANAGEMENT SERVICES							
Hourly Fee	Per Hour	Taxable	\$169.00	\$174.00	\$5.00	3%	Non-statutory
PLAN CHECKING OF LAND SUBDIVISIONS							
Where certain works will become the responsibility of Council	Per Sub Division	Taxable	0.75% / construction cost	0.75% / construction cost	-	-	Non-statutory
SUPERVISION OF LAND SUBDIVISIONS							
Where Certain Works will become responsibility of Council	Per Sub Division	Taxable	2.50% / construction cost	2.50% / construction cost	-	-	Non-statutory

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CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
DEVELOPMENT PLAN CHECKING							
2 Lot development with common property	Per Development	Taxable	\$169.00	\$174.00	\$5.00	3%	Non-statutory
3-4 Lot development with common property	Per Development	Taxable	\$279.00	\$287.00	\$8.00	3%	Non-statutory
5-8 Lot development with common property	Per Development	Taxable	\$450.00	\$463.00	\$13.00	3%	Non-statutory
9-12 Lot development with common property	Per Development	Taxable	\$675.00	\$695.00	\$20.00	3%	Non-statutory
13-19 Lot development with common property	Per Development	Taxable	\$843.00	\$868.00	\$25.00	3%	Non-statutory
20+ Lot development with common property	Per Development	Taxable	\$1125.00	\$1159.00	\$34.00	3%	Non-statutory
UNIT APARTMENT DEVELOPMENT PLANS CHECKING							
Up to 20 unit apartment building	Per Development	Taxable	\$279.00	\$287.00	\$8.00	3%	Non-statutory
20-60 unit apartment building	Per Development	Taxable	\$450.00	\$463.00	\$13.00	3%	Non-statutory
60+ unit apartment building	Per Development	Taxable	\$675.00	\$695.00	\$20.00	3%	Non-statutory
COMMERCIAL DEVELOPMENT PLANS CHECKING							
Small commercial development (<500m2)	Per Development	Taxable	\$279.00	\$287.00	\$8.00	3%	Non-statutory
Medium commercial development (500-2000m2)	Per Development	Taxable	\$675.00	\$695.00	\$20.00	3%	Non-statutory
Large commercial development (2000m2+)	Per Development	Taxable	\$1125.00	\$1159.00	\$34.00	3%	Non-statutory
INDUSTRIAL/FACTORY/WAREHOUSE DEVELOPMENTS							
Single industrial/factory/warehouse development	Per Development	Taxable	\$169.00	\$174.00	\$5.00	3%	Non-statutory
2-5 industrial/factory/warehouse developments	Per Development	Taxable	\$395.00	\$407.00	\$12.00	3%	Non-statutory
6+ industrial/factory/warehouse developments	Per Development	Taxable	\$618.00	\$637.00	\$19.00	3%	Non-statutory
SUPERVISION OF WATER MAIN CONSTRUCTION							
Water main renewals	Per Renewal	Taxable	\$99.00	\$102.00	\$3.00	3%	Non-statutory
STREET TREE REPLACEMENT							
Provide a nature strip tree	Per Tree	Taxable	Fee varies on application	Fee varies on application	-	-	Non-statutory
ON CALL HARD GARBAGE COLLECTION							
On Call Hard Garbage Collection	Per Collection	Taxable	\$85.77	\$91.70	\$5.93	7%	Non-statutory
COMMERCIAL WASTE FEE							
240 Litre Bin	Per Bin	Taxable	\$695.00	\$730.00	\$35.00	5%	Non-statutory
Each additional 240 Litre Bin	Per Bin	Taxable	\$695.00	\$730.00	\$35.00	5%	Non-statutory
120 Litre Bin	Per Bin	Taxable	\$509.13	\$535.00	\$25.87	5%	Non-statutory
Bin Service Adjustment Fees	Per Bin	Taxable	Fee varies on application	Fee varies on application	-	-	Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
WORKING IN THE ROAD RESERVE - APPLICATION FOR CONSENT FEE							
Works other than minor works - on roadway, shoulder or pathway	Per Application	Taxable	\$757.00	\$780.00	\$23.00	3%	Non-statutory
Works other than minor works - not on roadway, shoulder or pathway	Per Application	Taxable	\$421.00	\$434.00	\$13.00	3%	Non-statutory
Minor works - on roadway, shoulder or pathway	Per Application	Taxable	\$194.00	\$200.00	\$6.00	3%	Non-statutory
Minor works - not on roadway, shoulder or pathway	Per Application	Taxable	\$84.00	\$86.50	\$2.50	3%	Non-statutory
Works other than minor works - on roadway, shoulder or pathway	Per Application	Taxable	\$336.00	\$346.00	\$10.00	3%	Non-statutory
Works other than minor works - not on roadway, shoulder or pathway	Per Application	Taxable	\$84.00	\$86.50	\$2.50	3%	Non-statutory
Minor works - on roadway, shoulder or pathway	Per Application	Taxable	\$194.00	\$200.00	\$6.00	3%	Non-statutory
Minor works - not on roadway, shoulder or pathway	Per Application	Taxable	\$84.00	\$86.50	\$2.50	3%	Non-statutory
BIN/SKIP PERMIT FEES							
Bin/Skip Application Fee	Per Application	Taxable	\$103.00	\$106.00	\$3.00	3%	Non-statutory
Bin/Skip One Day Permit	Per Application	Taxable	\$32.00	\$33.00	\$1.00	3%	Non-statutory
Bin/Skip Weekly Permit	Per Application	Taxable	\$133.00	\$137.00	\$4.00	3%	Non-statutory
On Road Permit	Per Application	Taxable	\$138.00	\$142.00	\$4.00	3%	Non-statutory
ANIMAL RELEASE FEES							
Cat release fees	Per Animal	Taxable	\$200.00	\$205.00	\$5.00	3%	Non-statutory
Dog release fees	Per Animal	Taxable	\$213.00	\$220.00	\$7.00	3%	Non-statutory
ANIMAL SURRENDER FEES							
ANIMAL SURRENDER FEES (dog and cat)	Per Animal	Taxable		\$80.00	\$80.00	100%	Non-statutory
DOG/CAT REGISTRATION							
Category 1 Cat	Per Animal	Taxable	\$186.00	\$189.00	\$3.00	2%	Non-statutory
Category 2 Cat	Per Animal	Taxable	\$48.00	\$49.00	\$1.00	2%	Non-statutory
Category 1 Cat - pensioner	Per Animal	Taxable	\$92.50	\$94.50	\$2.00	2%	Non-statutory
Category 2 Cat - pensioner	Per Animal	Taxable	\$23.50	\$12.00	-\$11.50	-49%	Non-statutory
Cat with temporary desexing exemption from a vet	Per Animal	Taxable		\$103.00	\$103.00	100%	Non-statutory
Foster Care Cat Registration	Per Animal	Taxable	\$4.00	\$4.00	-	-	Non-statutory
Cat disposal / euthanasia	Per Animal	Taxable	Equal to fee charged by contractor	Equal to fee charged by contractor	-	-	Non-statutory
Category 1 Dog	Per Animal	Taxable	\$195.00	\$198.00	\$3.00	2%	Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Category 2 Dog	Per Animal	Taxable	\$65.00	\$66.00	\$1.00	2%	Non-statutory
Category 1 Dog - pensioner	Per Animal	Taxable	\$96.00	\$49.50	-\$46.50	-48%	Non-statutory
Category 2 Dog - pensioner	Per Animal	Taxable	\$32.00	\$16.50	-\$15.50	-48%	Non-statutory
Dog with temporary desexing exemption from a vet	Per Animal	Taxable		\$103.00	\$103.00	100%	Non-statutory
Foster Care Dog Registration	Per Animal	Taxable	\$7.00	\$7.00	-	-	Non-statutory
Dog disposal / euthanasia	Per Animal	Taxable	Equal to fee charged by contractor	Equal to fee charged by contractor	-	-	Non-statutory
Foster Carer dog / cat (Register a person to provide foster care for a cat/dog)	Per Animal	Taxable	\$41.20	\$42.00	\$0.80	2%	Non-statutory
Permit for excess animals on property	Per Animal	Taxable	\$187.00	\$190.00	\$3.00	2%	Non-statutory
Registration of Restricted Breed / Declared Dangerous Dog, Menacing Dog	Per Animal	Taxable	\$355.00	\$365.00	\$10.00	3%	Non-statutory
Impounded Livestock	Per Animal	Taxable	Equal to fee charged by contractor	Equal to fee charged by contractor	-	-	Non-statutory
Domestic Animal Business	Per Animal	Taxable	\$300.00	\$310.00	\$10.00	3%	Non-statutory
Database search on animal history	Per Animal	Taxable	FOI Request Fee	FOI Request Fee	-	-	Non-statutory
FIRE PREVENTION WORKS - RECOVERY COSTS							
Fire Prevention Clearance non compliance	Per Permit	Taxable	Invoice Cost + 20%	Invoice Cost + 20%	-	-	Non-statutory
Fire Prevention owners request	Per Permit	Taxable	Invoice Cost + 10%	Invoice Cost + 10%	-	-	Non-statutory
Permit to Burn	Per Permit	Taxable	\$180.00	\$185.00	\$5.00	3%	Non-statutory
DERELICT & ABANDONED VEHICLES							
Reclaimed Vehicle	Per Vehicle	Taxable	\$470.00	\$485.00	\$15.00	3%	Non-statutory
Storage Fee (from date of impoundment, first 5 days free to encourage quick pick up by owner)	Per Vehicle	Taxable	\$31.00	\$32.00	\$1.00	3%	Non-statutory
VEGETATION PRE INSPECTION PERMIT							
Tree Inspection and Report on Private Property - Block < 800sqm	Per Application	Taxable	\$300.00	\$310.00	\$10.00	3%	Non-statutory
Tree Inspection and Report on Private Property - Block 801sqm - 1500sqm	Per Application	Taxable	\$500.00	\$520.00	\$15.00	3%	Non-statutory
Tree Inspection and Report on Private Property - Block 1501 - 3000 sqm	Per Application	Taxable	\$1000.00	\$1030.00	\$30.00	3%	Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Tree Inspection and Report on Private Property - Block >3001 sqm	Per Application	Taxable	\$2000.00	\$2060.00	\$60.00	3%	Non-statutory
Appeal against Refusal for Tree Removal for Local Law Application	Per Application	Taxable	\$700.00	\$725.00	\$25.00	4%	Non-statutory
Application for tree removal	Per Application	Taxable	\$116.00	\$125.00	\$9.00	8%	Non-statutory
Application for tree Pruning	Per Application	Taxable	\$116.00	\$125.00	\$9.00	8%	Non-statutory
Application for tree works within the Tree Protection Zone	Per Application	Taxable	\$116.00	\$125.00	\$9.00	8%	Non-statutory
MISCELLANEOUS BUILDING FEES	Per Application	Taxable					
ResCode 410 Siting Dispensation Report & Consent Fee	Per Application	GST Free	\$311.80	\$448.30	\$136.50	44%	Statutory
Combined Allotments 502 Report & Consent Fee	Per Application	GST Free	\$311.80	\$448.30	\$136.50	44%	Statutory
Subdivision 503 Report & Consent Fee	Per Application	GST Free	\$311.80	\$331.80	\$20.00	6%	Statutory
Street Projection 513 Report & Consent Fee	Per Application	GST Free	\$311.80	\$331.80	\$20.00	6%	Statutory
Public Area 515 Report & Consent Fee	Per Application	GST Free	\$311.80	\$331.80	\$20.00	6%	Statutory
Public Protection 604 Report & Consent Fee	Per Application	GST Free	\$311.80	\$331.80	\$20.00	6%	Statutory
Septic Tank 801 Report & Consent Fee	Per Application	GST Free	\$311.80	\$331.80	\$20.00	6%	Statutory
Flooding 802 Report & Consent Fee	Per Application	GST Free	\$311.80	\$331.80	\$20.00	6%	Statutory
Designated Land 806 Report & Consent Fee	Per Application	GST Free	\$311.80	\$331.80	\$20.00	6%	Statutory
Place Public Entertainment POPE 1101 Report & Consent Fee	Per Application	GST Free	\$1,545.00	\$1,600.00	\$55.00	4%	Non-statutory
Temporary Structures	Per Application	GST Free	\$1,030.00	\$1,100.00	\$70.00	7%	Non-statutory
Report and Consent Amended Application Fee	Per Application	GST Free	\$225.00	\$250.00	\$25.00	11%	Non-statutory
Demolition 29A Report and Consent Fee	Per Application	GST Free	\$91.40	\$91.4 - subject to State Government increase release	-	-	Statutory
Demolition 29A Report and Consent Fee - Amendments	Per Application	GST Free	\$57.00	\$60.00	\$3.00	5%	Non-statutory
Stormwater LPD 610 Report & Consent Fee	Per Application	GST Free	\$155.30	\$155.3 - subject to State Government increase release	-	-	Statutory

2025/26 Budget

CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Building Permit/Hazard Information Reg 51(1) & 51 (2), (3)	Per Application	GST Free	\$50.70	\$50.7 - subject to State Government increase release	-	-	Statutory
Council Building Swimming Pool & Spa Safety Audits per Hour	Per Application	GST Free	\$842.55	\$990.00	\$147.45	18%	Non-statutory
Swimming Pool / Spa Barrier Registration	Per Application	GST Free	\$34.20	\$84.90	\$50.70	148%	Statutory
Swimming Pool Certificate Lodgement	Per Application	GST Free	\$21.90	\$21.10	-\$0.80	-4%	Statutory
Swimming Pool Non Compliance Fee	Per Application	GST Free	\$413.40	\$411.50	-\$1.90	-0%	Statutory
Building Permit Information Reg 51(1) & 51 (2), (3) (48 Hour Turn around)	Per Application	GST Free	\$101.40	\$101.4 - subject to State Government increase release	-	-	Statutory
Copies of Building Plans and Documents - Residential	Per Application	Taxable	\$250.00	\$250.00	-	-	Non-statutory
Copies of Building Plans and Documents - Commercial	Per Application	Taxable	\$350.00	\$350.00	-	-	Non-statutory
Copies of Building Documents only - Residential	Per Application	Taxable	\$125.00	\$150.00	\$25.00	20%	Non-statutory
Copies of Building Documents only - Commercial	Per Application	Taxable	\$175.00	\$200.00	\$25.00	14%	Non-statutory
Report and Consent Advertising	Per Application	Taxable	\$200.00	\$200.00	-	-	Non-statutory
MELALEUCA ACTIVITY HUB - GARDEN ROOM			-	-	-	-	Non-statutory
Not for Profit- All Hours	Per Hour	Taxable	-	\$15.00	\$15.00	100%	Non-statutory
Standard - All Hours	Per Hour	Taxable	-	\$25.00	\$25.00	100%	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - LARGE HALL PARTIONED - SMALLER AREA							
Not for Profit- All Hours	Per Hour	Taxable	-	\$22.00	\$22.00	100%	Non-statutory
Standard - All Hours	Per Hour	Taxable	-	\$33.00	\$33.00	100%	Non-statutory
PATTERSON LAKES COMMUNITY CENTRE - LARGE HALL PARTIONED - WITH STAGE			-		-	-	Non-statutory
Not for Profit- All Hours	Per Hour	Taxable	-	\$27.50	\$27.50	100%	Non-statutory
Standard - All Hours	Per Hour	Taxable	-	\$38.50	\$38.50	100%	Non-statutory
ALL HUBS AND SITES							
Replacement keys	Per Key	Taxable	-	\$25.00	\$25.00	100%	Non-statutory
HALL HIRE - Cheltenham Hall	Per Hour	Taxable	-		-	-	
Cheltenham Hall Complex - Not for Profit-All Hours	Per Hour	Taxable	-	\$25.00	\$25.00	100%	Non-statutory
Cheltenham Hall Complex - Standard- All Hours	Per Hour	Taxable	-	\$35.00	\$35.00	100%	Non-statutory

2025/26 Budget

CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
HALL HIRE - Allan McLean Hall	Per Hour	Taxable	-		-	-	
Not for Profit- All Hours	Per Hour	Taxable	-	\$40.00	\$40.00	100%	Non-statutory
Standard - All Hours	Per Hour	Taxable		\$50.00	\$50.00	100%	Non-statutory
HALL HIRE - A.T. Niemann Community Centre	Per Hour	Taxable					
Not for Profit- All Hours	Per Hour	Taxable	-	\$25.00	\$25.00	100%	Non-statutory
Standard - All Hours	Per Hour	Taxable	-	\$35.00	\$35.00	100%	Non-statutory
HALL HIRE - Carrum Community Hall	Per Hour	Taxable					
Not for Profit- All Hours	Per Hour	Taxable	-	\$25.00	\$25.00	100%	Non-statutory
Standard - All Hours	Per Hour	Taxable	-	\$35.00	\$35.00	100%	Non-statutory
HALL HIRE - Cheltenham Hall							
Cheltenham Hall Complex - Day	Per Day	Taxable	\$18.50	-	-\$18.50	-100%	Non-statutory
Cheltenham Hall Complex - Evening	Per Evening	Taxable	\$35.00	-	-\$35.00	-100%	Non-statutory
Cheltenham Hall Complex - Weekend	Per Weekend	Taxable	\$99.00	-	-\$99.00	-100%	Non-statutory
Cheltenham Hall Main Hall - Day	Per Day	Taxable	\$18.50	-	-\$18.50	-100%	Non-statutory
Cheltenham Hall Main Hall - Evening	Per Evening	Taxable	\$24.00	-	-\$24.00	-100%	Non-statutory
Cheltenham Hall Main Hall - Weekend	Per Weekend	Taxable	\$67.00	-	-\$67.00	-100%	Non-statutory
Cheltenham Hall Supper Room - Day	Per Day	Taxable	\$11.50	-	-\$11.50	-100%	Non-statutory
Cheltenham Hall Supper Room - Evening	Per Evening	Taxable	\$18.50	-	-\$18.50	-100%	Non-statutory
Cheltenham Hall Supper Room - Weekend	Per Weekend	Taxable	\$40.00	-	-\$40.00	-100%	Non-statutory
HALL HIRE - Allan McLean Hall							
Allan McLean Hall Complex - Day	Per Day	Taxable	\$47.00	-	-\$47.00	-100%	Non-statutory
Allan McLean Hall Complex - Evening	Per Evening	Taxable	\$103.00	-	-\$103.00	-100%	Non-statutory
Allan McLean Hall Complex - Weekend	Per Weekend	Taxable	\$143.00	-	-\$143.00	-100%	Non-statutory

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Allan McLean Hall Main Hall - Day	Per Day	Taxable	\$35.00	-	-\$35.00	-100%	Non-statutory
Allan McLean Hall Main Hall - Evening	Per Evening	Taxable	\$56.00	-	-\$56.00	-100%	Non-statutory
Allan McLean Hall Main Hall - Weekend	Per Weekend	Taxable	\$104.00	-	-\$104.00	-100%	Non-statutory
Allan McLean Hall Supper Room - Day	Per Day	Taxable	\$29.00	-	-\$29.00	-100%	Non-statutory
Allan McLean Hall Supper Room - Evening	Per Evening	Taxable	\$49.00	-	-\$49.00	-100%	Non-statutory
Allan McLean Hall Supper Room - Weekend	Per Weekend	Taxable	\$49.00	-	-\$49.00	-100%	Non-statutory
HALL HIRE - A.T. Niemann Community Centre							
A.T. Niemann Community Centre Main Hall - Day	Per Day	Taxable	\$35.00	-	-\$35.00	-100%	Non-statutory
A.T. Niemann Community Centre Main Hall - Evening	Per Evening	Taxable	\$42.00	-	-\$42.00	-100%	Non-statutory
A.T. Niemann Community Centre Main Hall - Weekend	Per Weekend	Taxable	\$49.00	-	-\$49.00	-100%	Non-statutory
HALL HIRE - Carrum Community Centre							
Carrum Community Centre Main Hall - Day	Per Day	Taxable	\$35.00	-	-\$35.00	-100%	Non-statutory
Carrum Community Centre Main Hall - Evening	Per Evening	Taxable	\$42.00	-	-\$42.00	-100%	Non-statutory
Carrum Community Centre Main Hall - Weekend	Per Weekend	Taxable	\$49.00	-	-\$49.00	-100%	Non-statutory
Mordialloc Court House Hire							
Complex - Day	Per Day	Taxable	\$35.00	-	-\$35.00	-100%	Non-statutory
Main Hall - Day	Per Day	Taxable	\$24.00	-	-\$24.00	-100%	Non-statutory
Supper Room - Day	Per Day	Taxable	\$19.50	-	-\$19.50	-100%	Non-statutory
Audio/Lighting Charge on application		Per Hour	On Application	On Application			
Wurlitzer Organ & Piano	Per Day	Taxable	\$71.00	-	-\$71.00	-100%	Non-statutory
Wurlitzer Organ & Piano	Per Hour	Taxable	\$30.00	-	-\$30.00	-100%	Non-statutory
Baby Grand Piano	Per Day	Taxable	\$100.00	-	-\$100.00	-100%	Non-statutory
Public Liability Insurance - part A - per hire for 1 to 700 hires declared			\$12.65	-	-\$12.65	-100%	Non-statutory

2025/26 Budget
CITY OF KINGSTON

Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/ Decrease \$	Fee Increase/ Decrease %	Basis of Fee
Public Liability Insurance - part A - per hire for 701 and greater hires declared			\$8.80	-	-\$8.80	-100%	Non-statutory
Public Liability Insurance - part B - stallholders, one off festivals, programs or events, performers, presenters, buskers, street stallholders and artist (one off commissions)			\$29.25	-	-\$29.25	-100%	Non-statutory
Public Liability Insurance - part B - stallholders (regular markets - 3 or more per annum)			\$15.30	-	-\$15.30	-100%	Non-statutory
Public Liability Insurance - part B - tutors, instructors and artists leasing/ occupying artist studios			\$110.00	-	-\$110.00	-100%	Non-statutory
Public Liability Insurance - part C - permit holders (local traders/ community gardens)			\$15.30	-	-\$15.30	-100%	Non-statutory
Public Liability Insurance (one-off events)	Per Event	Taxable	-	-	-	-	Non-statutory
Monday-Thursday (min 8 hours)		Per Hour	\$304.00	-	-\$304.00	-100%	Non-statutory
Friday-Sunday (min 8 hours)		Per Hour	\$381.50	-	-\$381.50	-100%	Non-statutory

Appendix A: Budget Processes

This section lists the processes to be undertaken in order to adopt the Budget in accordance with the *Local Government Act 2020* (the Act) and Local Government (Planning and Reporting) Regulations 2020 (the Regulations).

Under the Act, Council is required to prepare and adopt an annual budget for each financial year. The budget is required to include certain information about the rates and charges that Council intends to levy as well as a range of other information required by the Regulations which support the Act.

The 2025/26 Budget is for the year 1 July 2025 to 30 June 2026. The Budget includes financial statements being a budgeted Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and Statement of Capital Works. These statements have been prepared for the year ended 30 June 2026 in accordance with the Act and the Regulations and are consistent with the annual financial statements which are prepared in accordance with Australian Accounting Standards. The budget also includes information about the rates and charges to be levied, the capital works program to be undertaken, the human resources required, and other financial information Council requires in order making an informed decision about the adoption of the budget.

In advance of preparing the budget, officers firstly review and update Council's long-term financial projections, which includes consideration of Council's Community Panel recommendations. The preparation of the budget, within this broader context, begins with Officers preparing Departmental Business Plans identifying the operating and capital components of the annual budget between December and February. A consolidated budget is then prepared and various iterations are considered by Council at informal briefings during March and April, informed by Community feedback. A 'proposed' budget is then prepared in accordance with the Acts and submitted to Council for approval 'in principle' for consultation with the community.

The final step is for Council to adopt the budget after receiving and considering any comments from interested parties. The budget is required to be adopted by 30 June and a copy submitted to the Minister within 28 days of adoption. The key dates for the budget process are summarised as follows:

Budget Process	Timing
Officers complete Department Business Plans	Jan - February 2025
Councillor Strategic workshops on the Council Plan & Budget	February 2025
Officers update Council's Long Term Financial Plan	Dec 2024 - March 2025
Community feedback sought – through Talking Kingston	Ongoing
Officers prepare detailed Operating & Capital Budgets	February 2025
Council Meeting to adopt Budget, LTFP, and Revenue & Rating Plan in principle	March 2025
Public exhibition and online information session	March - April 2025
Council Meeting to adopt Budget, LTFP and Revenue & Rating Plan	May 2025
Copy of Budget, LTFP and Revenue & Rating Plan to the Minister	July 2025

Appendix B: Departmental Activities and Resources 2025/26

This section sets out the activities and associated resource requirements for each department.

The column headed 'Net' represents the amount of contribution to the overall cost of delivering this program from rate revenue. Amounts shown as '()' indicate programs where the amount of revenue achieved from sources other than rates is more than the amount of expenditure, except for the Central department which includes rates and charges as revenue.

CUSTOMER EXPERIENCE AND CORPORATE SUPPORT

Advocacy, Engagement & Communications

The Advocacy, Engagement & Communications department provides organisational support for branding & design services, corporate websites, social media, media management, communications campaigns and provides strategic advocacy to support the Mayor and councillors, driven by communications strategies and community engagement.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Advocacy, Communications & Engagement	-	2,956	694	3,650
Full Time Equivalent (FTE):	21.6			

Customer Experience & Corporate Performance

The Customer Experience & Corporate Performance department oversees initiatives that work to ensure our services are effective, efficient and empathetic towards customer needs.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Customer Experience and Corporate Performance	2	3,230	328	3,556
Full Time Equivalent (FTE):	29.7			

Governance, Risk & Integrity

The Governance department supports Council and Councillors in their roles, ensuring effective decision-making and implementation and promotes organisational accountability, integrity, and transparency.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Governance	202	1,368	999	2,165
Full Time Equivalent (FTE):	9.8			

Information Services & Strategy

The role of Information Services & Strategy is to support Council and Councillors in their roles, ensuring effective decision-making and implementation and promotes organisational accountability, integrity, and transparency.

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Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Information Services & Strategy	-	4,994	10,468	15,463
Full Time Equivalent (FTE):	39.0			

People & Culture

The People & Culture department provides organisational support in recruitment, safety management, professional development and inclusion in the workspace.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
People and Culture	-	3,104	922	4,026
Full Time Equivalent (FTE):	23.8			

INFRASTRUCTURE AND OPEN SPACE

Active Kingston

The Active Kingston department provides organisational support in recruitment, safety management, professional development and inclusion in the workspace.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Active Kingston	6,153	7,331	2,790	3,968
Full Time Equivalent (FTE):	43.1			

City Works

The City Works department provides maintenance to the municipality's civil and building assets, along with the presentation of high-profile activity centres and residential and commercial waste collection and education.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
City Works	1,477	5,075	40,290	43,888
Full Time Equivalent (FTE):	49.4			

Infrastructure

The Infrastructure department is responsible for comprehensive asset planning to create safe and effective transport systems and deliver buildings, roads and drainage capital projects.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Infrastructure	969	6,136	2,260	7,427
Full Time Equivalent (FTE):	44.9			

Open Space

The Open Space department provides comprehensive asset planning to create safe and effective transport systems and deliver buildings, roads and drainage capital projects.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Open Space	1,495	8,848	19,209	26,563
Full Time Equivalent (FTE):	92.0			

Project Management Office & Major Projects

The Project Management Office & Major Projects department is responsible for comprehensive asset planning to create safe and effective transport systems and deliver buildings, roads and drainage capital projects.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Project Management Office	2,279	2,678	248	647
Full Time Equivalent (FTE):	18.0			

PLANNING AND PLACE

City Development

The City Development department provides integrated planning solutions and represents Kingston City Council at forums, while managing urban biodiversity, ensuring compliance with Kingston's Planning Scheme and guiding stakeholders on planning permits and construction policies.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
City Development	2,756	5,292	454	2,991
Full Time Equivalent (FTE):	45.3			

City Economy & Innovation

The City Economy & Innovation department safeguards public health by regulating food and personal care businesses for compliance with Victorian Government legislation and responding to health and environmental risks across the municipality. The department also focuses on enhancing the local economy by supporting businesses, fostering innovation, and promoting Kingston as a prime business location.

2025/26 Budget

CITY OF KINGSTON

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
City Economy & Innovation	1,627	2,788	730	1,892
Full Time Equivalent (FTE):	21.2			

City Strategy

The City Strategy department leads the development and implementation of a strategic framework for land use and planning across Kingston, deliver Council's emissions reduction and sustainability agenda and coordinates design advocacy, urban design and strategic placemaking outcomes.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
City Strategy	-	2,665	923	3,588
Full Time Equivalent (FTE):	18.4			

Compliance & Amenity

The Compliance & Amenity department works with the community to provide a safer and more liveable municipality through education, compliance and enforcement of the Road Safety Rules, Local Laws, animal management, local school crossing supervisors and reducing pollution and fire risks.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Compliance and Amenity	6,178	5,033	1,257	112
Full Time Equivalent (FTE):	55.7			

Municipal Building Surveyor

The Municipal Building Surveyor's department provides regulatory and technical advice to the Council and stakeholders for all municipal building projects.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Municipal Building Surveyor	414	1,176	236	997
Full Time Equivalent (FTE):	9.0			

COMMUNITY STRENGTHENING

AccessCare

The Access Care department's purpose is to provides comprehensive support for vulnerable and aged individuals with complex care needs, including personal care, homeless outreach, domestic assistance, nursing, shopping assistance, care management and social outings.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Access Care	37,414	22,836	16,905	2,327
Full Time Equivalent (FTE):	210.3			

Arts, Events & Libraries

The Arts, Events & Libraries department is focused on providing inclusive library services, diverse arts and cultural programs, and innovative festivals and events, including looking after Kingston Arts Centre, City Hall, Shirley Burke Theatre, and eight library branches.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Arts, Events & Libraries	1,636	9,810	4,083	12,257
Full Time Equivalent (FTE):	81.2			

Family, Youth & Children's Services

Family, Youth & Children's Services provides early and middle years services that support the health, wellbeing, and development of children and families. Our roles include service provision, planning and coordination, facility planning, advocacy, and strengthening community capacity.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Family, Youth & Childrens' Services	20,236	21,322	4,108	5,194
Full Time Equivalent (FTE):	183.7			

Inclusive Communities

The Inclusive Communities department provides information, support, and a wide range of programs and events to enhance community wellbeing. It also manages Community Hubs, delivering programs and events that foster community engagement.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Inclusive Communities	917	4,726	3,110	6,918
Full Time Equivalent (FTE):	36.5			

CHIEF FINANCE OFFICER

Finance

The Finance department provides organisational budgeting and forecasting, providing financial advice and management of accounts ensuring compliance with relevant legislation and standards.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Finance	544	3,055	854	3,366
Full Time Equivalent (FTE):	26.4			

Procurement & Contracts

The Procurement & Contracts department provides organisational support on procurement matters.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Procurement & Contracts	1	922	2,823	3,744
Full Time Equivalent (FTE):	7.0			

Property Services

The Property Services department manages all elements of Council's property holdings including acquisition and investment, leasing, development and maintenance, and disposal of property.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Property Services	2,502	942	726	(834)
Full Time Equivalent (FTE):	7.4			

Executive Services

This includes the Chief Executive Officer and Executive Management Team and associated support staff. The department provides support for the executive leadership team, Mayor and Councillors, facilitating communications across the organisation and with stakeholders. Additionally, the service provides in house legal advice.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Executive Services	-	2,998	1,622	4,620
Full Time Equivalent (FTE):	11.6			

Central

This area includes income and expenditure of a corporate nature which, if attributed to an individual department, would distort the presentation of the budgets of that area.

Income includes rates and charges revenue, capital grants associated with capital projects, the annual allocation from the Victorian Grants Commission and interest income.

Expenditure includes the Council-funded pensioner rate rebate, finance and banking costs and non-cash items such as depreciation and bad debts.

Department	Income	2025/26 Budget \$ '000		NET
		Employee Cost	Material & Services	
Central	222,045	1,204	1,568	(219,273)
Full Time Equivalent (FTE):	-			



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City of Kingston

DRAFT **FINANCIAL PLAN**

2025/26 TO 2034/35



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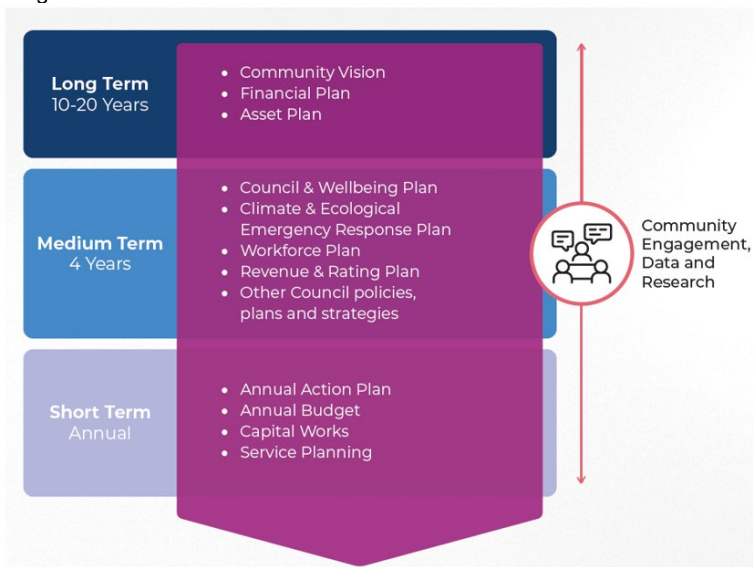
1. Legislative Requirements

This section outlines the link of the Financial Plan to the achievement of the Community Vision and the Council Plan within the Integrated Strategic Planning & Reporting framework. This framework guides Council in identifying community needs and aspirations over the long term (Community Vision), medium term (Council Plan) and short term (Annual Budget) and holding itself accountable (Annual Report).

The following diagram provides an overview of the core legislated elements of an integrated strategic planning and reporting framework and outcomes.



The following figure demonstrates how each element might inform or be informed by other parts of the integrated framework.



1.1 Strategic Planning Principles

The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is developed in the context of the following strategic planning principles:

- a) Council has an integrated approach to planning, monitoring and performance reporting.
- b) Council's financial plan addresses the Community Vision by funding the aspirations of the Council Plan. The Council Plan aspirations and actions are formulated in the context of the Community Vision.
- c) The Financial Plan statements articulate the 10-year financial resources necessary to implement the goals and aspirations of the Council Plan to achieve the Community Vision.
- d) Council's strategic planning principles identify and address the risks to effective implementation of the Financial Plan. The financial risks are included at section 1.2.2 below under 1.2 Financial Management Principles.
- e) The Financial Plan provides for the strategic planning principles of progress monitoring of progress and reviews to identify and adapt to changing circumstances.

1.2 Financial Management Principles

The Financial Plan demonstrates the following financial management principles:

- 1.2.1 Revenue, expenses, assets, liabilities, investments and financial transactions are managed in accordance with Council's financial policies and strategic plans.
- 1.2.2 Management of the following financial risks:
 - a) the financial viability of the Council (refer to section 2.1 Financial Policy Statements).
 - b) the management of current and future liabilities of the Council. The estimated 10 year-liabilities are disclosed in section 3.2 Balance Sheet projections.
 - c) the beneficial enterprises of Council (where appropriate).
- 1.2.3 Financial policies and strategic plans are designed to provide financial stability and predictability to the community.
- 1.2.4 Council maintains accounts and records that explain its financial operations and financial position (refer section 3 Financial Statements)

1.3 Engagement Principles

Council has developed a comprehensive community engagement framework. As part of this framework, Council recently gathered a community panel of 45 independently selected community members, bringing together a diverse group of people who reflect the broader community. Council sought feedback from the panel on the Financial Plan.

1.4 Service Performance Principles

Council services are designed to be purpose driven, targeted to community needs and value for money. The service performance principles are listed below:

- a) Services are provided in an equitable manner and are responsive to the diverse needs of the community. The Council Plan is designed to identify the key services and projects to be delivered to the community. The Financial Plan provides the mechanism to demonstrate how the service aspirations within the Council Plan may be funded.
- b) services should be accessible to the members of the municipal community for whom the services are intended;

- c) quality and costs standards for services set by the Council should provide good value to the municipal community;
- d) Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;
- e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.

1.5 Asset Plan Integration

Integration to the Asset Plan is a key principle of the Council's strategic financial planning principles. The purpose of this integration is designed to ensure that future funding is allocated in a manner that supports service delivery in terms of the plans and the effective management of Council's assets into the future.

The Asset Plan identifies the operational and strategic practices which will ensure that Council manages assets across their life cycle in a financially sustainable manner. The Asset Plan, and associated asset management policies, provide council with a sound base to understand the risk associated with managing its assets for the community's benefit.

The Asset Plan is designed to inform the 10-year Financial Plan by identifying the amount of capital renewal, backlog and maintenance funding that is required over the life of each asset category. The level of funding will incorporate knowledge of asset condition, the risk assessment issues as well as the impact of reviewing and setting intervention and service levels for each asset class.

In addition to identifying the operational and strategic practices that ensure that Council manages assets across their life cycle in a financially sustainable manner, the Asset Plan quantifies the asset portfolio and the financial implications of those practices. Together the Financial Plan and Asset Plan seek to balance projected investment requirements against projected budgets.

2. Financial Plan Context

This section describes the context and external / internal environment and consideration in determining the 10-year financial projections and assumptions.

2.1 Financial Policy Statements

This section defines the policy statements, and associated measures, that demonstrates Council's financial sustainability to fund the aspirations of the Community Vision and the Council Plan.

Policy Statement	Measure	Target	Forecast											
			Actual	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
Consistent underlying surplus results	Adjusted underlying result greater than 0%	> 0%		-5.8%	-6.3%	-5.0%	-5.6%	-5.7%	-5.4%	-5.1%	-4.8%	-4.8%	-4.1%	-3.7%
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due.	Current Assets / Current Liabilities greater than 1.50	> 1.5		2.1	1.9	1.5	1.6	1.6	1.7	1.8	1.9	2.0	2.2	2.4
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life.	Asset renewal and upgrade expenses / Depreciation above 100%	> 100%		106.8%	136.0%	132.1%	74.4%	57.2%	63.8%	61.5%	59.3%	57.3%	55.4%	53.7%
That Council applies loan funding to new capital and maintains total borrowings in line with rate income and growth of the municipality.	Total borrowings / Rate revenue to remain below 40%	< 40%		0.0%	1.2%	1.2%	1.1%	1.0%	0.9%	0.8%	0.7%	0.5%	0.4%	0.3%
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required.	Unrestricted cash / current liabilities to be maintained above 100%	> 100%		141.2%	123.8%	85.5%	89.1%	97.5%	103.7%	111.7%	121.3%	131.4%	145.0%	161.0%
Council generates sufficient revenue from rates plus fees and charges to ensure a consistent funding for new and renewal capital.	Capital Outlays as a % of Own Source Revenue to remain above 30%	> 30%		32.1%	47.6%	38.7%	19.1%	17.8%	18.8%	18.7%	18.5%	18.4%	18.3%	18.2%

2.2 Strategic Actions

Following a series of community engagement activities, Council has identified the following strategic actions that will support the aspirations of the Council Plan.

The strategic actions are included in the 10-year financial plan and, where appropriate, referenced in the commentary associated with the 10-year Comprehensive Income Statement and the 10-year Statement of Capital Works.

- Increase investment in renewal capital to reduce the escalating risk and maintenance of aging infrastructure.
- Additional funding to address climate change.
- Debt funding to be applied to growth infrastructure where necessary.
- Maintaining current service levels.

2.3 Assumptions to the financial plan statements

This section presents information regarding the assumptions to the Comprehensive Income Statement for the 10 years from 2025/26 to 2034/35. The assumptions comprise the annual escalations / movement for each line item of the Comprehensive Income Statement.

Escalation Factors % movement	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
CPI	3.00%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Rates and charges	3.00%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Growth of population	1.00%	1.00%	1.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Statutory fees and fines	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
User fees	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Grants - Operating	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Grants - Capital	As per Capital Works program									
Contributions - monetary	Based on Planning Trend									
Other income	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Employee costs	As per Council's Enterprise Agreement, and Superannuation Guarantee									
Materials and services	3.00%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Depreciation & Amortisation	As per Additions from Capital Works program									
Other expenses	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%

2.3.1 Rates and charges

Average base rate revenue will increase by 3.0% for the 2025/26 year, based on the state government rate cap, with estimated future annual increases of 3.0% per annum for the ensuing years of the long-term financial plan.

Estimates of rate revenue is not a straight line projection due to the unpredictability of volumes and value of supplementary rates processed each financial year.

Waste charges are proposed to increase in order to cover the total costs of waste management incurred across the municipal district. Waste charges are compliant with the Minister's Good Practice Guidelines for Service Rates and Charges issued in December 2023. Future years waste charges are estimated to increase in line with the contractual cost escalation to ensure Council continues to recover the full costs of providing waste services.

2.3.2 Statutory fees and fines

The Financial Plan indexes statutory fees, set by legislation by 1.5%. This is often a best case scenario given some fees are outside of the control of Council and therefore may be subject to increases less than CPI, and in many cases, doesn't increase at all.

2.3.3 User fees

Revenue from user fees is expected to increase by 3% for the 2025/26 year, unless benchmarked against the sector. Details of user fees for the 2025/26 budget year can be found in Council's schedule of Fees and Charges that is proposed in conjunction with the 2025/26 Budget.

Revenue increases for the ensuing years are based on a conservative annual rate of increase of 3%.

The long-term financial plan has assumed increased User Fees from an operational new district level leisure centre from financial year 2026/27.

2.3.4 Grants

Council currently receives grants for tied (specific purpose grants) and un-tied Financial Assistance grant funding received via the Victorian Local Government Grants Commission (VLGGC). Operating grants are expected to increase on an annual basis by approximately 3%.

2.3.5 Contributions

Council receives Open Space Contributions from developers. These contributions represent funds to enable council to provide the necessary infrastructure and infrastructure improvements to accommodate development growth. These contributions are statutory contributions and are transferred to a restricted reserve until utilised for a specific purpose through the capital works program or delivered as works in kind by developers.

2.3.6 Other income

Revenue from other income mainly comprises investment income plus the recovery income from a variety of sources and rental income received from the hire of Council facilities.

2.3.7 Employee costs

The 2025/26 year includes 3.5% increase for employee costs that mainly reflects the salary increase, banding adjustment, organisation restructure and superannuation guarantee increase.

Increases in employee costs are linked to Council's Enterprise Agreement (EA). The ensuing years from 2027/28 to 2033/34 reflect annual increases to provide for anticipated annual EA. Council's current EA expires on 30 June 2027.

The financial plan incorporates increased employee costs from an operational new district level leisure centre, currently planned, from financial year 2026/27.

2.3.8 Materials and services

Materials and services costs include items required for the maintenance and repairs of Council buildings, roads, drains and footpaths which are more driven by contract pricing. Council's payments to family day carers are also included under this category. Other associated costs included are utilities, materials for the supply of meals on wheels and consumable items for a range of services. These costs are kept to within CPI levels year on year.

Similarly, the financial year has estimated additional costs to a fully operational new swimming pool commencing financial year 2026/27.

2.3.9 Depreciation & amortisation

Depreciation estimates have been based on the projected capital spending contained within this LTFP document. Depreciation has been further increased by the indexing of the replacement cost of Council's fixed assets.

2.3.10 Borrowing costs

Borrowing costs comprise the interest expense to service Council's loan portfolio that is described in Section 5.5 Borrowing Strategy. Council is expecting the commencement of a loan for the Mordi Aquatic centre in 2025.

2.3.11 Other expenses

Other expenses include administration costs such as Councillor allowances and audit costs associated with the day to day running of Council.

2.4 Other Matters impacting the 10-year financial projections

Description of the current challenges and expected future events likely to impact the Financial Plan projections.

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme. As a result of the volatility in financial markets, the likelihood of making such contributions in future periods exists.

3. Financial Plan Statements

This section presents information regarding the Financial Plan Statements for the 10 years from 2025/26 to 2034/35.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

3.1 Comprehensive Income Statement

	Forecast / Actual											
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income / Revenue												
Rates and charges	175,566	181,554	186,982	192,993	199,237	205,725	212,468	219,478	226,767	234,349	242,237	
Statutory fees and fines	9,218	9,819	9,966	10,116	10,268	10,422	10,578	10,737	10,898	11,061	11,227	
User fees	23,637	21,644	28,004	30,149	31,159	32,135	32,937	33,865	34,820	35,718	36,441	
Grants - Operating	57,810	60,302	60,937	62,765	64,648	65,588	66,555	67,552	68,578	69,636	70,725	
Grants - Capital	15,052	19,581	21,234	8,498	8,873	8,131	8,162	8,194	8,226	8,258	8,291	
Contributions - monetary	8,700	11,209	8,428	8,513	8,598	8,684	8,771	8,858	8,947	9,036	9,127	
Net gain/(loss) on disposal of property, infrastructure, plant and equipment	100	100	100	100	100	100	100	100	100	100	100	
Other income	6,094	4,637	4,148	4,160	4,171	4,183	4,195	4,207	4,219	4,231	4,244	
Total income	296,176	308,846	319,801	317,294	327,054	334,967	343,766	352,990	362,555	372,390	382,391	
Expenses												
Employee costs	126,049	130,489	137,565	140,938	146,277	149,653	153,180	156,799	160,509	164,311	168,083	
Materials and services	116,581	116,892	118,844	122,922	125,844	128,087	131,041	134,244	138,528	140,859	144,095	
Depreciation	43,915	44,642	46,877	48,877	50,877	52,877	54,877	56,877	58,877	60,877	62,877	
Amortisation - intangible assets	225	235	-	-	-	-	-	-	-	-	-	
Depreciation - right of use assets	1,300	1,300	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Allowance for impairment losses	50	50	50	50	50	50	50	50	50	50	50	
Borrowing costs	69	2,209	2,260	2,112	1,957	1,793	1,620	1,438	1,245	1,042	828	
Finance Costs - leases	500	500	500	500	500	500	500	500	500	500	500	
Other expenses	714	714	734	752	771	790	810	830	851	872	894	
Total expenses	289,402	297,031	307,829	317,151	327,276	334,750	343,077	351,738	361,559	369,511	378,327	
Surplus/(deficit) for the year	6,774	11,815	11,971	143	(221)	218	688	1,253	995	2,879	4,064	
Other comprehensive income												
Items that will not be reclassified to surplus or deficit in future periods												
Net asset revaluation gain/(loss)	-	-	-	-	-	-	-	-	-	-	-	
Total other comprehensive income	-	-	-	-	-	-	-	-	-	-	-	
Total comprehensive result	6,774	11,815	11,971	143	(221)	218	688	1,253	995	2,879	4,064	

3.2 Balance Sheet

	Forecast										
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Assets											
Current assets											
Cash and cash equivalents	111,416	102,256	76,401	78,975	84,882	89,321	94,954	101,822	109,053	118,739	130,138
Trade and other receivables	16,264	17,761	18,848	19,895	20,886	21,837	22,757	23,660	24,556	25,452	26,348
Prepayments	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Non-current assets classified as held for sale	-	-	-	-	-	-	-	-	-	-	-
Other assets	10,928	10,928	5,928	5,928	5,928	5,928	5,928	5,928	5,928	5,928	5,928
Total current assets	139,608	131,945	102,176	105,798	112,696	118,086	124,639	132,410	140,537	151,119	163,414
Non-current assets											
Other financial assets	250	250	250	250	250	250	250	250	250	250	250
Property, infrastructure, plant & equipment	2,976,739	3,034,162	3,073,893	3,068,307	3,058,975	3,051,476	3,043,161	3,034,061	3,024,205	3,013,624	3,002,351
Right-of-use assets	7,697	6,397	5,397	4,397	3,397	2,397	1,397	397	(603)	(1,603)	(2,603)
Investment property	4,704	4,704	4,704	4,704	4,704	4,704	4,704	4,704	4,704	4,704	4,704
Intangible assets	606	371	371	371	371	371	371	371	371	371	371
Total non-current assets	2,989,995	3,045,883	3,084,614	3,078,028	3,067,696	3,059,197	3,049,882	3,039,782	3,028,926	3,017,345	3,005,072
Total assets	3,129,603	3,177,829	3,186,790	3,183,826	3,180,392	3,177,283	3,174,522	3,172,192	3,169,463	3,168,464	3,168,486
Liabilities											
Current liabilities											
Trade and other payables	24,041	24,041	24,041	24,041	24,041	24,041	24,041	24,041	24,041	24,041	24,041
Trust funds and deposits	11,590	11,590	11,590	11,590	11,590	11,590	11,590	11,590	11,590	11,590	11,590
Contract and other liabilities	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673	6,673
Provisions	21,921	21,921	21,921	21,921	21,921	21,921	21,921	21,921	21,921	21,921	21,921
Interest-bearing liabilities	800	2,678	2,826	2,981	3,145	3,318	3,500	3,693	3,896	4,110	4,336
Lease liabilities	948	948	948	948	948	948	948	948	948	948	948
Total current liabilities	65,974	67,851	67,999	68,154	68,318	68,491	68,673	68,866	69,069	69,283	69,509
Non-current liabilities											
Provisions	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802
Interest-bearing liabilities	15,441	49,974	47,149	44,168	41,023	37,705	34,205	30,512	26,616	22,506	18,170
Lease liabilities	8,467	8,467	8,136	7,854	7,622	7,441	7,309	7,227	7,195	7,214	7,282
Total non-current liabilities	25,710	60,243	57,086	53,823	50,447	46,947	43,315	39,541	35,613	31,521	27,254
Total liabilities	91,684	128,095	125,085	121,977	118,765	115,438	111,989	108,407	104,682	100,805	96,763
Net assets	3,037,919	3,049,734	3,061,705	3,061,848	3,061,627	3,061,845	3,062,533	3,063,786	3,064,781	3,067,660	3,071,723
Equity											
Accumulated surplus	1,519,670	1,534,989	1,566,674	1,565,230	1,562,223	1,565,007	1,566,841	1,569,074	1,570,894	1,574,440	1,579,416
Asset revaluation reserve	1,458,828	1,458,828	1,458,828	1,458,828	1,458,828	1,458,828	1,458,828	1,458,828	1,458,828	1,458,828	1,458,828
Other reserves	59,421	55,917	36,203	37,790	40,576	38,009	36,864	35,884	35,059	34,392	33,479
Total equity	3,037,919	3,049,734	3,061,705	3,061,848	3,061,627	3,061,845	3,062,533	3,063,786	3,064,781	3,067,660	3,071,723

3.3 Statement of Changes in Equity

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2025 Forecast Actual				
Balance at beginning of the financial year	3,031,145	1,519,843	1,458,828	52,474
Surplus/(deficit) for the year	6,774	6,774	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(15,842)	-	15,842
Transfers from other reserves	-	8,895	-	(8,895)
Balance at end of the financial year	3,037,919	1,519,670	1,458,828	59,421
2026 Budget				
Balance at beginning of the financial year	3,037,919	1,519,670	1,458,828	59,421
Surplus/(deficit) for the year	11,815	11,815	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(10,736)	-	10,736
Transfers from other reserves	-	14,241	-	(14,241)
Balance at end of the financial year	3,049,734	1,534,989	1,458,828	55,917
2027				
Balance at beginning of the financial year	3,049,734	1,534,989	1,458,828	55,917
Surplus/(deficit) for the year	11,971	11,971	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(10,172)	-	10,172
Transfers from other reserves	-	29,885	-	(29,885)
Balance at end of the financial year	3,061,705	1,566,674	1,458,828	36,203
2028				
Balance at beginning of the financial year	3,061,705	1,566,674	1,458,828	36,203
Surplus/(deficit) for the year	143	143	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(10,173)	-	10,173
Transfers from other reserves	-	8,586	-	(8,586)
Balance at end of the financial year	3,061,848	1,565,230	1,458,828	37,790
2029				
Balance at beginning of the financial year	3,061,848	1,565,230	1,458,828	37,790
Surplus/(deficit) for the year	(221)	(221)	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(10,336)	-	10,336
Transfers from other reserves	-	7,550	-	(7,550)
Balance at end of the financial year	3,061,627	1,562,223	1,458,828	40,576

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2030				
Balance at beginning of the financial year	3,061,627	1,562,223	1,458,828	40,576
Surplus/(deficit) for the year	218	218	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(10,643)	-	10,643
Transfers from other reserves	-	13,210	-	(13,210)
Balance at end of the financial year	3,061,845	1,565,007	1,458,828	38,009
2031				
Balance at beginning of the financial year	3,061,845	1,565,007	1,458,828	38,009
Surplus/(deficit) for the year	688	688	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(11,015)	-	11,015
Transfers from other reserves	-	12,160	-	(12,160)
Balance at end of the financial year	3,062,533	1,566,841	1,458,828	36,864
2032				
Balance at beginning of the financial year	3,062,533	1,566,841	1,458,828	36,864
Surplus/(deficit) for the year	1,253	1,253	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(11,181)	-	11,181
Transfers from other reserves	-	12,160	-	(12,160)
Balance at end of the financial year	3,063,786	1,569,074	1,458,828	35,884
2033				
Balance at beginning of the financial year	3,063,786	1,569,074	1,458,828	35,884
Surplus/(deficit) for the year	995	995	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(11,335)	-	11,335
Transfers from other reserves	-	12,160	-	(12,160)
Balance at end of the financial year	3,064,781	1,570,894	1,458,828	35,059
2034				
Balance at beginning of the financial year	3,064,781	1,570,894	1,458,828	35,059
Surplus/(deficit) for the year	2,879	2,879	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(11,493)	-	11,493
Transfers from other reserves	-	12,160	-	(12,160)
Balance at end of the financial year	3,067,660	1,574,440	1,458,828	34,392
2035				
Balance at beginning of the financial year	3,067,660	1,574,440	1,458,828	34,392
Surplus/(deficit) for the year	4,064	4,064	-	-
Net asset revaluation gain/(loss)	-	-	-	-
Transfers to other reserves	-	(11,560)	-	11,560
Transfers from other reserves	-	12,473	-	(12,473)
Balance at end of the financial year	3,071,723	1,579,416	1,458,828	33,479

3.4 Statement of Cash Flows

	Forecast										
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities											
Rates and charges	180,003	181,176	186,794	192,903	199,232	205,788	212,586	219,640	226,964	234,573	242,482
Statutory fees and fines	9,218	9,574	9,717	9,863	10,011	10,161	10,313	10,468	10,625	10,785	10,946
User fees	23,637	21,103	27,304	29,395	30,380	31,331	32,113	33,018	33,949	34,826	35,530
Grants - operating	52,810	60,302	65,937	62,765	64,648	65,588	66,555	67,552	68,578	69,636	70,725
Grants - capital	15,052	19,581	21,234	8,498	8,873	8,131	8,162	8,194	8,226	8,258	8,291
Contributions - monetary	8,700	11,209	8,428	8,513	8,598	8,684	8,771	8,858	8,947	9,036	9,127
Other receipts	6,094	4,637	4,148	4,160	4,171	4,183	4,195	4,207	4,219	4,231	4,244
Employee costs	(126,049)	(130,489)	(137,565)	(140,938)	(146,277)	(149,653)	(153,180)	(156,799)	(160,509)	(164,311)	(168,083)
Materials and services	(116,581)	(116,892)	(118,844)	(122,922)	(125,844)	(128,087)	(131,041)	(134,244)	(138,528)	(140,859)	(144,095)
Other payments	(714)	(714)	(734)	(752)	(771)	(790)	(810)	(830)	(851)	(872)	(894)
Net cash provided by/(used in) operating activities	52,170	59,486	66,421	51,486	53,021	55,337	57,666	60,064	61,621	65,302	68,272
Cash flows from investing activities											
Payments for property, infrastructure, plant and equipment	(64,680)	(102,066)	(86,607)	(43,291)	(41,545)	(45,378)	(46,562)	(47,777)	(49,021)	(50,296)	(51,604)
Proceeds from sale of property, infrastructure, plant and equipment	100	100	100	100	100	100	100	100	100	100	100
Net cash provided by/ (used in) investing activities	(64,580)	(101,966)	(86,507)	(43,191)	(41,445)	(45,278)	(46,462)	(47,677)	(48,921)	(50,196)	(51,504)
Cash flows from financing activities											
Finance costs	(69)	(2,209)	(2,260)	(2,112)	(1,957)	(1,793)	(1,620)	(1,438)	(1,245)	(1,042)	(828)
Proceeds from borrowings	17,000	38,950	0	-	-	-	-	-	-	-	-
Repayment of borrowings	(445)	(2,539)	(2,678)	(2,826)	(2,981)	(3,145)	(3,318)	(3,500)	(3,693)	(3,896)	(4,110)
Interest paid - lease liability	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)	(500)
Repayment of lease liabilities	(382)	(382)	(332)	(282)	(232)	(182)	(132)	(82)	(32)	18	68
Net cash provided by/(used in) financing activities	15,604	33,321	(5,770)	(5,720)	(5,670)	(5,620)	(5,570)	(5,520)	(5,470)	(5,420)	(5,370)
Net increase/(decrease) in cash & cash equivalents	3,195	(9,159)	(25,856)	2,575	5,906	4,439	5,634	6,868	7,231	9,686	11,399
Cash and cash equivalents at the beginning of the financial year	108,221	111,416	102,256	76,401	78,975	84,882	89,321	94,954	101,822	109,053	118,739
Cash and cash equivalents at the end of the financial year	111,416	102,256	76,401	78,975	84,882	89,321	94,954	101,822	109,053	118,739	130,138

3.5 Statement of Capital Works

	Forecast / Actual										
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property											
Land	410	170	315	235	3,735	1,735	1,778	1,823	1,868	1,915	1,963
Land improvements	-	-	-	-	-	-	-	-	-	-	-
Buildings	36,896	59,969	24,487	5,476	4,950	11,810	12,105	12,408	12,718	13,036	13,362
Heritage buildings	-	-	-	-	-	-	-	-	-	-	-
Building improvements	-	-	-	-	-	-	-	-	-	-	-
Leasehold improvements	-	-	-	-	-	-	-	-	-	-	-
Total property	37,305	60,139	24,802	5,711	8,685	13,545	13,884	14,231	14,586	14,951	15,325
Plant and equipment											
Plant, machinery and equipment	1206	550	930	2,500	2,750	250	256	263	269	276	283
Fixtures, fittings and furniture	-	-	-	-	-	-	-	-	-	-	-
Computers & Telecommunications	1012	346	730	1,530	230	230	236	242	248	254	260
Library books	1181	1,213	1,237	1,282	1,287	1,313	1,346	1,379	1,414	1,449	1,486
Cultural Assets	476	300	300	300	100	100	103	105	108	110	113
Total plant and equipment	3,875	2,409	3,197	5,592	4,367	1,893	1,940	1,989	2,039	2,090	2,142
Infrastructure											
Roads	6,293	7,008	4,107	14,888	8,188	7,870	8,067	8,269	8,476	8,688	8,905
Bridges	47	-	-	-	-	-	-	-	-	-	-
Footpaths & Cycleways	3,746	2,455	4,771	2,396	1,446	646	662	678	695	713	731
Drainage	5,280	7,400	5,379	6,329	4,429	4,279	4,386	4,495	4,608	4,723	4,841
Recreational, Leisure & Community Facilities	5,368	14,400	36,827	3,190	8,800	12,600	12,915	13,238	13,569	13,908	14,256
Parks, open space and streetscapes	5,848	9,545	9,015	7,185	7,630	6,545	6,709	6,876	7,048	7,224	7,405
Off Street Carparks	1,050	210	510	-	-	-	-	-	-	-	-
Other infrastructure	-	-	-	-	-	-	-	-	-	-	-
Total infrastructure	27,632	41,018	60,608	33,988	30,493	31,940	32,738	33,557	34,396	35,256	36,137
Total capital works expenditure	68,812	103,566	88,608	45,291	43,545	47,378	48,562	49,777	51,021	52,296	53,604
Represented by:											
New asset expenditure	9,178	13,457	11,957	7,910	13,792	10,557	11,752	12,966	14,210	15,486	16,793
Asset renewal expenditure	29,986	32,617	23,755	29,683	21,763	24,736	24,736	24,736	24,736	24,736	24,736
Asset expansion expenditure	12,743	29,404	14,750	1,039	667	3,077	1,039	3,077	3,077	3,077	3,077
Asset upgrade expenditure	16,905	28,088	38,146	6,649	7,324	8,999	8,999	8,999	8,999	8,999	8,999
Total capital works expenditure	68,812	103,566	88,608	45,291	43,545	47,378	48,562	49,777	51,021	52,296	53,604
Funding sources represented by:											
Grants	15,051	19,581	21,234	8,498	8,873	8,131	8,162	8,194	8,226	8,258	8,291
Contributions	594	2,864	200	-	-	-	-	-	-	-	-
Council cash	40,637	42,508	62,367	36,793	34,672	44,247	40,400	41,583	42,795	44,038	45,313
Borrowings	12,529	38,614	4,807	-	-	-	-	-	-	-	-
Total capital works expenditure	68,812	103,566	88,608	45,291	43,545	47,378	48,562	49,777	51,021	52,296	53,604

3.6 Statement of Human Resource

Staff expenditure	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure											
Employee costs - operating	126,049	130,489	137,565	140,938	146,277	149,653	153,180	156,799	160,509	164,311	168,083
Employee costs - capital	-	-	-	-	-	-	-	-	-	-	-
Total staff expenditure	126,049	130,489	137,565	140,938	146,277	149,653	153,180	156,799	160,509	164,311	168,083

Staff numbers	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Staff numbers											
Employees	1102.9	1085.0	1085.0	1085.0	1085.0	1085.0	1085.0	1085.0	1085.0	1085.0	1085.0
Total staff numbers	1,102.9	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
	2025/26	Full Time	Part time		
	\$'000	\$'000	\$'000	\$'000	\$'000
Access Care	22,283	12,002	9,784	591	-
Active Kingston	7,228	3,778	335	3,115	-
Advocacy, Communications & Engagement	2,867	2,759	-	-	-
Arts, Events & Libraries	9,003	5,898	2,279	861	-
City Development	5,137	4,721	416	-	-
City Economy and Innovation	2,692	2,488	204	-	-
City Strategy	2,593	2,362	229	2	-
City Works	4,853	4,642	211	-	-
Compliance and Amenity	4,855	3,159	1,354	341	-
Customer Experience and Corporate Performance	3,098	2,236	862	-	-
Executive Services	3,454	3,389	65	-	-
Family, Youth & Childrens' Services	20,615	10,199	8,615	1,748	-
Finance	2,981	2,640	342	-	-
Governance	1,305	931	374	-	-
Inclusive Communities	4,598	3,659	702	141	-
Information Services & Strategy	4,819	4,515	113	-	-
Infrastructure	6,001	5,511	104	386	-
Municipal Building Surveyor	1,135	1,048	87	-	-
Open Space	8,629	8,629	-	-	-
People and Culture	3,032	2,719	313	-	-
Procurement & Contracts	898	898	-	-	-
Project Management Office	2,619	2,619	-	-	-
Property Services	924	796	128	-	-
Total permanent staff expenditure	125,621	91,600	26,517	7,185	
Other employee related expenditure	4,869				
Total expenditure	130,489				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Department	Budget 2025/26	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
Access Care	210.3	89.7	120.0	0.6	
Active Kingston	43.1	32.7	5.5	4.9	
Advocacy, Communications & Engagement	21.6	21.0	0.6	-	
Arts, Events & Libraries	81.2	52.2	24.5	4.5	
City Development	45.3	40.8	4.5	-	
City Economy and Innovation	21.2	19.2	2.0	-	
City Strategy	18.4	16.6	1.8	-	
City Works	49.4	47.4	2.0	-	
Compliance and Amenity	55.7	32.0	22.5	1.3	
Customer Experience and Corporate Performance	29.7	20.6	9.1	-	
Executive Services	11.6	11.0	0.6	-	
Family, Youth & Childrens' Services	183.7	90.4	84.8	8.6	
Finance	26.4	24.0	2.4	-	
Governance	9.8	7.0	2.8	-	
Inclusive Communities	36.5	32.0	4.1	0.4	
Information Services & Strategy	39.0	37.8	1.2	-	
Infrastructure	44.9	43.7	0.8	0.3	
Municipal Building Surveyor	9.0	7.0	2.0	-	
Open Space	92.0	92.0	-	-	
People and Culture	23.8	20.6	3.2	-	
Procurement & Contracts	7.0	7.0	-	-	
Project Management Office	18.0	18.0	-	-	
Property Services	7.4	6.0	1.4	-	
Total staff	1,085.0	768.7	295.7	20.6	-

3.7 Planned Human Resource Expenditure

	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000	2032/33 \$'000	2033/34 \$'000	2034/35 \$'000
Customer & Corporate Support										
Permanent - Full time	16,850	17,764	18,199	18,889	19,325	19,780	20,248	20,727	21,218	21,705
Women	10,338	10,898	11,165	11,588	11,856	12,135	12,422	12,716	13,017	13,316
Men	5,605	5,909	6,054	6,283	6,428	6,580	6,735	6,894	7,058	7,220
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	491	517	530	550	563	576	590	604	618	632
New positions	417	440	450	467	478	490	501	513	525	537
Permanent - Part time	1,726	1,820	1,865	1,935	1,980	2,027	2,075	2,124	2,174	2,224
Women	1,468	1,548	1,586	1,646	1,684	1,724	1,764	1,806	1,849	1,891
Men	258	272	279	289	296	303	310	318	325	333
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	-	-	-	-	-	-	-	-	-	-
New positions	-	-	-	-	-	-	-	-	-	-
Total Customer & Corporate Support	18,577	19,584	20,064	20,824	21,305	21,807	22,322	22,850	23,392	23,929
CFO Office										
Permanent - Full time	4,334	4,569	4,681	4,858	4,970	5,087	5,207	5,331	5,457	5,582
Women	2,589	2,729	2,796	2,902	2,969	3,039	3,111	3,185	3,260	3,335
Men	1,624	1,712	1,754	1,820	1,862	1,906	1,951	1,997	2,044	2,091
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	-	-	-	-	-	-	-	-	-	-
New positions	121	128	131	136	139	142	145	149	152	156
Permanent - Part time	470	495	507	527	539	552	565	578	592	605
Women	470	495	507	527	539	552	565	578	592	605
Men	-	-	-	-	-	-	-	-	-	-
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	-	-	-	-	-	-	-	-	-	-
New positions	-	-	-	-	-	-	-	-	-	-
Total CFO Office	4,803	5,064	5,188	5,385	5,509	5,639	5,772	5,908	6,048	6,187
Community Strengthening										
Permanent - Full time	31,777	33,500	34,322	35,622	36,444	37,303	38,184	39,088	40,014	40,932
Women	25,346	26,721	27,376	28,413	29,068	29,754	30,457	31,177	31,916	32,648
Men	5,303	5,591	5,728	5,945	6,082	6,225	6,372	6,523	6,678	6,831
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	1,128	1,189	1,218	1,265	1,294	1,324	1,355	1,388	1,420	1,453
New positions	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	21,381	22,540	23,093	23,967	24,521	25,098	25,691	26,299	26,922	27,540
Women	20,484	21,594	22,124	22,962	23,492	24,046	24,614	25,196	25,793	26,385
Men	701	739	757	786	804	823	842	862	883	903
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	196	206	212	220	225	230	235	241	247	252
New positions	-	-	-	-	-	-	-	-	-	-
Total Community Strengthening	53,158	56,040	57,414	59,589	60,965	62,401	63,876	65,387	66,936	68,473
Infrastructure and Open Space										
Permanent - Full time	25,179	26,544	27,195	28,225	28,877	29,557	30,256	30,971	31,705	32,433
Women	9,422	9,933	10,176	10,562	10,805	11,060	11,321	11,589	11,864	12,136
Men	14,487	15,273	15,647	16,240	16,615	17,006	17,408	17,820	18,242	18,661
Persons of self-described gender	82	86	89	92	94	96	98	101	103	106
Vacant positions	1,101	1,161	1,189	1,234	1,263	1,292	1,323	1,354	1,386	1,418
New positions	87	92	94	98	100	102	105	107	110	112
Permanent - Part time	650	686	702	729	746	763	781	800	819	838
Women	626	660	676	702	718	735	752	770	788	806
Men	24	26	26	27	28	29	29	30	31	32
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	-	-	-	-	-	-	-	-	-	-
New positions	-	-	-	-	-	-	-	-	-	-
Total Infrastructure and Open Space	25,829	27,230	27,897	28,954	29,622	30,321	31,037	31,771	32,524	33,271
Planning and Place										
Permanent - Full time	13,779	14,526	14,882	15,446	15,802	16,175	16,557	16,949	17,350	17,748
Women	6,591	6,948	7,118	7,388	7,559	7,737	7,919	8,107	8,299	8,489
Men	6,553	6,908	7,077	7,345	7,515	7,692	7,874	8,060	8,251	8,441
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	583	614	629	653	668	684	700	717	734	750
New positions	53	56	57	59	61	62	64	65	67	68
Permanent - Part time	2,290	2,414	2,473	2,567	2,626	2,688	2,752	2,817	2,884	2,950
Women	2,220	2,340	2,397	2,488	2,545	2,605	2,667	2,730	2,795	2,859
Men	70	74	76	79	81	83	85	87	89	91
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	-	-	-	-	-	-	-	-	-	-
New positions	-	-	-	-	-	-	-	-	-	-
Total Planning and Place	16,069	16,940	17,355	18,013	18,429	18,863	19,309	19,765	20,234	20,698
Total permanent staff	118,436	124,858	127,919	132,765	135,829	139,031	142,315	145,683	149,134	152,557
Casuals, temporary and other expenditure	12,053	12,707	13,018	13,512	13,823	14,149	14,483	14,826	15,177	15,526
Total staff expenditure	130,489	137,565	140,938	146,277	149,653	153,180	156,799	160,509	164,311	168,083

* The staff cost is increasing from 2027/28 for the new Mordi Aquatic Centre coming online in 2027

	2025/26 FTE	2026/27 FTE	2027/28 FTE	2028/29 FTE	2029/30 FTE	2030/31 FTE	2031/32 FTE	2032/33 FTE	2033/34 FTE	2034/35 FTE
Customer & Corporate Support										
Permanent - Full time	117.4	117.4	117.4	117.4	117.4	117.4	117.4	117.4	117.4	117.4
Women	72.6	72.6	72.6	72.6	72.6	72.6	72.6	72.6	72.6	72.6
Men	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0	38.0
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4	2.4
New positions	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4	4.4
Permanent - Part time	18.1	18.1	18.1	18.1	18.1	18.1	18.1	18.1	18.1	18.1
Women	15.4	15.4	15.4	15.4	15.4	15.4	15.4	15.4	15.4	15.4
Men	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7	2.7
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	-	-	-	-	-	-	-	-	-	-
New positions	-	-	-	-	-	-	-	-	-	-
Total Customer & Corporate Support	135.5	135.5	135.5	135.5	135.5	135.5	135.5	135.5	135.5	135.5
CFO Office										
Permanent - Full time	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0
Women	23.0	23.0	23.0	23.0	23.0	23.0	23.0	23.0	23.0	23.0
Men	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0	13.0
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	-	-	-	-	-	-	-	-	-	-
New positions	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Permanent - Part time	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8
Women	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8	3.8
Men	-	-	-	-	-	-	-	-	-	-
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	-	-	-	-	-	-	-	-	-	-
New positions	-	-	-	-	-	-	-	-	-	-
Total CFO Office	40.8	40.8	40.8	40.8	40.8	40.8	40.8	40.8	40.8	40.8
Community Strengthening										
Permanent - Full time	264.3	264.3	264.3	264.3	264.3	264.3	264.3	264.3	264.3	264.3
Women	206.4	206.4	206.4	206.4	206.4	206.4	206.4	206.4	206.4	206.4
Men	48.9	48.9	48.9	48.9	48.9	48.9	48.9	48.9	48.9	48.9
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0	9.0
New positions	-	-	-	-	-	-	-	-	-	-
Permanent - Part time	233.3	233.3	233.3	233.3	233.3	233.3	233.3	233.3	233.3	233.3
Women	224.5	224.5	224.5	224.5	224.5	224.5	224.5	224.5	224.5	224.5
Men	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7	1.7
New positions	-	-	-	-	-	-	-	-	-	-
Total Community Strengthening	497.6	497.6	497.6	497.6	497.6	497.6	497.6	497.6	497.6	497.6
Infrastructure and Open Space										
Permanent - Full time	233.8	233.8	233.8	233.8	233.8	233.8	233.8	233.8	233.8	233.8
Women	85.8	85.8	85.8	85.8	85.8	85.8	85.8	85.8	85.8	85.8
Men	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0	136.0
Persons of self-described gender	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Vacant positions	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
New positions	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Permanent - Part time	8.3	8.3	8.3	8.3	8.3	8.3	8.3	8.3	8.3	8.3
Women	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2	7.2
Men	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7
New positions	-	-	-	-	-	-	-	-	-	-
Total Infrastructure and Open Space	242.1	242.1	242.1	242.1	242.1	242.1	242.1	242.1	242.1	242.1
Planning and Place										
Permanent - Full time	115.2	115.2	115.2	115.2	115.2	115.2	115.2	115.2	115.2	115.2
Women	59.6	59.6	59.6	59.6	59.6	59.6	59.6	59.6	59.6	59.6
Men	51.0	51.0	51.0	51.0	51.0	51.0	51.0	51.0	51.0	51.0
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6	3.6
New positions	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Permanent - Part time	33.1	33.1	33.1	33.1	33.1	33.1	33.1	33.1	33.1	33.1
Women	31.5	31.5	31.5	31.5	31.5	31.5	31.5	31.5	31.5	31.5
Men	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6	1.6
Persons of self-described gender	-	-	-	-	-	-	-	-	-	-
Vacant positions	-	-	-	-	-	-	-	-	-	-
New positions	-	-	-	-	-	-	-	-	-	-
Total Planning and Place	148.3	148.3	148.3	148.3	148.3	148.3	148.3	148.3	148.3	148.3
Total permanent staff	1,064.4	1,064.4	1,064.4	1,064.4	1,064.4	1,064.4	1,064.4	1,064.4	1,064.4	1,064.4
Casuals and temporary staff	20.6	20.6	20.6	20.6	20.6	20.6	20.6	20.6	20.6	20.6
Total staff numbers	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0	1,085.0

4. Financial Performance Indicators

The following table highlights Council's projected performance across a range of key financial performance indicators. These indicators provide an analysis of Council's 10-year financial projections and should be interpreted in the context of the organisation's objectives and financial management principles.

Indicator	Measure	Notes	Forecast												Trend
			Actual	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	
Operating position															
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue		-5.8%	-6.3%	-5.0%	-5.6%	-5.7%	-5.4%	-5.1%	-4.8%	-4.8%	-4.1%	-3.7%		
Liquidity															
Working Capital	Current assets / current liabilities		211.6%	194.5%	150.3%	155.2%	165.0%	172.4%	181.5%	192.3%	203.5%	218.1%	235.1%		
Unrestricted cash	Unrestricted cash / current liabilities		141.2%	123.8%	85.5%	89.1%	97.5%	103.7%	111.7%	121.3%	131.4%	145.0%	161.0%		
Obligations															
Loans and borrowings	Interest bearing loans and borrowings / rate revenue		9.3%	29.0%	26.7%	24.4%	22.2%	19.9%	17.7%	15.6%	13.5%	11.4%	9.3%		
Loans and borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		0.3%	2.6%	2.6%	2.6%	2.5%	2.4%	2.3%	2.2%	2.2%	2.1%	2.0%		
Indebtedness	Non-current liabilities / own source revenue		12.0%	27.7%	24.9%	22.7%	20.6%	18.6%	16.6%	14.7%	12.9%	11.0%	9.3%		
Asset renewal	Asset renewal and upgrade expense / Asset depreciation		106.8%	136.0%	132.1%	74.4%	57.2%	63.8%	61.5%	59.3%	57.3%	55.4%	53.7%		
Stability															
Rates concentration	Rate revenue / adjusted underlying revenue		64.2%	65.0%	63.8%	64.3%	64.4%	64.8%	65.1%	65.4%	65.7%	66.0%	66.4%	o	
Rates effort	Rate revenue / CIV of rateable properties in the municipality		0.2%	0.2%	0.2%	0.2%	0.2%	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	o	
Efficiency															
Expenditure level	Total expenses/ no. of property assessments		\$3,672	\$3,769	\$3,906	\$4,024	\$4,153	\$4,248	\$4,353	\$4,463	\$4,588	\$4,689	\$4,801		
Revenue level	Total rate revenue / no. of property assessments		\$1,961	\$2,014	\$2,075	\$2,144	\$2,216	\$2,290	\$2,368	\$2,449	\$2,533	\$2,620	\$2,712		

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

5. Strategies and Plans

This section describes the strategies and plans that support the 10-year financial projections included to the Financial Plan.

5.1 Borrowing Strategy

5.1.1 Current Debt Position

The total amount borrowed as at 30 June 2025 will be \$17.0 million for the new district level aquatic centre, subject to procurement processes.

5.1.2 Future Borrowing Requirements

The following table highlights Council's projected loan balance, including new loans and loan repayments for the 10 years of the Financial Plan.

The total \$56.0 million budgeted across 2024/25 and 2025/26 is to fund the construction of a new Aquatic Facility.

	Forecast / Actual										
	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000	2029/30 \$'000	2030/31 \$'000	2031/32 \$'000	2032/33 \$'000	2033/34 \$'000	2034/35 \$'000
Opening balance	-	17,000	55,950	55,950	55,950	55,950	55,950	55,950	55,950	55,950	55,950
Plus New loans	17,000	38,950	0	-	-	-	-	-	-	-	-
Amount of borrowings as at 30 June	17,000	55,950	55,950	55,950	55,950	55,950	55,950	55,950	55,950	55,950	55,950
Less Principal repayment	(759)	(3,297)	(5,976)	(8,801)	(11,782)	(14,927)	(18,245)	(21,745)	(25,438)	(29,334)	(33,444)
Debt outstanding	16,241	52,653	49,974	47,149	44,168	41,023	37,705	34,205	30,512	26,616	22,506

5.1.3 Performance Indicators

The following table highlights Council's projected performance across a range of debt management Performance indicators.

Performance Indicator	Target	Forecast / Actual										
		2024/25 %	2025/26 %	2026/27 %	2027/28 %	2028/29 %	2029/30 %	2030/31 %	2031/32 %	2032/33 %	2033/34 %	2034/35 %
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings compared to rates Interest bearing loans and borrowings / rate revenue	9.3%	29.0%	26.7%	24.4%	22.2%	19.9%	17.7%	15.6%	13.5%	11.4%	9.3%
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings repayments compared to rates Interest and principal repayments on interest bearing loans and borrowings / rate revenue	0.3%	2.6%	2.6%	2.6%	2.5%	2.4%	2.3%	2.2%	2.2%	2.1%	2.0%
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities compared to own-source revenue Non-current liabilities / own source revenue	12.0%	27.7%	24.9%	22.7%	20.6%	18.6%	16.6%	14.7%	12.9%	11.0%	9.3%

Council maintains its loan borrowing within prudent and management limits as demonstrated by the following performance indicators.

Total borrowings / Rate revenue

With Council at the end of its loan term, the total borrowings indicator is well within target.

Debt servicing / Rate revenue

With Council at the end of its loan term, the debt servicing indicator is well within target.

Debt commitment / Rate revenue

With Council at the end of its loan term, the debt commitment indicator is well within target.

Indebtedness / Own source revenue

With Council at the end of its loan term, and with leases decreasing in value as their terms complete, the indebtedness indicator is well within target.

5.2 Reserves Strategy

5.2.1 Current Reserves

Asset Replacement Reserve

- Purpose - The Asset Replacement Reserve is an appropriation to partially fund future costs associated with Council's buildings.
- Movements – Transfers from this reserve will be for nominated capital works related to Council Buildings.

Asset Development Reserve

- Purpose – This reserve recognises the cash contributions made by developers, pursuant to the requirements of the Subdivision of Land Act.
- Movements – Transfers from this reserve will be for nominated open space purchases and development, and are tied to the catchment area in which the subdivision was occurring.

Aged Care Reserve

- Purpose – This reserve holds funds for home care clients who have not fully spent their Linkages package funding.
- Movements – Inflows to the reserve are from home care clients who have not fully spent their Linkages funding, and outflows are reallocated from the reserve when the services are delivered.

Foreshore Reserve

- Purpose – The Foreshore Reserve is a reserve created by Council in 2011, designed to accelerate and improve Council's foreshore areas.
- Movements – The annual contributions are an appropriation of surplus based on the previous year's allocation incremented by the rate cap. Outflows from the reserve are used to fund foreshore related projects.

Green Wedge Reserve

- Purpose – The Green Wedge Reserve is a reserve created by Council in 2011, designed to accelerate and improve Council's green wedge areas.
- Movements – The annual contributions are an appropriation of surplus based on the previous year's allocation incremented by the rate cap. Outflows from the reserve are used to fund green wedge related projects.

Defined Benefits Reserve

- Purpose – The Defined Benefits Reserve is a reserve created by Council in 2014, designed to provide for possible future calls on any unfunded liability of the Local Government Defined Benefits Superannuation Fund.
- Movements – Council has not made any further contributions to this Reserve since 2014/15.

Stormwater Quality Reserve

- Purpose – The Storm Water Quality Reserve is a reserve created by Council in 2017/18, designed to help fund various stormwater improvement projects.
- Movements – Funds are received from development works related to drainage and are used to fund stormwater improvement projects.

Other Reserves

- Purpose – Other Reserves represent contributions received from the community to be used for specific purposes.
- Movements – Funds have been received from the community to be spent on specific projects.

Art Fund Reserves

- Reserves - implemented as per Council Resolution since financial year 2023/24. The purpose of that reserve is to provide funding for integrated public art. Income into the reserve is through allocation of Council Rates derived from 2% of project construction cost for Open Space & Building Projects over \$1.0 million in value.

Capex Fund Reserves

- Reserves - implemented as per Council Resolution since financial year 2023/24.

5.2.2 Reserve Usage Projections

The table below discloses the balance and annual movement for each reserve over the 10-year life of the Financial Plan.

Appropriation from accumulated surplus is required from years 2025/26 onwards which will form part of the adopted plan. It is a non-cash movement between Reserves and Accumulated Surplus.

Reserves	Restricted / Discretionary	Forecast 2024-25 \$000's	Year									
			2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
			\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
Asset Replacement Reserve												
Opening balance	Restricted	259	259	259	259	259	259	259	259	259	259	259
Transfer to reserve		-	-	-	-	-	-	-	-	-	-	-
Transfer from reserve		-	-	-	-	-	-	-	-	-	-	-
Closing balance		259	259	259	259	259	259	259	259	259	259	259
Asset Development (Open Space) Reserve												
Opening balance	Restricted	25,986	26,574	23,894	11,479	14,253	15,416	10,390	8,470	6,636	4,870	3,179
Transfer to reserve		7,000	7,000	7,070	7,141	7,212	7,284	7,357	7,431	7,505	7,580	7,656
Transfer from reserve		(6,412)	(9,680)	(19,485)	(4,366)	(6,050)	(12,310)	(9,271)	(9,271)	(9,271)	(9,271)	(9,717)
Closing balance		26,574	23,894	11,479	14,253	15,416	10,390	8,470	6,636	4,870	3,179	1,117
Aged Care												
Opening balance	Restricted	8,698	8,470	8,470	8,470	8,470	8,470	8,470	8,470	8,470	8,470	8,470
Transfer to reserve		-	-	-	-	-	-	-	-	-	-	-
Transfer from reserve		(228)	-	-	-	-	-	-	-	-	-	-
Closing balance		8,470	8,470	8,470	8,470	8,470	8,470	8,470	8,470	8,470	8,470	8,470
Reserves Summary												
Opening balance	Total Restricted	34,943	35,303	32,623	20,208	22,983	24,145	19,119	17,205	15,365	13,599	11,908
Transfer to reserve		7,000	7,000	7,070	7,141	7,212	7,284	7,357	7,431	7,505	7,580	7,656
Transfer from reserve		(6,640)	(9,680)	(19,485)	(4,366)	(6,050)	(12,310)	(9,271)	(9,271)	(9,271)	(9,271)	(9,717)
Closing balance		35,303	32,623	20,208	22,983	24,145	19,119	17,205	15,365	13,599	11,908	9,847
Forshore												
Opening balance	Discretionary	2,562	3,390	2,017	2,882	4,138	4,736	5,976	6,760	7,589	8,463	9,385
Transfer to reserve		1,527	1,572	1,616	1,656	1,697	1,740	1,783	1,828	1,874	1,920	1,968
Transfer from reserve		(698)	(2,946)	(750)	(400)	(1,100)	(500)	(999)	(999)	(999)	(999)	(1,066)
Closing balance		3,390	2,017	2,882	4,138	4,736	5,976	6,760	7,589	8,463	9,385	10,288
Green Wedge												
Opening balance	Discretionary	6,077	6,322	6,407	5,791	3,535	4,531	5,560	5,454	5,382	5,345	5,343
Transfer to reserve		1,166	1,201	1,234	1,264	1,296	1,328	1,362	1,396	1,431	1,466	1,503
Transfer from reserve		(921)	(1,115)	(1,850)	(3,520)	(300)	(300)	(1,468)	(1,468)	(1,468)	(1,468)	(1,334)
Closing balance		6,322	6,407	5,791	3,535	4,531	5,560	5,454	5,382	5,345	5,343	5,512

Reserves												
Restricted / Discretionary	Forecast	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
	2024-25 \$000's	2025-26 \$000's	2026-27 \$000's	2027-28 \$000's	2028-29 \$000's	2029-30 \$000's	2030-31 \$000's	2031-32 \$000's	2032-33 \$000's	2033-34 \$000's	2034-35 \$000's	
Defined Benefits Call												
Discretionary	1,000	1,000	1,000	-	-	-	-	-	-	-	-	
Opening balance		-	-	-	-	-	-	-	-	-	-	
Transfer to reserve		-	(1,000)	-	-	-	-	-	-	-	-	
Transfer from reserve		-	-	-	-	-	-	-	-	-	-	
Closing balance	1,000	1,000	-	-	-	-	-	-	-	-	-	
Stormwater Quality												
Discretionary	4,249	4,249	4,249	4,249	4,249	4,249	4,249	4,249	4,249	4,249	4,249	
Opening balance		-	-	-	-	-	-	-	-	-	-	
Transfer to reserve		-	-	-	-	-	-	-	-	-	-	
Transfer from reserve		-	-	-	-	-	-	-	-	-	-	
Closing balance	4,249	4,249	4,249	4,249	4,249	4,249	4,249	4,249	4,249	4,249	4,249	
Other Reserves												
Discretionary	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	
Opening balance		-	-	-	-	-	-	-	-	-	-	
Transfer to reserve		-	-	-	-	-	-	-	-	-	-	
Transfer from reserve		-	-	-	-	-	-	-	-	-	-	
Closing balance	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	2,410	
Art Fund Reserves												
Discretionary	233	447	910	663	474	505	695	785	889	993	1,096	
Opening balance		850	253	112	131	291	513	526	526	526	433	
Transfer to reserve		(636)	(500)	(300)	(100)	(100)	(423)	(423)	(423)	(423)	356	
Transfer from reserve												
Closing balance	447	910	663	474	505	695	785	889	993	1,096	1,173	
CAPEX Fund Reserves												
Discretionary	1,000	6,300	6,300	-	-	-	-	-	-	-	-	
Opening balance		5,300	-	-	-	-	-	-	-	-	-	
Transfer to reserve		-	(6,300)	-	-	-	-	-	-	-	-	
Transfer from reserve		-	-	-	-	-	-	-	-	-	-	
Closing balance	6,300	6,300	-	-	-	-	-	-	-	-	-	
Reserves Summary												
Total Discretionary	17,531	24,118	23,293	15,995	14,807	16,431	18,890	19,658	20,519	21,460	22,484	
Opening balance		8,842	3,736	3,102	3,032	3,124	3,359	3,658	3,750	3,830	3,913	
Transfer to reserve		(2,255)	(4,561)	(10,400)	(4,220)	(1,500)	(900)	(2,889)	(2,889)	(2,889)	(2,889)	
Transfer from reserve												
Closing balance	24,118	23,293	15,995	14,807	16,431	18,890	19,658	20,519	21,460	22,484	23,632	
Reserves Summary												
Restricted & Discretionary	52,474	59,421	55,917	36,203	37,790	40,576	38,009	36,864	35,884	35,059	34,392	
Opening balance		15,842	10,736	10,173	10,336	10,643	11,015	11,181	11,335	11,493	11,560	
Transfer to reserve		(8,895)	(14,241)	(29,885)	(8,586)	(7,550)	(13,160)	(12,160)	(12,160)	(12,160)	(12,473)	
Transfer from reserve												
Closing balance	59,421	55,917	36,203	37,790	40,576	38,009	36,864	35,884	35,059	34,392	33,479	

City of Kingston

DRAFT **REVENUE & RATING PLAN**

2025-29



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1. Revenue and Rating Plan

1.1. Purpose

The *Local Government Act 2020 (Vic)* ("LGA 2020") requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for the City of Kingston.

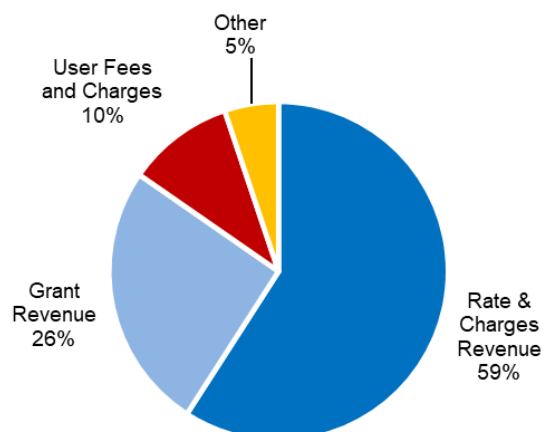
1.2. Introduction

Council must raise revenue each year to provide the appropriate services, infrastructure, and support for the Kingston community. The services Council provide are broad and are allocated according to community needs. The major services provided by Council include (but are not limited to):

- Kindergarten, early learning, and children's programs
- Home and community care, and positive ageing programs
- Waste collection and disposal
- Road and street construction, upgrades, and maintenance
- Recreational and leisure facilities and programs
- Community infrastructure construction, upgrades, and maintenance
- Environmental management and services, including vegetation and pest control
- Public health services including food safety and immunisations
- Economic development, Tourism, and local area marketing
- Local laws governance and enforcement
- Statutory and strategic planning services
- Emergency planning and management

The most important sources of revenue to fund these services and infrastructure are:

- General rates
- Government grants
- Fees and charges
- Other



In the Draft Budget 2025/26, income from government grants and fees & charges and other revenue represents 41 per cent of the total revenue required. The balance of 59 per cent is to be obtained from general rates and charges income.

Council's assumptions and approaches to each of the revenue classifications in its Income Statement (Council Annual Budget) are explained within this Plan.

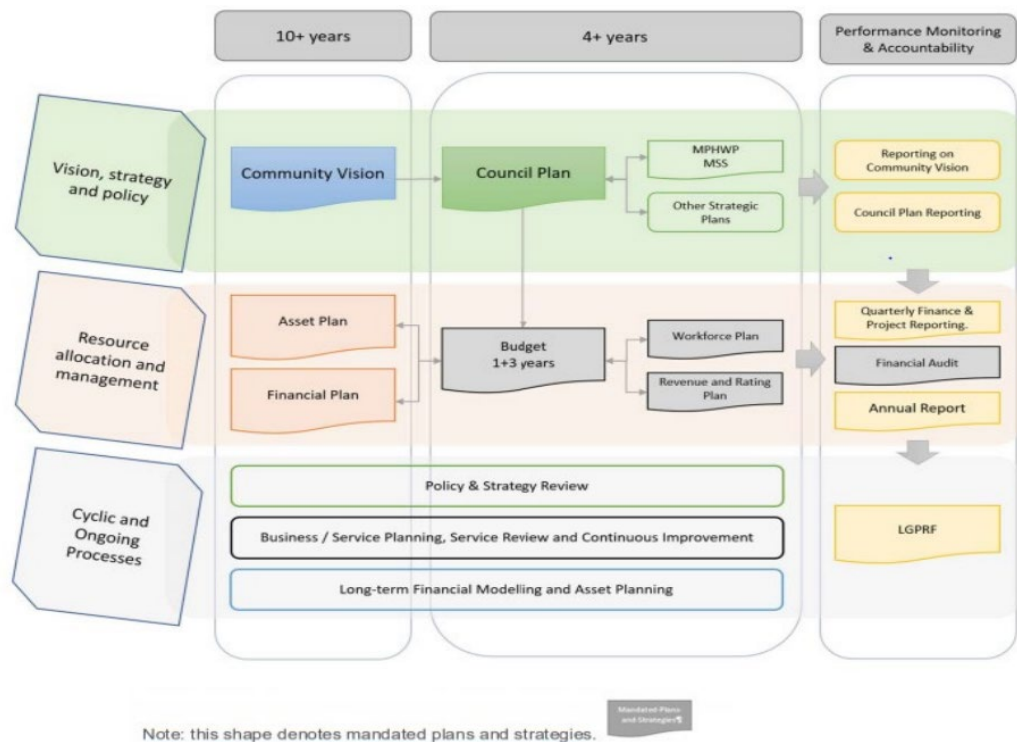
Council's current approach to revenue and rating is to meet the needs for the delivery of the Council Plan, and to ensure Council remains financially sustainable into the future.

1.3. Legislative context

Section 93 of LGA 2020 states:

"A Council must prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next 4 financial years."

The diagram below shows how this Plan sits within the strategic planning framework of Council.



In preparing the Plan, Council has taken into consideration the following other LGA 2020 sections.

Section 89 of LGA 2020 - Strategic planning principles

- (1) A Council must undertake the preparation of its Council Plan and other strategic plans in accordance with the strategic planning principles.
- (2) The following are the strategic planning principles—
 - (a) an integrated approach to planning, monitoring and performance reporting is to be adopted;
 - (b) strategic planning must address the Community Vision;
 - (c) strategic planning must take into account the resources needed for effective implementation;
 - (d) strategic planning must identify and address the risks to effective implementation;
 - (e) strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.

Section 101 of LGA 2020 – Financial management principles

- (1) The following are the financial management principles—
 - (a) revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;
 - (b) financial risks must be monitored and managed prudently having regard to economic circumstances;
 - (c) financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community;
 - (d) accounts and records that explain the financial operations and financial position of the Council must be kept.
- (2) For the purposes of the financial management principles, financial risk includes any risk relating to the following—
 - (a) the financial viability of the Council;
 - (b) the management of current and future liabilities of the Council;
 - (c) the beneficial enterprises of the Council.

Section 106 of LGA 2020 - Service performance principles

- (1) A Council must plan and deliver services to the municipal community in accordance with the service performance principles.
- (2) The following are the service performance principles—
 - (a) services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community;
 - (b) services should be accessible to the members of the municipal community for whom the services are intended;
 - (c) quality and costs standards for services set by the Council should provide good value to the municipal community;
 - (d) a Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring;
 - (e) service delivery must include a fair and effective process for considering and responding to complaints about service provision.

2. Rates & Charges

Rates and charges are an important source of revenue, accounting for 59% of operating revenue received by Council. The collection of rates is an important factor in funding Council services and infrastructure. The following sections outline the elements Council has considered in adopting its rating framework.

2.1. Taxation principles

Council rates are a form of taxation based on property value. They are not a fee for service. Listed below are good practice taxation principles often applied within tax regimes.

Wealth tax

The wealth tax principle implies that the rates paid are dependent upon the value of a ratepayer's property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

Equity

Horizontal equity – ratepayers in similar situations within the City of Kingston should pay similar amounts of rates (ensured mainly by accurate property valuations undertaken in a consistent manner, their classification into homogenous property classes, and the right of appeal against valuation).

Vertical Equity – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a “relativity” dimension to the fairness of the tax burden).

Efficiency

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

Simplicity

How easily a rates’ system can be understood by ratepayers and the practicality and ease of administration.

Benefit

The extent to which there is a nexus between consumption/benefit and the rate burden.

Capacity to pay

The capacity of ratepayers or groups of ratepayers to pay rates.

Diversity

The capacity of ratepayers within a group to pay rates.

The rating challenge for Council is to determine the appropriate balance of competing considerations of all of the above principles. Council’s rating strategy is to adopt the wealth tax, horizontal equity, and simplicity principles, with some capacity to pay principles in place for pensioners.

2.2. Fair Go Rates System

In 2015, a system to cap rates was introduced for the 2016/17 financial year. This rates cap is designed to limit the amount of revenue increases a Council can levy through rates.

Each year the Minister for Local Government sets a cap on rate increases based on that period’s Consumer Price Index (“CPI”) and advice from the Essential Services Commission (“ESC”). The decision must be made by 31 December each year to apply to rates for the following financial year.

For the 2025/26 financial year, Council’s total average rate rise has been capped at 3.00%.

Council can apply for a higher cap if it can demonstrate community support and a critical need for spending on services or projects that require a rate rise above the capped amount.

The rate cap limits the total amount a municipal council can increase its rates each year based on the amount it levied in the previous year.

Planning for future rate increases is therefore an essential component of the long-term financial planning process and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Only the general rates and municipal charges part of a rates bill are subject to the rate cap. All other parts, such as waste charges and other user fees and levies, remain uncapped.

The rate cap applies to Council’s total rate revenue and not individual properties. In many cases, an individual’s rates bill may increase or decrease by more (or less) than the capped rise amount. This may happen because:

- the value of the property has increased or decreased in relation to the value of other properties in the municipality.
- other charges and levies that are not subject to the cap, such as the waste charge, have risen. The capped increases apply to the general rates and municipal charges only.
- the amount of rates levied from properties of that type (residential, commercial or rural) has changed through Council’s application of differential rates.

The Fair Go Rates System constrains Council's ability to deliver the range of services and projects that the Kingston community would like Kingston to deliver on.

Since the introduction of rate capping in 2015, the rate caps have been:

Financial Year	Rate Cap
2016/17	2.50%
2017/18	2.00%
2018/19	2.25%
2019/20	2.50%
2020/21	2.00%
2021/22	1.50%
2022/23	1.75%
2023/24	3.50%
2024/25	2.75%
2025/26	3.00%

2.3. Rates burden

A primary objective of all Victorian Local Governments is to ensure the equitable imposition of rates and charges.

The rating system is based on property valuations, these being carried out annually by the Victorian Valuer-General. Rates are based on these valuations. Council has several means by which it can vary the amounts which are levied, including:

- a general rate
- a municipal charge
- differential rates
- service rates and charges
- special rates and charges
- rebates, waivers, deferments, concessions, and exemptions

Council's rating process is designed to incorporate multiple differential rates, which provides flexibility with our rating system regarding different property types. Council uses capital improved values as the base valuation for the rates being raised. Council's rating approach takes into account several factors, such as:

- the valuation base being the capital improved value (CIV)
- the use of differential rates
- a municipal charge being set and reviewed annually during annual budget process
- The use of rebates for eligible aged pensioners across the municipality
- Subsidised rating of Cultural and Recreational Land

Striking a proper balance between these elements provides equity in the distribution of the rate burden across residents.

3. Property valuations

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates.

Section 157 of the *Local Government Act 1989 (Vic)* (LGA 1989) provides Council with three choices in terms of which valuation base to utilise. They are:

- Capital improved valuation – Value of land and improvements upon the land.
- Site value – Value of land only.
- Net annual value – Rental valuation based on capital improved value.

In choosing a valuation base, Council must decide on whether it wishes to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If Council was to choose the former, under the LGA 1989 it must adopt either the capital improved valuation or net annual value method of rating.

3.1. Capital improved value

Capital improved value is the most commonly used valuation base by Local Government in Victoria. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Section 161 of the LGA 1989 provides that a Council may raise any general rates by the application of a differential rate if –

- a) it uses the capital improved value system of valuing land; and
- b) it considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a Council does not utilise capital improved value, it may only apply limited differential rates in relation to farmland, urban farmland or residential use land in circumstances set out in section 161A of the LGA 1989.

Advantages of using capital improved value

Capital improved valuation includes all improvements, and hence is often supported on the basis that it more closely reflects “capacity to pay”. The capital improved value rating method takes into account the full development value of the property, and therefore better meets the equity criteria than site value and net annual value.

With the valuations being set annually, the market values are more predictable.

The concept of the market value of property is more easily understood with capital improved value rather than net annual value or site value.

Makes it easier to compare relative movements in rates and valuations across councils.

The use of capital improved value allows Council to apply differential rates which adds to Council’s ability to equitably distribute the rating burden based on ability to afford Council rates. The capital improved value allows Kingston to apply higher rating differentials to current and former extractive land and lower rating differentials to retirement villages, some heritage properties and agricultural land.

Disadvantages of using capital improved value

The main disadvantage with capital improved value is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

3.2. Site value

Site value is based on the valuation of land only. The Site Value is the value of the land only, and assumes the land is vacant with no improvements (such as buildings).

Advantages of site value

Scope for possible concessions for urban farm land and residential use land.

Disadvantages in using site value

Under site value, there would be a significant rate burden shift from the Industrial/Commercial sector onto the residential sector of Council. The percentage increases in many cases would be in the extreme range.

Site value is a major burden on property owners that have large areas of land. A typical example is flats, units, or townhouses which would all pay lower rates compared to traditional housing styles.

The use of site value can place pressure on Council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged using site value.

Site value would reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.

3.3. Net annual value

Net annual value, in concept, represents the annual rental value of a property. However, in practice, net annual value is closely linked to capital improved value for residential and farm properties. Valuers derive the net annual value directly as 5 per cent of capital improved value. In contrast to the treatment of residential properties and farms, net annual value for commercial and industrial properties are assessed with regard to actual market rental.

Advantages of site value

This differing treatment of commercial versus residential properties and farms has led to some suggestions that all properties should be valued on a rental basis.

Disadvantages in using site value

Overall, the use of net annual value is not well supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as capital improved value but is harder to understand.

Council's chosen valuation basis is capital improved value as it allows greater equity outcomes.

3.4. How properties are valued

The *Valuation of Land Act 1960 (Vic)* ("VLA") is the principal legislation in determining property valuations.

Under the VLA the Victorian Valuer-General conducts property valuations on an annual basis. As mentioned above, Council applies a capital improved value to all properties within the municipality to consider the full development value of the property. This basis of valuation considers the total market value of the land including buildings and other improvements. The value of land is always derived by the principle of valuing land for its highest and best use at the relevant time of valuation.

3.5. Objections to property valuations

Part 3 of the VLA provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code ("AVPCC") within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice ("Rates Notice"), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to the Valuer-General. Property owners also can object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Rate Notice (via the Valuer-General) or within two months of receipt of their Land Tax Assessment (via State Revenue Office).

3.6. Supplementary valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections.

The Victorian Valuer-General is tasked with undertaking supplementary revaluations and advises Council on a monthly basis of valuation and AVPCC changes. Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality.

Objections to supplementary valuations can be lodged in accordance with Part 3 of the VLA. Any objections must be lodged with the Valuer-General within two months of the issue of the supplementary Rates Notice.

3.7. Differential rates

Council makes a further distinction within the property value component of rates based on the purpose for which the property is used, that is, whether the property is used for general purposes (residential, industrial, commercial), agricultural purposes, extractive, retirement, or residential heritage purposes.

This distinction is based on the concept that different property categories should pay a fair and equitable contribution, considering the benefits those properties derive from the local community.

These rates are structured in accordance with the requirements of section 161 'Differential Rates' of the LGA 1989, and the Ministerial Guidelines for Differential Rating. The differential rates are currently set as follows:

- General Rate 100%
- Extractive/Landfill 300%
- Agricultural 80%
- Residential Retirement 90%
- Residential Heritage 90%
- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)

Section 161 of the LGA 1989 says:

- (1) A Council may raise any general rates by the application of a differential rate if it uses the capital improved value system of valuing land.
- (2) If a Council declares a differential rate for any of the land, the Council must-
 - a) specify the objectives of the differential rate which must include the following –
 - i. a definition of the types of classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate in relation to those types or classes of land;
 - ii. an identification of the types or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in the Council's municipal district) and planning scheme zoning of the land and the types of buildings situated on it and any other criteria relevant to the rate;
 - iii. if there has been a change in the valuation system, any provision for relief from a rate for certain land to ease the transition for that land; and
 - b) specify the characteristics of the land which are the criteria for declaring the differential rate.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

Advantages of a differential rating system

The advantages of utilising a differential rating system are summarised below:

- There is greater flexibility to distribute the rate burden between all classes of property.
- It allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome.
- It allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community.

Disadvantages of a differential rating system

The disadvantages in applying differential rating are summarised below:

- The justification of the differential rate can at times be difficult for the various rate paying groups to accept, giving rise to queries, objections, and complaints where the differentials may seem to be excessive.
- Differential rates can be confusing to ratepayers, as they may have difficulty understanding the system. Some rating customers may feel they are being unfavourably treated because they are paying a higher level of rates than other ratepayer groups.
- Differential rating involves a degree of administrative complexity as properties may shift from one type of land use to another (e.g. residential to retirement village land) requiring Council to update its records. Ensuring the accuracy/integrity of Council's data base is critical to ensure that properties are correctly classified into their right category.
- Council may not achieve the objectives it aims for through differential rating. For example, Council may set its differential rate objectives to levy a higher rate on land not developed, however it may be difficult to prove whether the differential rate achieves those objectives.

4. Differential rate definitions and objectives

Council believes each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate, and the uses of each differential rate are set out below.

4.1. General land

Characteristics

General land is any land which does not have the characteristics of agricultural land, extractive and landfill land, retirement village land, or residential heritage land.

Objectives

To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:

- Construction and maintenance of public infrastructure;
- Development and provision of health and community services;
- Provision of general support services; and
- Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

Types and classes

Rateable land having the relevant characteristics described above.

Use and level of General Land

The generated rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the generated rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic location

Wherever located within the municipal district as amended from time to time.

Use of land

As permitted under the relevant Planning Scheme.

Planning Scheme zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps in the Kingston Planning Scheme.

Types of buildings

All buildings which are now constructed on the land, or which are constructed prior to the expiry of the 202/2 Financial Year.

4.2. Agricultural Land**Characteristics**

Agricultural land is land that is:

- used for agricultural purposes;
- having an area of 2 hectares or more; and
- is located outside the Urban Growth Boundary.

Objectives

1. To support and encourage the agricultural use of land in the non-urban areas of the municipality of Kingston to achieve the stated purposes of the Urban Growth Boundary being the development of a sustainable and viable agricultural industry; and
2. To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:
 - Construction and maintenance of public infrastructure;
 - Development and provision of health and community services;
 - Provision of general support services; and
 - Requirement to ensure that Council has adequate funding to undertake it's strategic, statutory and service provision obligations.

Types and classes

Rateable land having the relevant characteristics described above.

Use and level of Agricultural Land

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic location

Wherever located within the municipal district outside of the Urban Growth Boundary as shown in the Kingston Planning Scheme.

Use of land

Use consistent with the characteristics set out above.

Planning Scheme zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps in the Kingston Planning Scheme.

Types of buildings:

All buildings which are now constructed on the land, or which are constructed prior to the expiry of the 2024/25 Financial Year.

4.3. Extractive and Landfill Land**Characteristics**

Extractive and landfill land is land located outside the Urban Growth Boundary that:

- is used for the extraction of natural resources; or
- was previously used for the extraction of natural resources and is not filled; or
- is used as an Environment Protection Authority licensed landfill; or
- is used as a resource recovery centre, recycling depot or transfer station.

Objectives

1. To encourage the early rehabilitation of land having the above characteristics; and
2. To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:
 - construction and maintenance of public infrastructure;
 - development and provision of health and community services;
 - provision of general support services; and
 - requirement to ensure that Council has adequate funding to undertake its strategic, statutory and service provision obligations.

Types and classes

Rateable land having the relevant characteristics described above.

Use and Level of Extractive Landfill Land Rate

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic Location

Wherever located within the municipal district outside of the Urban Growth Boundary as shown in the Kingston Planning Scheme.

Use of land

Use consistent with the characteristics set out above.

Planning Scheme Zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps in the Kingston Planning Scheme.

Types of Buildings

All buildings which are now constructed on the land, or which are constructed prior to the expiry of the 2024/25 Financial Year.

4.4. Retirement Village Land**Characteristics**

Retirement Village Land is land that is defined under the Retirement Village Act 1986 (Vic).

Objective

Guidelines issued by the Valuer-General have disallowed Valuers from making allowances for the constraints imposed by the operation of the Retirement Village Act. It is the opinion of Council that this has led to a proportionately higher statutory valuation for retirement village dwellings occasioning in an inequitable distribution of the municipal rate burden. A differential rate for retirement village dwellings is a recognition of the special nature of this class of land and would assist in the equitable distribution of the rate burden.

Types and classes

Rateable land having the relevant characteristics described above.

Use and Level of Retirement Village Land

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic location

Wherever located within the municipal district.

Use of land

Use consistent with the characteristics set out above.

Planning Scheme zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps in the Kingston Planning Scheme.

Types of buildings

All buildings which are now constructed on the land, or which are constructed prior to the expiry of the 2024/25 Financial Year.

4.5. Residential Heritage Land

Characteristics

Residential heritage sites:

- Are protected in the Kingston Planning Scheme by the Heritage Overlay.
- Can have heritage significance at a local or state level.

Objectives

1. To support and encourage the retention of heritage listed land; and
2. To ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council, including the:
 - Construction and maintenance of public infrastructure;
 - Development and provision of health and community services;
 - Provision of general support services; and
 - Requirement to ensure that Council has adequate funding to undertake its strategic, statutory and service provision obligations.

Types and classes

Rateable land having the relevant characteristics described above.

Use and level of Heritage Land

The differential rate will be used to fund some of those items of expenditure described in the Budget adopted by Council.

The level of the differential rate is the level which Council considers is necessary to achieve the objectives specified above.

Geographic location

Wherever located within the municipal district.

Use of land

Use consistent with the characteristics set out above.

Planning Scheme zoning

The zoning applicable to each rateable land within this category, as determined by consulting maps in the Kingston Planning Scheme.

Types of buildings

All buildings which are now constructed on the land, or which are added to the Kingston Planning Scheme Heritage Overlay during the 2024/25 Financial Year.

5. Municipal charge

Council also levies a municipal charge. The municipal charge is declared for the purpose of covering some of the administrative costs of Council.

Under section 159 of the LGA 1989, Council may declare a municipal charge to cover some of its administrative costs. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

Under the LGA 1989, a Council's total revenue from a municipal charge in a financial year must not exceed 20% of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates).

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the capital improved valuation method. The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Council's administrative costs can be seen as an equitable method of recovering these costs or regressive in the sense that every rateable property pays this amount regardless of the property value.

6. Cultural & Recreational Land

In addition to the LGA 1989, there is also the *Cultural and Recreational Lands Act 1963 (Vic)*. This Act amends the law in relation to the rating of certain lands used for cultural, recreational, sporting activities, and similar purposes.

Under this Act, Council can vary the rates payable to be "any such amount as the municipal council thinks reasonable, having regard to the services provided by Council in relation to such lands and having regard to the benefit to the community derived from such recreational lands."

Refer to Council's adopted [Cultural & Recreational Lands Policy](#).

Council levies 11 properties under this Act.

7. Rebates & concessions

Holders of a Pension Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card (given to Totally or Permanently Incapacitated (TPI), War Widow, Extreme Disablement Adjustment (EDA), or Prisoners of War (POW) may claim a rebate on their sole or principal place of residence.

Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Families, Fairness and Housing during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer. With regards to new applicants, after being granted a Pensioner Concession Card, pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to these claims may be approved by the relevant government department.

There are two rebates available to Kingston eligible pensioners –

- the State Government rebate (2025/26 – not yet released, 2024/25 – \$259.50; 2023/24 – \$253.20), and
- Kingston's additional pensioner rate rebate (2025/26 – \$127.00 not yet determined, 2024/25 - \$123.30; 2023/24 - \$120.00).

8. Special Rate and Special Charge

The LGA 1989 recognises that councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works.

The technical explanation of a special rate or special charge comes from legislation (the LGA 1989). These charges allow councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include (but are not limited to) road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

Before declaring a special charge scheme, the Council must comply with the requirements of the LGA 1989 as well as any Ministerial Guidelines.

According to section 163(1) of the LGA 1989, a council may declare a special rate, a special charge or a combination of both only for the purposes of –

- (a) defraying any expenses; or
- (b) repaying (with interest) any advance made to or debt incurred or loan raised by the Council

“in relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge.”

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is to ensure an additional benefit applies to those being levied. For example, they could be used to fund co-operative fire prevention schemes. This would ensure that there were no non-contributors reaping the benefits but not contributing to fire prevention. Landscaping and environmental improvement programs that benefit small or localised areas could also be funded using special rates or charges.

Council has successfully used special charge schemes in the past and is likely to continue to do so.

9. Service Rates & Service Charges

Section 162 of the LGA 1989 provides Council with the opportunity to declare a service rate or an annual service charge or any combination of such rate and charge for any of the following services:

- The provision of a water supply
- The collection and disposal of refuse
- The provision of sewerage services
- Any other prescribed service (as prescribed by regulations).

Council currently applies a service charge for the collection and disposal of refuse on urban properties (compulsory) and rural properties (optional) and for providing waste services for the municipality. Council retains the objective of setting the service charge for waste at a level that seeks to recover the cost of its waste services.

The waste service charge is not capped under the Fair Go Rates legislation.

10. Fire Services Levy

In 2012, the Victorian State Government passed the *Fire Services Property Levy Act 2012 (Vic)*. This Act requires a fire levy to be collected by Council from ratepayers. Previously this was collected through building and property insurance premiums.

The Fire Services Property Levy helps fund services provided by Fire Rescue Victoria (FRV) and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the capital improved value of the property. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.

Changes in 2025/26 – Fire Services Property Levy

Victorian State Government – Treasury & Finance has announced from 1 July 2025, the Fire Services Property Levy (FSPL) will be replaced by the Emergency Services and Volunteers Fund (ESVF).

This initiative will expand funding to support a wider range of emergency services, including VICSES, Triple Zero Victoria, the State Control Centre, Forest Fire Management Victoria, and Emergency Recovery Victoria, in addition to the Country Fire Authority (CFA) and Fire Rescue Victoria (FRV). This will align Victoria's emergency service funding with other states' practices. VICSES volunteers are increasingly responding to more frequent and severe natural disasters in Victoria.

Callouts have risen from 20,000 annually (2009-2013) to 35,000 in recent years. Resources have to be increased to support their vital work and aid community recovery.

How the ESVF will work

Like the FSPL, the ESVF will be calculated based on a fixed charge that varies by property type, and a variable charge based on property value. Pensioners, veterans and single farm enterprises will continue to receive concessions. Every dollar raised will go towards vital life-saving equipment, vehicles, staff, training for volunteers, community education, and recovery support for when Victorians need it most.

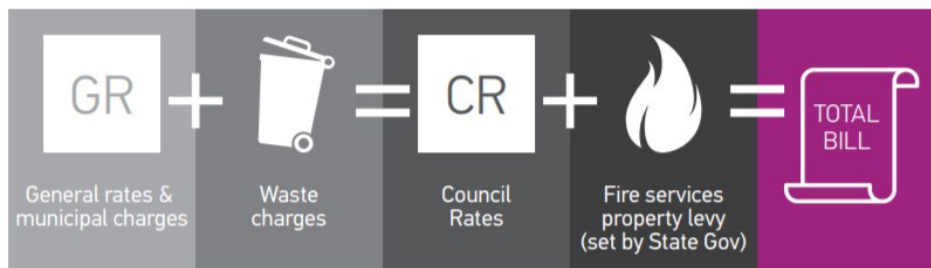
The Emergency Services Victoria Fund (ESVF) will operate on a similar model to the Fire Services Property Levy (FSPL), employing a dual-component calculation. This calculation will comprise a fixed charge, which will vary according to property classification, and a variable charge, directly proportional to the assessed property value. Continuing the established practice, concessions will be maintained for eligible pensioners, veterans, and single farm enterprises, ensuring equitable financial consideration for these groups.

The collection of the ESVF will be administered through local councils, facilitating a streamlined and established collection process.

All revenue generated through the ESVF will be exclusively allocated to the enhancement of vital emergency services. These funds will be directed towards the acquisition of life-saving equipment, procurement of essential vehicles, provision of staffing resources, delivery of comprehensive volunteer training programs, implementation of community education initiatives, and the provision of crucial recovery support services, ensuring Victorians receive the necessary assistance during times of crisis.

11. How are my rates calculated?

Your share of the total rate amount is set by the value of your property multiplied by the applicable differential rate in the dollar, plus a municipal charge, a user-pays waste charge and a Fire Services Levy. Your rates bill is made up of the following components:



12. Collection and administration of rates

The purpose of this section is to outline the rate payment options, processes, and the support services available to ratepayers facing financial hardship.

12.1. Payment options

In accordance section 167 of the LGA 1989 rates can be paid in full by 15 February or, alternatively, ratepayers have the option of paying rates and charges in four instalments. Payments are due on the prescribed dates below.

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Council offers a range of payment options including: in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash), online via Council's ratepayer portal, direct debit (on prescribed instalment due dates or monthly), BPAY, using Australia Post (over the counter, over the phone via credit card and on the internet), instalment payment and by mail (cheques and money orders only).

12.2. Interest on arrears and overdue rates

Interest is charged on all overdue rates in accordance with section 172 of the LGA 1989. The interest rate applied is fixed under the *Penalty Interest Rates Act 1983 (Vic)*, which is determined by the Minister and published by notice in the Government Gazette.

The *Local Government Legislative Amendment (Rating and Other Matters) Act 2022* introduced reforms allowing the Minister for Local Government to set the cap for interest rates for unpaid rates and charges. This rate is yet to be announced.

12.3. Rates Assistance Policy

It is acknowledged that various ratepayers may experience financial hardship for many reasons and that meeting rate obligations constitutes just one element of a number of difficulties that they are facing.

The purpose of the Rates Hardship Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship. Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral.

Ratepayers seeking to apply for such provision will be required to submit a Rates Deferral Application or a Rates Payment Arrangement Application which is available at Council's offices, or via the website at www.kingston.vic.gov.au.

Deferred payments

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge for an eligible ratepayer whose property is their sole place of residency, allowing ratepayers an extended period of time to make payments or alternatively to forego payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Deferral of rates and charges are available to all ratepayers who satisfy the eligibility criteria and have proven financial difficulties. Where Council approves an application for deferral of rates or charges, interest will continue to be levied on the outstanding balance of rates and charges but at an interest rate fixed annually by Council. This deferred interest rate will typically be well under the penalty interest rate levied by Council on unpaid rates and charges.

Ratepayers seeking to apply for such provision will be required to submit a Rates Deferment Application form which is available at the council offices, on the Council website or which can be posted upon request.

Rates Hardship Policy

The Rates Hardship Policy is designed to offer supportive options to ratepayers navigating these difficult situations, aiming to alleviate the stress associated with financial hardship. Ratepayers may choose to pursue either a negotiated rates payment plan or apply for a rates deferral.

Application Process

Ratepayers seeking to apply for such provision will be required to submit a Rates Deferral Application or a Rates Payment Arrangement Application which is available at Council's offices, or via the website at www.kingston.vic.gov.au

12.4. Debt recovery

Council makes every effort to contact ratepayers at their correct address, but it is the ratepayers' responsibility to properly advise Council of their contact details.

Both the vendor and buyer of a property, or their agents (e.g. solicitors and or conveyancers) are required to notify Council by way of a notice of disposition or acquisition of an interest in land.

Council makes every effort to communicate and remind ratepayers via phone call, mail and e-communication of any outstanding rates and applicable payment dates.

In the event that an account becomes overdue, Council will issue an overdue reminder notice which may include accrued penalty interest. In the event that the account remains unpaid, Council may take legal action to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer. If an amount payable by way of rates in respect to land has been in arrears for three years or more, without a payment plan in place, Council may sell the land in accordance with section 181 of the LGA 1989.

12.5. Rates & charges summary

In Council's view, the proposed rates and charges framework sets equitable rates, complies with the rate cap set by the Minister for Local Government, and generates the revenue required for Council to deliver its current services and infrastructure needs.

13. Non-Rate Revenue

13.1. Government grants

Government grants are also an important source of revenue for Council, particularly in relation to capital works projects, and subsidising the cost of many operational services.

Grant income is not, however, guaranteed, and in some instances, Council is unable to deliver on projects if grant income is not forthcoming.

All avenues have been pursued to obtain external grant funds for prioritised services and works, and continued advocacy is ongoing.

13.2. Statutory fees & fines

Council's statutory fees and fines are determined by the many fee levels set by Victorian Government and relate mainly to parking infringements and planning related fees & charges.

13.3. User fees & charges

Each of Council's services determine their fees and charges based on a number of factors such as benchmarked competitor pricing, direct and or indirect cost recovery, and the capacity of our community to pay for services. For 2025/26, Council has reviewed its fees and charges and either held the fee at the previous year's level or increased the fee with the application of the user pays principle – that is, so far as is possible, the cost of providing a direct service will be met by the fees charged.

A schedule of the current user fees and charges is presented in the annual budget.

Council has proposed to utilise a baseline of 3 per cent, unless benchmarked, for 2025/26 with regard to the increment of fees to cover the increasing cost of delivering its services.

The table below outlines some of the constraints Kingston can experience with setting its user fees & charges.

Area	Type of fee or charge	Examples of constraints
Business & Economic	Planning application fees	Many fee levels set by the Victorian Government
Traffic & Streets	Parking fees & fines	Nil
Recreation & Culture	Leisure Centre fees	Competition from other centres
	Library fees	Basic services free as a condition of State Govt funding
Family & Community	Child care centres	Constraints from funding agreements Competition from other providers
	Maternal & child health	Basic services free as a condition of State Govt funding
Aged & Disabled	HACC services fees	Maximums set by State Govt
Governance	Local Law fees or fines	Some related to penalty units set annually by State Govt.

13.4. Contributions

Council will also receive cash contributions from time to time from community groups contributing towards capital projects. This income is not guaranteed and is subject to the capacity of the community group involved in the project.

Council also receives cash contributions for open space reserves. This money is held in trust for specific purpose open space projects.

13.5. Other income

Council receives investment income from cash it holds in investment term deposits, until it needs to spend the money on services or projects.

14. Community engagement


The Revenue and Rating Plan outlines Council's decision-making process on how revenues are calculated and collected. The following public consultation process was followed to ensure due consideration and feedback is received from relevant stakeholders.

Revenue and Rating Plan community engagement process:

- Proposed Revenue and Rating Plan prepared by officers;
- Proposed Revenue and Rating Plan placed on public exhibition via *Your Kingston Your Say* website for a period of 28 days providing the opportunity to view and submit feedback;
- Review and consideration of public feedback; and
- Proposed Revenue and Rating Plan (with any revisions) presented to the June Council meeting for adoption.

Whilst community engagement is not prescribed for the Plan, Kingston intends to update and release the Plan each year to enhance our community's understanding of how rates work, and how Council's budgeted income is derived on a yearly basis.



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 1300 653 356

 131 450

 info@kingston.vic.gov.au

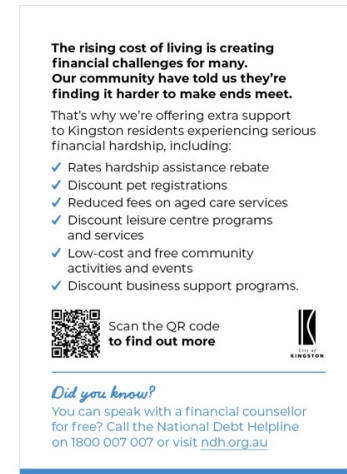
 kingston.vic.gov.au



Poster

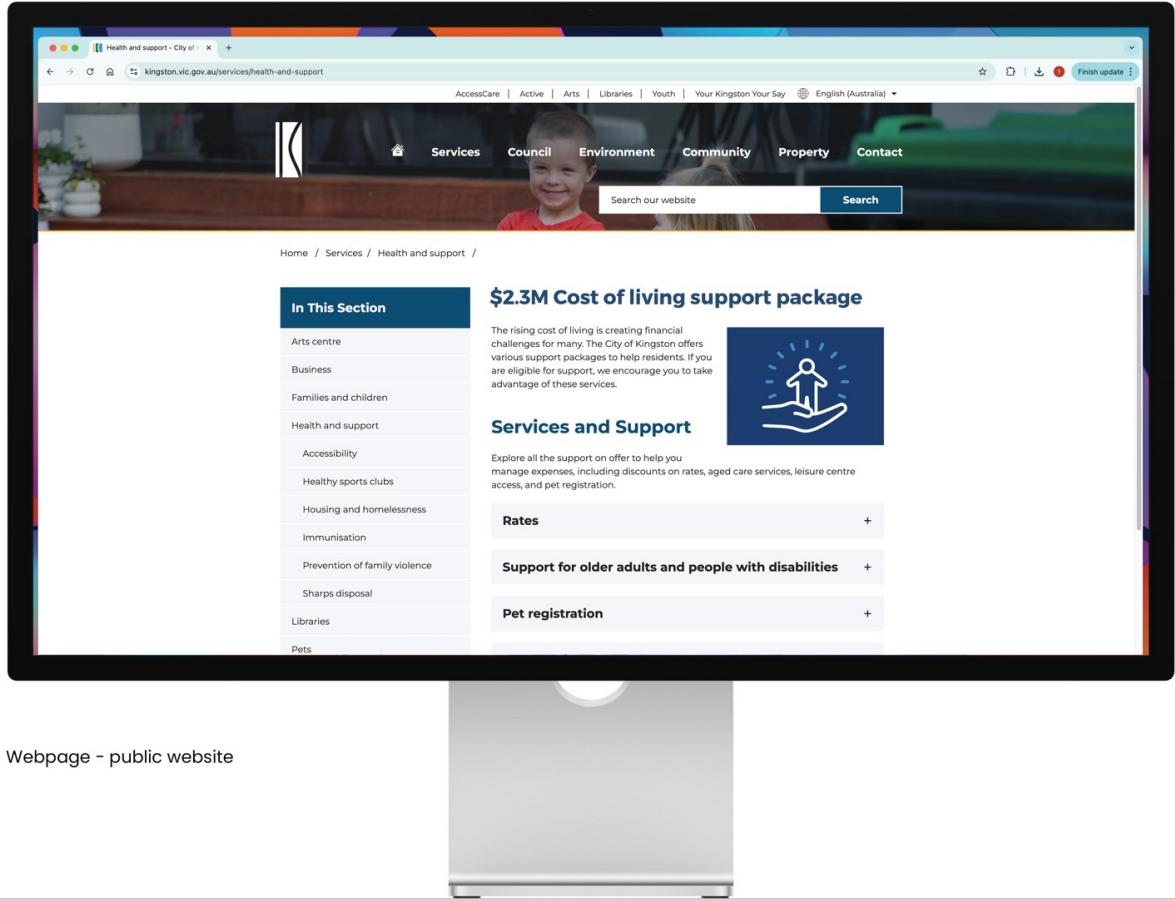


Postcard



Cost of Living Support Package • Campaign items

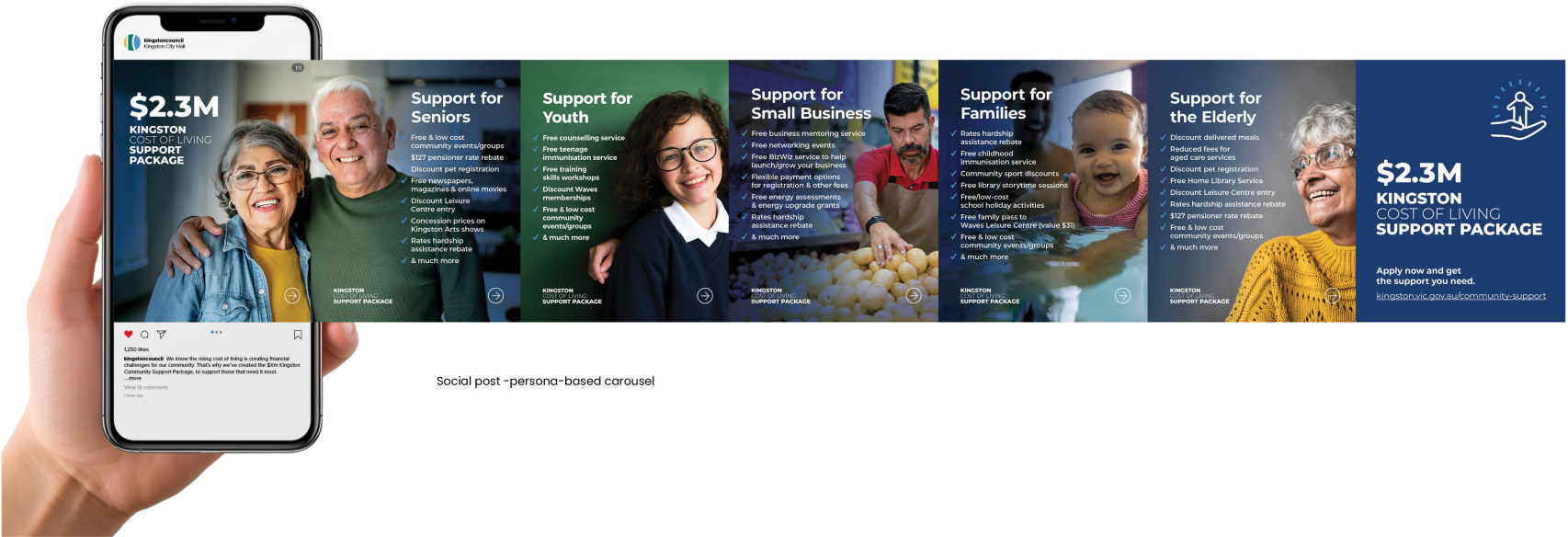
NOTE: Draft content only, subject to change



Webpage - public website

Cost of Living Support Package • Campaign items

NOTE: Draft content only, subject to change



Cost of Living Support Package • Campaign items

NOTE: Draft content only, subject to change



**\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE**

Support for Small Business

- ✓ Free business mentoring service
- ✓ Free networking events
- ✓ Free BizWiz service to help launch/grow your business
- ✓ Free energy assessments & energy upgrade grants
- ✓ Rates hardship assistance rebate
- ✓ & much more

Apply now and get the support you need
Hardship eligibility applies

kingston.vic.gov.au/community-support

Digital screen – persona-based (6 versions)

Cost of Living Support Package • Campaign items

NOTE: Draft content only, subject to change



Digital screen – service-based (6 versions)

Cost of Living Support Package • Campaign items

NOTE: Draft content only, subject to change



\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE

Support for the Elderly

- ✓ Discount delivered meals
- ✓ Reduced fees for aged care services
- ✓ 75% discount on pet registrations
- ✓ Free Home Library Service
- ✓ Discount Leisure Centre entry
- ✓ Rates hardship assistance rebate
- ✓ \$27 pensioner rate rebate
- ✓ & much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support





\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE

Support for Seniors

- ✓ Free & low cost community events/groups
- ✓ \$27 pensioner rate rebate
- ✓ 75% discount on pet registrations
- ✓ Free newspapers, magazines & online movies
- ✓ Discount Leisure Centre entry
- ✓ Concession prices on Kingston Arts shows
- ✓ Rates hardship assistance rebate
- ✓ & much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support





\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE


We're helping those most in need with:

- ✓ a one-off rebate to cover the proposed 3% rate increase for the 2025/26 year
- ✓ and much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support






\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE

We're helping those most in need with:

- ✓ \$127 pensioner rate rebate
- ✓ and much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support





\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE

Support for Youth

- ✓ Free counselling service
- ✓ Free teenage immunisation service
- ✓ Free training skills workshops
- ✓ Discount Waves memberships
- ✓ Free & low cost community events/groups
- ✓ & much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support





\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE

Support for Families

- ✓ Rates hardship assistance rebate
- ✓ Free childhood immunisation service
- ✓ Community sport discounts
- ✓ Free library anytime workshops
- ✓ Free/low-cost school holiday activities
- ✓ Free family pass to Waves Leisure Centre (value \$25)
- ✓ & much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support





\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE

We're helping those most in need with:

- ✓ free small business support services
- ✓ and much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support





\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE

We're helping those most in need with:

- ✓ free youth counselling service
- ✓ and much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support





\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE

Support for Small Business

- ✓ Free business mentoring service
- ✓ Free resurfacing events
- ✓ Free BioWiz service to help launch/grow your business
- ✓ Free energy assessments & energy upgrade grants
- ✓ Rates hardship assistance rebate
- ✓ & much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support





\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE

We're helping those most in need with:

- ✓ 75% pet registration discount for pensioners
- ✓ and much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support





\$2.3M
KINGSTON
COST OF LIVING
SUPPORT PACKAGE

We're helping those most in need with:

- ✓ a free family pass to Waves Leisure Centre in every rates notice (value \$31)
- ✓ and much more

Apply now and get the support you need
Housing support grants

kingston.vic.gov.au/community-support



Digital screen – persona-based

Digital screen – service-based

Cost of Living Support Package • Campaign items

NOTE: Draft content only, subject to change

Talking Kingston submitters wishing to be heard

Name	Representing	Submission	Location
1. Arna O'Connell *Speaker will be Jack Noonan, Board of Governance member for Cheltenham Community Centre	Cheltenham Community Centre	Transform Cheltenham Hall into a viable, vibrant community space managed by Cheltenham Community Centre, building on our proven track record of excellence, to extend current programs and introduce new initiatives that enhance cultural, educational, and social engagement. See appendix for full submission.	Cheltenham
2. Tricia Deasy	Self	It is next to impossible to find a modern, well-functioning venue in Kingston (or Bayside) that will seat 200+ people and where there is a large display area with commercial catering facilities AND easy parking. The old Kingston town hall is just not suitable. We desperately need the equivalent of Bunjil Place in Narre Warren https://www.bunjilplace.com.au/ We will have a very large physical activity centre in the new aquatic centre but nothing equivalent for theatre, meetings, art shows or exhibitions. I try to organise a bi-annual quilt show and it is extremely difficult to find a suitable venue given that there is extremely limited access to state government school auditoriums. See appendix for full submission.	All of Kingston
3. Gregory Woods	Parkdale Bowls Club	See appendix for full submission.	Parkdale

community inspired leadership

kingston.vic.gov.au

Visit us: City of Kingston, 1230 Nepean Highway Cheltenham. Monday - Friday: 8.30am - 5pm

☎ 1300 653 356 📠 131 450 📮 PO Box 1000, Mentone VIC 3194 📧 info@kingston.vic.gov.au 📱 cityofkingston 📺 kingstonscouncil

Name	Representing	Submission	Location
4. Rachael Roach	Self	To consider funding for the start-up cost/s for additional parkrun event/s that provide a free weekly all inclusive, 5km walk/run to promote active, healthy and connected communities in additional locations, including but not limited to near or around the new Mordi Aquatic Centre and or Dingley Village, Waterways, Kingston Heath Reserve.	Mordialloc Dingley Village Waterways Cheltenham
5. Kyle Malligan	Highmoor Tennis Club	Kyle Malligan here - Committee Member at the Highmoor Tennis Club. The Council have been very transparent on the 2027 plans for the Wickham Rd train crossing overpass - Thank-you. Our Club Rooms though are in need of refurbishment (particularly the toilets), but with the uncertainty of the impact of the rail works, we are in limbo between 'doing nothing' or some minor refresh work. Our ideal scenario is that the Council supports us for some ASAP minor clubroom updates, to keep us going over these next 2-3 years. Fyi - a previous budget submission was made to the Council for the FY24 budget of \$50,000. We are seeking continued conversation with the Council to manage this interim period. Please refer to 'Point 6' of the upload file for previous Council engagement context - This submission received a favorable response at the time. Thanks, Kyle (0413 885 804) See appendix for full submission.	Moorabbin
6. Bill McTigue	Self	A great initiative to create a no standing zone on Balcombe Road approaching Mentone from Mon to Friday. It would be even better if parking was no standing 7 days a week as the bottle neck of traffic there is horrendous on weekends as well. Additional to this it would make sense to consider pedestrian safety by blocking the right turn into the Woolworths carpark at 97 Balcombe Road when heading east on Balcombe. The pedestrian crossing helps pedestrians cross Balcombe Road only to be confronted by vehicular traffic turning into the driveway of Woolworths. It is only a matter of time before a pedestrian v vehicle accident. The access to Woolworths is already via Davies St and Florence St. Additional safety for pedestrians in this area seems to far outweigh the convenience of traffic 1. Blocking a lane of Balcombe Rd and 2. Skittling a pedestrian who has limited pedestrian access to get to Woolworths. See appendix for full submission.	Mentone
7. Leigh Gridley	Dingley Village Community Association	With the impending Kingswood Development set for Dingley Village in 2026, now is the chance to put two important but easy projects in place: 1. Maximise pedestrian access, safety and active connectivity between the build and Marcus Rd. Linking the site, Dingley Primary School and the DVNC/Library/Souter Oval Complex via a walkway and crossing over Marcus Rd	Dingley Village

Name	Representing	Submission	Location
		<p>would reduce traffic significantly, promote walking to school and improve safety where there is currently a traffic hazard/crest right next to a new kindergarten.</p> <p>2. Streetscape re- organisation: There is significant wasted, dark and dull space in an area that is about to receive a major influx of new customers. Removing car parks from the social cafe corners and replacing them at the unused centre “smoking” area would improve functionality and appeal.</p>	
8. Carlo G. Bellino	Chelsea Football Club	<p>To submit Secure Goal Storage Areas @ Edithvale Recreational Reserve and Edithvale Common</p> <p>See appendix for full submission.</p>	Edithvale
9. Adrian D'Ambra	Self	<p>PARKS, PLAYGROUNDS AND OPEN SPACE: 1] A sign warning pedestrians to beware located at the corner of Caruana Drive and Wheatland Crescent in Dingley marks the beginning of a path that goes nowhere and is completely broken up. The sign has been there for months. The path has been dilapidated for years. It needs to be rebuilt and connected with Jolimont Place.</p> <p>2] The fence surrounding the wetlands in the Spring Rd Reserve in Dingley is a fantastic improvement. However, it needs signage advising residents that access beyond the fence for dogs and people is not allowed.</p> <p>3] The wetlands in the Spring Rd Reserve need to be connected with the recycled water pipe to prevent completely drying out in summer.</p> <p>ROADS, FOOTPATHS AND DRAINS: 1] Tootal Road must be upgraded before the opening of the Hawthorn FC. It is already a major thoroughfare between the Dingley Bypass and DFO, Costco, Braeside and Moorabbin Airport. Turning from local streets onto Tootal Road is already difficult and is set to become more dangerous with the likely increase of traffic. Waiting to observe road usage after the Hawthorn opening will place locals at further risk.</p> <p>3] The northern side of the Centre-Dandenong Rd shopping strip in Dingley requires urgent attention. The footpath is a death trap.</p> <p>4] At least two roads leading into Dingley - Tootal Rd and Old Dandenong Rd - flood whenever it rains. Drainage on these vital links into and out of our suburb must be repaired and improved.</p> <p>VIBRANT SHOPPING STRIPS: Further regarding the Centre-Dandenong Rd shopping strip, Council must commit itself to a Dingley Village Shopping Strip Masterplan which will provide greater amenity and attractiveness to the streetscape. Dining parklets at either end with planter boxes, bollards, permanent seating, lighting and shade are required.</p> <p>TRANSPORT AND TRAFFIC: Dingley residents need a bus route from Dingley to Monash University via Westall Railway Station.</p>	Dingley Village

Name	Representing	Submission	Location
10. Matt Lloyd	Self	The footpaths of Mordialloc's main street are becoming impossible for somebody to walk or roll down with the restaurants taking up half of it. I would love to see the parking spaces directly next to the restaurants removed so that the seating can be placed there instead. This makes for a far more accessible footpath. It also makes it better for people with accessibility needs (mobility and wheelchairs etc). See appendix for full submission.	Mordialloc
11. Moya Mathias	Self	Give life to Chelsea's shopping strip. There are several shops always up for rent, can the council rent them and open them up to local popups (food, art, craft, drinks) for a short period each + do a local marketing campaign to vote for which local small businesses get to take up residence each time they change over.	Chelsea
12. Tanya Garach	Self	Street parties a way to provide public liability through council. Getting insurance privately for community event is way too expensive. Munro Avenue in Edithvale is uneven need of repair.	Edithvale
13. Deb Guilani	Bentleigh Greens Soccer Club	See appendix for full submission.	Cheltenham
14. Deb Guilani	Bentleigh Greens Soccer Club	Minor capital works budget for Kingston Heath Soccer Complex. See appendix for full submission.	Cheltenham

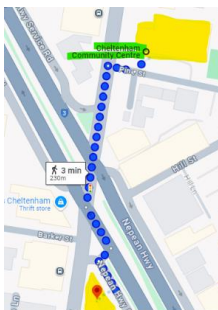
APPENDIX

Cheltenham Community Centre 4th December 2024



Proposal to Kingston Council for Cheltenham Hall Building

1218 Nepean Hwy, Cheltenham 3192
Corner Charman & Nepean Highway



Walking distance (3 minutes) from
Cheltenham Community Centre to
the Cheltenham Hall building.

Summary

Cheltenham Community Centre (CCC) proposes a partnership with Kingston Council to revitalise the underutilised Cheltenham Hall building. Located a mere three-minute walk from CCC, this initiative aims to transform Cheltenham Hall into a vibrant community hub aligned with the City of Kingston's strategic vision. The project addresses urgent community needs by creating an inclusive space for programs and services, expanding CCC's capacity to serve Cheltenham's growing population. This proposal outlines how the revitalisation aligns with Council's Municipal Public Health and Wellbeing Plan (MPHWP) to foster connected, liveable communities.

Background

Cheltenham has experienced a 15% population growth over the last five years, driven by high-rise developments that have intensified the demand for accessible community services. Cheltenham Community Centre (CCC), a not-for-profit organisation with over 35 years of experience, serves over 1,200 residents weekly through programs that enhance health, wellbeing, and social connections. However, operating at 90% capacity in a non-council-owned facility limits CCC's ability to meet these growing needs.

Cheltenham Hall, located just three minutes from CCC, presents an exceptional opportunity to address these challenges. For over five years, CCC has partially utilised the hall for programs such as Zumba Gold and Line Dancing, showcasing its suitability for diverse community activities. Revitalising Cheltenham Hall would enable CCC to expand its services, providing affordable, accessible programs for vulnerable populations and the wider community.

This transformation aligns with Kingston Council's Municipal Public Health and Wellbeing Plan (MPHWP), supporting priorities like reducing loneliness, fostering social connections, and improving community wellbeing. By unlocking the hall's potential, CCC can create a resilient, inclusive hub that meets the needs of Cheltenham's rapidly growing population.

Key Objectives

1. Maximise the Use of Council Assets

- Transform Cheltenham Hall into a fully activated community hub managed by CCC, ensuring efficient and effective use of the facility.
- Align Cheltenham Hall's use with the Kingston MPHWP goals to:
 - Increase physical activity.
 - Improve mental health and wellbeing.
 - Promote lifelong learning and education.
 - Foster community connection and volunteering.

2. Address Cost-of-Living Challenges

- Expand CCC's affordable and accessible programs to support vulnerable populations, including migrants, low-income families, single parents, and the elderly.
- Examples of proposed programs include:
 - English language and conversation classes for new migrants.
 - Cooking classes for people with disabilities.
 - Inclusive fitness programs for all ages, such as yoga, ballroom dancing, and children's sports.

3. Deliver Economic and Community Benefits for Council

- Increase participation in physical activities, community events, and volunteering opportunities, fostering inclusive social networks.
- Strengthen social cohesion and stimulate economic activity by creating a vibrant community hub.
- Reduce Council's operational costs by transitioning management from a hall-hire model to CCC's established, efficient structure.
- Provide cost savings through CCC's streamlined management of inductions, cleaning, and program coordination.
- Enhance Council's reputation by showcasing Cheltenham Hall as a revitalised, high-impact community asset.

4. Respond to Growing Community Demand

- Address CCC's space limitations and expand capacity to meet current and emerging community needs.
- Offer tailored services for Cheltenham's growing population, reflecting local demographics and increased housing density.

5. Build Kingston's Strategic Vision

- Position Cheltenham Hall as a flagship project in Kingston's four-year strategic plan, demonstrating the revitalisation of underutilised community assets.
- Integrate sustainability practices into renovations, making Cheltenham Hall a model for environmentally conscious community facilities.

Benefits of Proposal

For Kingston Council:

- Maximise the utility of a currently underutilised resource, transforming Cheltenham Hall into a vibrant hub that aligns with Kingston's strategic priorities.
- Reduce operational costs and resource demands on Council staff by leveraging CCC's proven management systems and experience.
- Enhance the Council's reputation through effective stewardship of public assets, showcasing leadership in fostering inclusive and resilient communities.
- Strengthen community trust and engagement by delivering highly visible and impactful outcomes through partnership with CCC.

For the Community Centre:

- Expand space to grow programs and address emerging challenges like social isolation, cost-of-living pressures, and health disparities.
- Enhance capacity to develop innovative programs and strengthen partnerships with businesses, schools, and organisations.

For the Community:

- Increase access to affordable, inclusive programs that enhance physical, mental, and social wellbeing.
- Foster community resilience by offering tailored programs that meet the specific needs of disadvantaged groups, including migrants, seniors, and low-income families.
- Create opportunities for local groups and individuals to use Cheltenham Hall for social, educational, and recreational activities, fostering community ownership and belonging.
- Reduce barriers to participation by offering programs in a centrally located, safe, and welcoming environment.

Implementation Plan

1. Facility Upgrades:

- Kingston Council would need to redevelop Cheltenham Hall to bring it up to standard, ensuring safety, accessibility, and functionality for diverse community use.
- Install modern equipment and fixtures tailored to support a wide range of programs and activities, enhancing the space's adaptability.

2. Activation Post-Upgrades:

- Transition management responsibilities from Council to CCC once facility upgrades are completed.
- Launch an expanded suite of programs at Cheltenham Hall, prioritising high-demand areas such as health and wellbeing, education, and social connection.

3. Community Engagement:

- Conduct targeted outreach to key demographics, including families, seniors, and multicultural groups, to ensure the programs align with local needs.
- Partner with local organisations and stakeholders to co-create programs and activities that reflect the diversity and aspirations of Kingston's community.

4. Ongoing Management:

- Maintain the facility with CCC's established operational processes, including cleaning, bookings, and program scheduling.
 - Regularly evaluate the facility's impact and usage, providing quarterly updates to Council and incorporating community feedback to optimise operations.
 - Develop a sustainability plan to ensure the long-term viability of Cheltenham Hall, including partnerships, grants, and innovative funding models.
-

Key Performance Indicators

To ensure the ongoing effectiveness of this initiative, a full range of Key Performance Indicators (KPIs) would be developed and agreed upon. These would monitor the project's impact on community wellbeing, program participation, and alignment with Kingston's strategic goals, providing measurable outcomes for both CCC and Kingston Council.

Conclusion

Cheltenham Community Centre (CCC) is uniquely positioned to transform Cheltenham Hall into a thriving community hub that supports Kingston's strategic goals. The proposal aligns with key priorities in the Municipal Public Health and Wellbeing Plan (MPHWP), addressing challenges such as loneliness, social isolation, and access to inclusive programs, while fostering local business engagement and community resilience. By revitalising Cheltenham Hall, CCC can create a safe, welcoming space where residents connect, learn, and thrive.

Serving the highest-populated suburb in Kingston, CCC's proven expertise and ability to reach the largest radius of residents further highlight the urgency and value of this initiative. Partnering with CCC represents a low-risk, high-reward investment for Kingston Council, demonstrating leadership in building inclusive, sustainable, and connected communities. Together, we can unlock Cheltenham Hall's full potential for the benefit of all.

Suggested Next Steps

To move this proposal forward, we suggest the following actions:

- Schedule a meeting to discuss the proposal and refine the project scope based on Council feedback.
- Initiate a feasibility study to assess renovation requirements and associated costs for Cheltenham Hall.
- Agree on a timeline for project implementation, including milestones for renovations and program activation.
- Develop a partnership agreement outlining roles, responsibilities, and KPIs for ongoing evaluation.

Talking Kingston – draft budget 2025/6

Submission from Tricia Deasy, representing herself

Large scale, multi-purpose community venue

I am advocating that Kingston City Council build a multi-purpose, large scale community hub, similar to Bunjil Place in Narrewarren. Here are some statistics so that you have a sense of the size of project I am suggesting: Bunjil Place opened in 2017, cost \$125 million, was funded by all three levels of government and took five years to build. It has an 800 seat auditorium, plus many other amenities.

I suggest that Kingston City Council build a community facility that has a similar-sized auditorium with stage, art gallery space, various-sized meeting rooms that can seat from 30 to 100 people, catering facilities and possibly council facilities like a library or service centre.

We are spending over \$80 million on the Mordiallic aquatic centre proving that a project of this size is possible. I was a regular user of Don Tatnell and now Waves and fully support the new aquatic facility. Let's now do something that can help build many different sorts of interest group and artistic communities. I'm fully aware that it will take time and a lot of money. However, the benefits will be immense for many people, for many years.

I wear a number of hats. I am currently the President of Bay Quilters with 150 members. Around 80 to 100 members attend our monthly meetings. It is hard to find a public venue where we can seat 100 people at tables, have good lighting, easy access and car parking as well as a suitable kitchen for serving morning tea and lunch. We currently meet at the Beaumaris Library Complex large hall in Reserve Road, after originally meeting at Kingston Town Hall 20 years ago. Dingley Neighbourhood Centre is possibly an equivalent facility in the Kingston LGA, but the only one. We have found it extremely difficult to find a space within a 10 km radius of the Beaumaris Library complex to display 100 large quilts for our regular quilt shows.

With another hat on, I am a social research consultant focusing on government stakeholders and have also been a training consultant working in Bayside and Kingston areas. It is extremely difficult to find publicly available rooms for small to medium groups for group discussions and training events in the bayside area and with catering facilities and easy parking. It is easy to find multiple types of these facilities in Casey, Wyndham and Melton LGAs. These are all new suburbs who have planned community hubs as part of their town plans.

There are no modern, well-lit and accessible places in Kingston that allow for large scale meetings, concerts or conference facilities. Kingston Town Hall does not make the grade. Wedding and party reception areas are not suitable alternatives. Government school auditoriums are usually too small, often difficult to access, particularly on weekends, and difficult to find out about and book.

In contrast, Bunjil Place can do all these things; it is a place for community connection and sharing; it is large, open, accessible, welcoming and with brilliant architecture that encourages you to visit and to meet people and build communities.

Let's build one here in Kingston.

13 January 2025

Parkdale Bowls Club – Green Replacement

Our submission for consideration by Kingston Council is for a co-contribution to the replacement cost of the synthetic bowling green at Parkdale Bowls Club.

Parkdale Bowls Club is a single green bowls facility located on Alameda Pl, Parkdale. The bowling green is a 10-rink synthetic surface which supports not only the club but is also actively used by the local community. This includes running a weekly community based barefoot bowls program that is supported by up to 100 local residents. We also run an active schools bowls program for both primary and secondary schools based in the City of Kingston. Further, local sporting clubs use our facility to host events and play bowls at our venue.

Due to the combination of this being a single green facility and only being able to bowl in one direction the green experiences very high usage and has deteriorated at an accelerated rate, since it was installed in 2013. A recent audit on the condition of the green commissioned by Kingston Council concluded that the synthetic surface is reaching the end of its useful life and will require full replacement in the next 12 months.

Given the poor state of the green and its extensive use by both club members and broader local community, the Parkdale Bowls Club seeks Council financial support to assist in the funding of the replacement cost of the green, including upgrading of the immediate surrounds of the playing surface. Estimates indicate that the total cost of the works to be around \$270,000. Parkdale Bowls Club would commit to a co-contribution of \$120,000 to the cost of the works.

Greg Woods

Secretary – Parkdale Bowls Club

Submission: Kyle Malligan on behalf of Highmoor Tennis Club (file to support submission)

Name	Representing	Submission	Officer response	Council Plan direction	Location
6. Kyle Malligan	Highmoor Tennis Club	<p>I'm on the committee for the Highmoor Tennis Club - 4 Le Page St. Moorabbin. We are a small tennis club (only 5 courts) but have an extensive membership base of 370 members. This consists of a wide band of age groups - Seniors social tennis on a Saturday, an extensive juniors coaching & development program, mid-week ladies & teams competition in the Bayside comp.</p> <p>Over the past 12 months, we have had a number of productive meetings with the Council to discuss the improvements needed to keep pace with our growing membership base. As a result, in 2024, we are seeking the Council's assistance in the refurbishment of our clubrooms. The toilets & the kitchen area are approaching 25 years old & are looking & functioning that way. Our estimate is that \$50,000 will be required for the following uplift work:</p> <ul style="list-style-type: none"> - Both the male & female toilets (currently only one toilet in each) - Addition of showers, which is now a pre-requisite for clubs entering in the Winter Victorian Pennant competition. FYI - to accommodate our 2 pennant teams, we have needed to rent additional courts from Royal Ave in Sandringham - Refurbishment of the kitchen, including cupboards, oven & new refrigerator <p>We are very keen to work closely with the council & stay as a preferred tennis facility for our members</p>	Could be co-funded in a future budget, depending on building condition report and Council's building renewal program	Healthy and inclusive	Moorabbin

My submission is simple regarding pedestrian and disabled access safety at the Woolworths Mentone driveway located at 99 Balcombe Rd Mentone.

1. Pedestrian and disabled access safety is more important than vehicular flow times in Balcombe Rd Mentone. Specifically the driveway entrance to Woolworths Mentone at 99 Balcombe Rd Mentone adjacent to Jellis Craig Real Estate and BWS liquor.
2. I have had email contact with [Lachlan Schoemaker](#), Traffic Operations Team Lead in Infrastructure regarding this issue. He stated many complexities which are noted, but the one fact remains that there is a high-risk zone of vehicle vs pedestrian co-use in the current driveway which enters the Woolworths carpark at 99 Balcombe Rd Mentone.
3. There is a traffic light controlled, North – South pedestrian crossing in Balcombe Rd that holds up traffic flow – it would seem that Kingston Council traffic operations do prioritise pedestrian and disabled access safety over vehicular flow on the Balcombe Rd crossing site. However, a pedestrian or mobility aid dependent person who is heading to Woolworths then has no safe crossing area from Jellis Craig Realty across the current driveway to Woolworths. Aside from this, the pedestrian access along side Jellis Craig Realty and BWS is a one-person wide, mini-footpath bounded by a metal rail and a dense garden area – this encourages most pedestrians to venture straight onto the road at the entrance point of the Woolworths driveway. I would challenge any able bodied person to get in a wheel chair and negotiate this access path from Balcombe Rd south into the large common carpark without going onto the road way of this driveway.
4. **The simple solution is to remove vehicular and pedestrian co-use of this area by closing the Woolworths driveway.** Any other solution swayed by reasons of retail accessibility or vehicular flow rate times is really just allowing a high-risk scenario to exist for pedestrians vs vehicles. A serious injury or fatality is only a matter of time if we appraise a risk matrix analysis. For the fiscally motivated of council – weigh up the legal costs of a fatality or serious injury case here as opposed to the costs of change conceptually, socially, politically and logistically.
5. I have lived in Mentone since 1980 and have seen many changes here in that time. We are becoming more and more densely populated and need to consider safer and more efficient options for local travel on foot and mobility aids especially in busy shopping precincts.
6. I would like to see a response from Council as to why this driveway at 99 Balcombe Rd Mentone, entering the Woolworths carpark, should not be closed. And, preferably one that prioritises the safety of pedestrian locals – all of whom who happen to vote in council elections. We'd hate to see less voters at next election due to a risk management oversight on behalf of the Kingston Council.

Bill McTigue
Local resident and trader
billm@mhealth.com.au
W: 03 8585 2222

CITY OF KINGSTON SUBMISSION 2024/2025**On behalf of Chelsea FC**

PROPOSAL: To install [Secure Goal Storage Areas](#) at Edithvale Recreational Reserve and Edithvale Common

- For the past few years Chelsea FC have requested from Council Offices to build basic Secure Goal Storage Areas for our portable small/kids to large/adult goals to stow away after use from training and game days at both locations. This is to make sure they are off the grounds so Council can effectively cut the grass etc.
- Chelsea FC has always been doing this and in addition locking them up with our own supplied chains and padlocks. See below:

Current situation: @ Edi. Rec



Current situation: @ Edi. Common





- As you can clearly see from all above photos they are chained up and padlocked. Sadly, and most recently as these goals are open to the public and not fenced off we have had these goals at some time damaged and even stolen (last year)

See below current state of some and recent incidents:





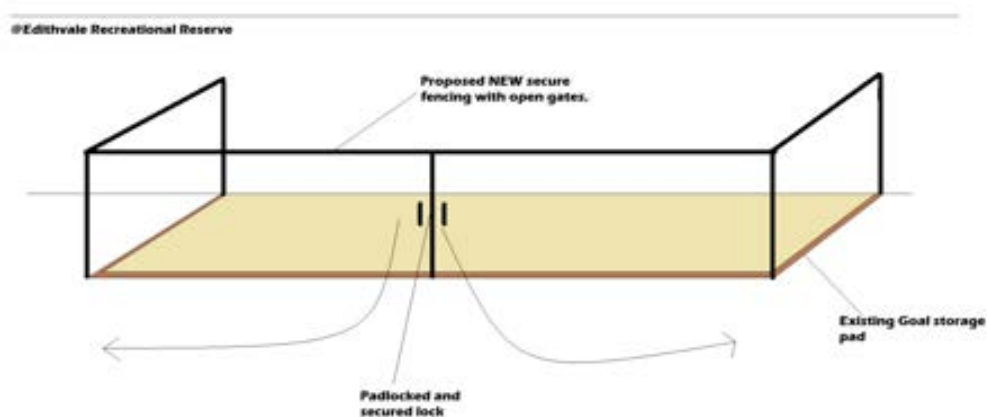
After time and time again having our kids being let down, paying for more and more locks, goals, chains and our volunteers getting fed up with wasting their time trying to fix them by these vandals/public, we Chelsea FC please request Kingston Council to build and install two basic “fenced in” [Secure Goal Storage Areas](#) at Edithvale Recreational Reserve and Edithvale Common

Please see an example below as per Keysborough Soccer Club:



The overall cost to council is minimal as at Edi. Rec the Storage pad is already done. Only 3 sides of cyclone fencing with swing out gates needs to be installed.

See below:



And at Edithvale Common some of the existing and hardly used old Cricket Nets can be utilised as a basic fencing structure.

We hope Council considers this effective and simple proposal for our Football Community so our members and others can enjoy safe and non-vandalised goals.

Thank you
Carlo Bellino
Chelsea FC President
0412 174 038

MAIN STREET IDEA

Roughly sketched in markup.

Current situation



My proposal



My Utopian Vision for Main Street





Business parklet policy

Engagement summary report

June 2021



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Executive summary

Developing the business parklet policy

Temporary parklets and activations have been a critical part of Council's response to supporting the economic recovery of local businesses through COVID-19 while indoor dining was heavily restricted. They have provided a safe way for the community to experience a COVID-safe summer period.

An extension to current permits has allowed Council to continue supporting businesses as we move toward recovery. Noting the overall success of this temporary program, officers have begun developing a policy to allow business parklets to continue to be implemented each year. A key part of the creation of a new policy is consultation with our community.

Engagement approach

The engagement approach includes two rounds of community engagement: consultation to inform policy development (May 2021); and consultation to gather feedback on a draft policy (scheduled for July 2021).

As part of this first round of engagement to inform the draft policy we wanted to understand what our community thinks of the current business parklet program and what they would like to see included in a policy supporting a longer-term parklet program.

The consultation ran from 30 April to 30 May 2021. The primary feedback tool was a survey, hosted online and available in hard copy. One hundred and sixty-seven survey responses were received. Additionally, 93 people participated in an engagement activity through a series of Neighbourhood Conversation sessions and 95 post it note contributions were received in response to considerations in developing the policy and suggested locations for future business parklets.

The consultation was promoted via Council's communications channels, including Divercity Online, social media and e-newsletters. As part of our Neighbourhood Conversation sessions Council Officers also visited local activity centres to promote the consultation and encourage people to participate in the consultation online.

Key findings

Over 250 people engaged in the consultation either through the online survey (167 responses) or at our Neighbourhood Conversations pop-up sessions (93 participants). Key findings from the consultation are outlined below.

Business parklet visitation

The majority of survey respondents (146; 87.43%) indicated they had visited a business parklet in Port Phillip.

Community benefits

In response to the question which asked which of the following benefits business parklets provide to community; support for local businesses (137; 82.04%), more outdoor seating (136; 81.44%) and better atmosphere/vibe (115; 68.86%) were the most selected responses.

Those who indicated there were no community benefits (13; 7.78%) shared concerns about the reduction of carparking spaces and the impact of this on other traders, as well as resident amenity and access to public space.

Timing / Frequency

Over half the survey respondents (104; 63%) indicated they would like to see business parklets happening all year round, while thirty-four respondents (20.61%) indicated only during the warmer months. Fourteen respondents (8.48%) indicated at no times and thirteen respondents (7.88%) suggested other times.

Overall support for business parklets

The majority of survey respondents (135; 81.33%) were supportive overall of business parklets, with 71 per cent indicating they were fully supportive.

The majority of participants (82; 88.20%) who took part in the Neighbourhood Conversations pop-up session engagement activity indicated they were supportive overall of business parklets, with seventy-one respondents (76%) indicating they were fully supportive.

Locations

When asked which locations would be good for parklets, the most mentioned neighbourhood locations were Balaclava, Elwood and St Kilda. Within these neighbourhoods, Carlisle street, Ormond Road and Fitzroy Street were the most mentioned locations. A number of responses also referenced cafes and restaurants more broadly.

However, Elwood and St Kilda were also the most mentioned locations in response to the open text question asking participants which locations they thought were not good locations for business parklets. Ormond Road was the most mentioned specific location.

Policy considerations

The majority of responses indicated parking, parklet design and infrastructure, equity among traders and resident amenity needed to be considered in developing the draft business parklet policy.

Introduction

Purpose of this report

The purpose of this report is to provide a summary of round one of the community engagement program to inform the business parklet policy. It details the engagement techniques used and presents the findings from this round of engagement.

Purpose of engagement

The purpose of this engagement was to inform the community of the development of a business parklet policy and to consult with our community about what should inform the draft policy.

Communications

We communicated with our community about this consultation via the Council's Have Your Say website, and via Council's Divercity Online newsletter. Emails were distributed to the Have Your Say database and information about the consultation was promoted via Council social media channels (Facebook, Instagram, LinkedIn).

Posters advertising a series of neighbourhood-based pop-up sessions (Neighbourhood Conversations) were also distributed and displayed at Council-managed facilities, and in shop fronts at local activity centres where possible. On-site signage was also displayed a few days in advance of a pop-up to further promote these neighbourhood-based sessions.

As part of our Neighbourhood Conversation sessions Council officers also visited local activity centres to promote the consultation.

Limitations

- Consultative engagement provides only a high-level snapshot of community sentiment and does not reflect any deeper deliberation of issues and challenges.
- Contributions to this consultation do not necessarily constitute a representative snapshot of our community, as people self-selected to participate.

Engagement approach

How we engaged

This engagement was hosted on Council's Have Your Say website and feedback was channelled primarily through a survey seeking feedback from the community on where and when they would like to see business parklets, what we needed to consider as we developed the policy.

Feedback was also captured through our Neighbourhood Conversation sessions throughout May. Participants were asked to indicate how supportive they were overall of business parklets and what we should consider as we develop the policy, as well as where they thought would be good locations for business parklets. We received 95 post-it note contributions through this pop-up engagement activity and 93 participants indicated whether they supported business parklets or not through a 'sticker dot' activity.

Who we engaged

A series of demographic questions were asked as part of the survey. The following provides a brief snapshot of who we engaged through the survey. Detailed demographic data is provided as Appendix A to this report.

- Over half the survey respondents (94; 57.67%) were aged between 35-59 years old.
- Most survey respondents identified themselves as residents (120; 74.53%), followed by ratepayers (25; 15.53%) then business owners (6; 3.73%).
- Over half the survey respondents were female (99; 61.11%).
- A quarter of respondents (42; 25.77%) found out about the consultation through Divercity Online.
- Nearly half of survey respondents lived in Elwood (38; 23.31%) or St Kilda (38; 23.31%).

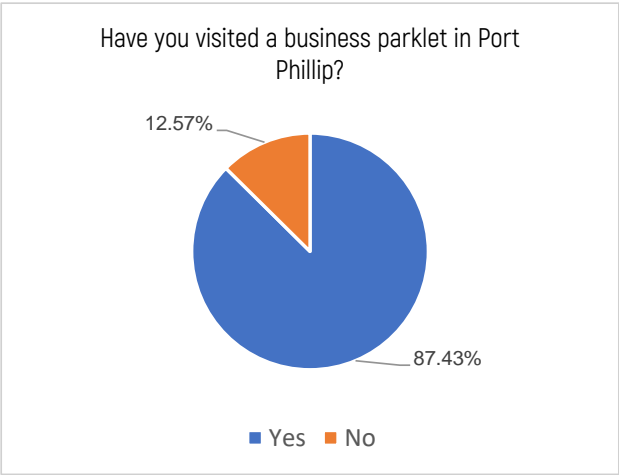
Engagement findings

Survey results

Business parklet visitation

Q. Have you visited a business parklet in Port Phillip?
One hundred and forty-six of the 167 respondents (87.43%) indicated they had visited a business parklet, while 21 respondents (12.57%) indicated they had not.

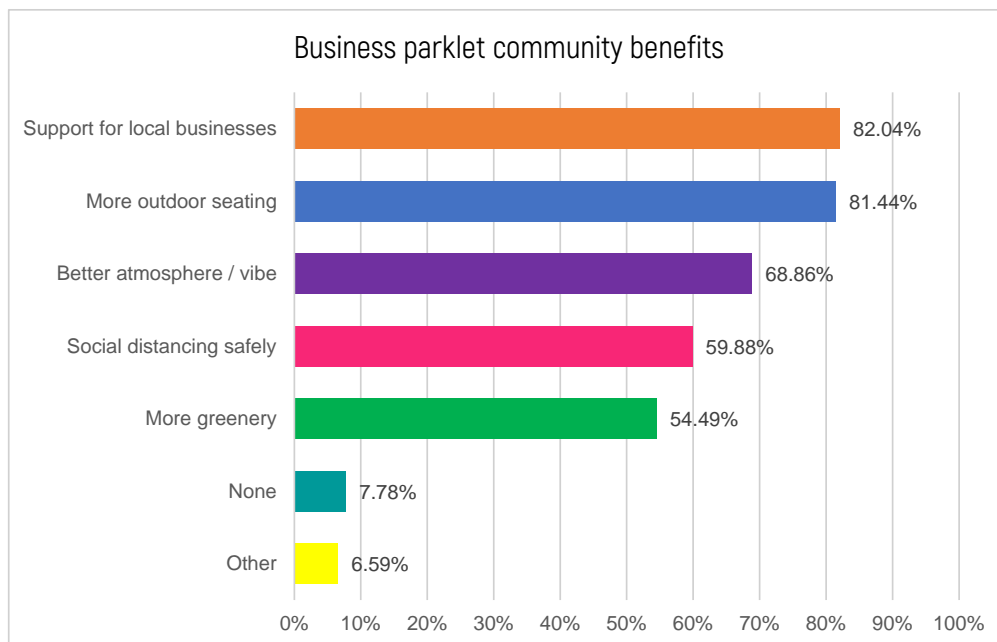
Yes	No
87.43%	12.57%
146	21



Community benefits

Q. Which of the following benefits, if any, do you think business parklets provide to the community? (select all that apply)

Support for local businesses	82.04%	137
More outdoor seating	81.44%	136
Better atmosphere / vibe	68.86%	115
Social distancing safely	59.88%	100
More greenery	54.49%	91
None	7.78%	13
Other	6.59%	11



Of those who selected 'Other' (11; 6.59%), suggestions included:

- proximity to home
- less cars on the road
- art opportunities
- encouraging more people to walk over driving
- street activation.

Those who selected 'None' (13; 7.78%) indicated concerns relating to the following:

- reduction of carparking spaces
- poor equity among traders; hospitality businesses favoured
- impact on resident amenity; impeding residential access and exposure to antisocial behavior
- limiting community access to open space
- commercialisation of open space
- location of current parklets.

Locations

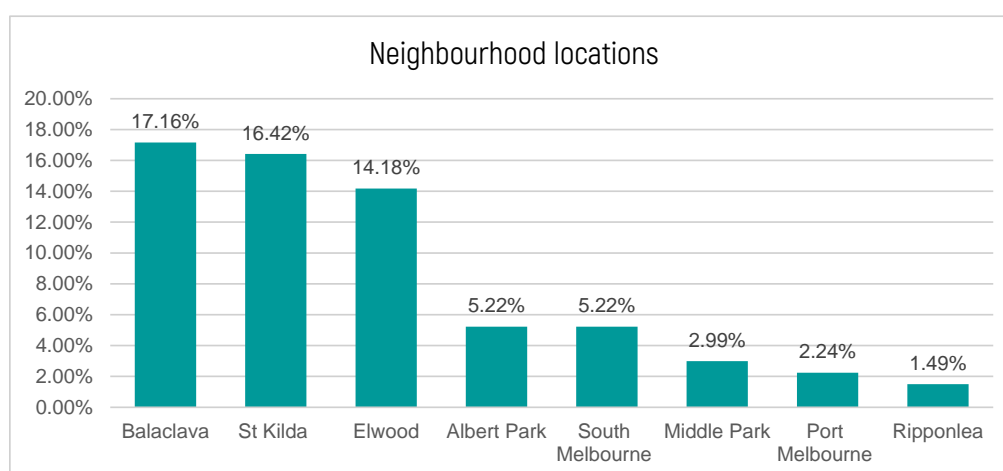
Q. Where in your neighbourhood do you think would be a good location for a business parklet?

One hundred and thirty-four of the 167 respondents answered this open text question.

Neighbourhood locations

The most mentioned neighbourhood locations were Balaclava (23; 17.16 %), Elwood (19; 14.18%) and St Kilda (22; 16.42%). The most mentioned locations within these neighbourhoods were Carlisle Street (13; 9.70%), followed by Ormond Road (11; 8.21%) and then Fitzroy street (9; 6.72%).

Balaclava	St Kilda	Elwood	Albert Park	South Melbourne	Middle Park	Port Melbourne	Ripponlea
17.16%	16.42%	14.18%	5.22%	5.22%	2.99%	2.24%	1.49%
23	22	19	7	7	4	3	2



Current parklet locations

Some respondents (4; 2.99%) expressed support for the current locations. However, a number of respondents (9; 6.72%) also expressed negative sentiment, referencing 'no more' or 'nowhere' in their responses. Reasons for this included concerns around the impact on local amenity, parking, public space access.

Other locations

A number of responses (10; 7.46%) also referenced cafes and restaurants more broadly. While beach locations in St Kilda, Elwood and Port Melbourne were referenced by some respondents (7; 5.22%), a small number of respondents (3; 2.24%) also indicated they were not supportive of the beach as a location for business parklets.

Other locations mentioned, in order of frequency:

- Balaclava – Carlisle Street, Inkerman Road, Chapel Street and Nelson Street (23; 17.16%),
- St Kilda – Acland Street, Barkly Street, the Esplanade, Jim Duggan Reserve and St Kilda beach (22; 16.42%)
- Elwood – Ormond Road, Tennyson Street (19; 14.18%)
- Albert Park - Victoria Avenue, Montague Street and Bridport Street intersection (7; 5.22%)

- South Melbourne – near the market, Clarendon Street, Coventry Street (7; 5.22%)
- Middle Park – Armstrong and Richardson street. (4; 2.99%)
- Port Melbourne – Bay Street, the beach (3; 2.24%)
- Ripponlea – Glen Eira Road (2; 1.49%)
- side streets (4; 2.99%)
- laneways (3; 2.27%)
- reserves that are close to retail strips
- adjacent to existing businesses.

Q. Are there any locations in your neighbourhood that you think wouldn't be good for a business parklet?

One hundred and twenty of the 167 responded to this open text question.

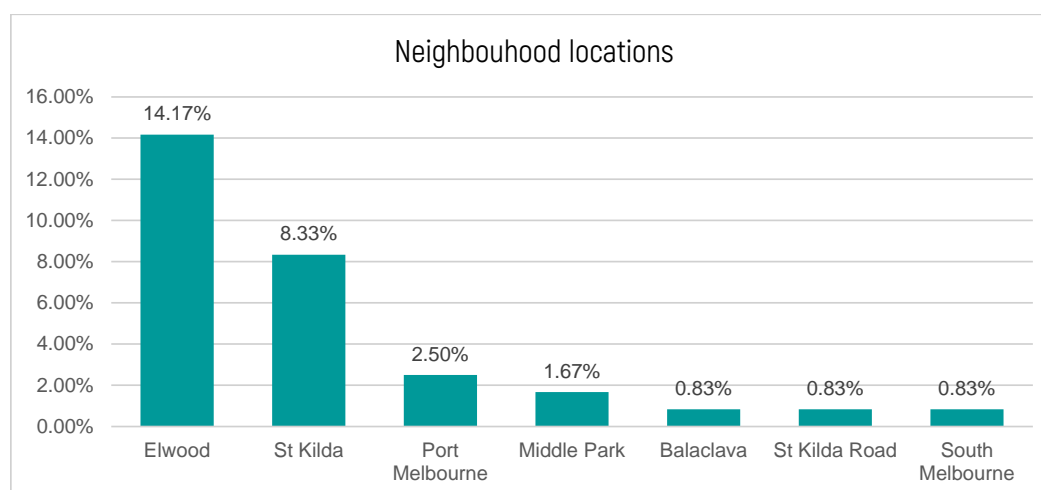
Neighbourhood locations

The most mentioned neighbourhood locations were Elwood (17; 14.17%) and St Kilda (10; 8.33%). However, a quarter of respondents (30; 25%) indicated that there were no locations that wouldn't be good.

Ormond Road was the most mentioned specific location (12; 10%), with a number of responses stating there are too many parklets there currently, and that they impact on parking for residents and other traders' customers. Other locations in Elwood that were individually mentioned included Herbert Street, Elwood Bathers Pavilion (on Elwood foreshore) and Tennyson Street.

For St Kilda, Fitzroy Street was mentioned by a few respondents (3; 2.27%), with a number of locations individually mentioned. These included Acland Street, Barkly Street, St Kilda Junction, Grey Street, O'Donnell Gardens and the Esplanade.

Elwood	St Kilda	Port Melbourne	Middle Park	Balaclava	St Kilda Road	South Melbourne
14.17%	8.33%	2.50%	1.67%	0.83%	0.83%	0.83%
17	10	3	2	1	1	1



Parking

Parking was the most mentioned topic (19; 15.83%), with respondents most commonly expressing the view that parklets shouldn't be in locations where parking is limited, or result in the removal of parking spaces for residents and customers.

Other locations mentioned, in order of frequency:

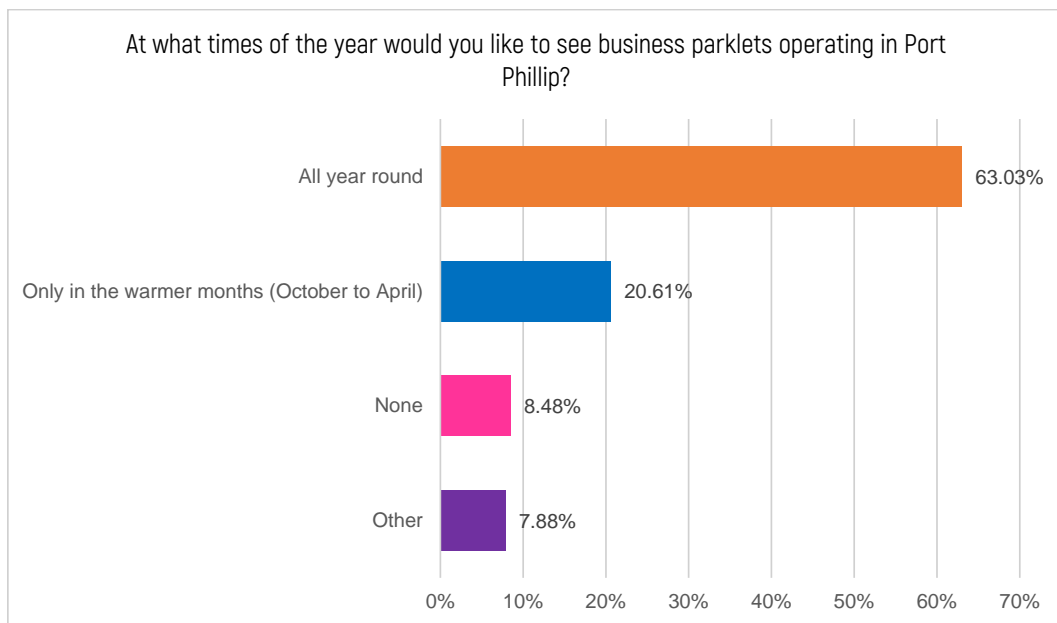
- main roads or roads with higher speed limits, or near intersections (7; 5.83%)
- quieter areas, or places that are out of the way such as back streets (5; 4.17%)
- residential areas (5; 4.17%)
- the beach (4; 3.33%)
- open space (3; 2.50%)
- Port Melbourne – Bay Street and Beach Street (3; 2.50%)
- Albert Park – Victoria Avenue and Danks Street Playground (3; 2.50%)
- South Melbourne – Cecil Street
- Middle Park – Armstrong Street Village
- St Kilda Road

- Balaclava – Chapel Street and Carlisle Street.

Timing / Frequency

Q. At what times of the year would you like to see business parklets operating in Port Phillip?

All year round	63.03%	104
Only in the warmer months (October to April)	20.61%	34
None	8.48%	14
Other	7.88%	13



Respondents were asked to explain their answer to the above question. The following section provides a summary of explanatory comments received for each response option. For a full list of verbatim comments see Appendix B.

All year round

Responses from those who indicated they would like to see business parklets operating all year round (104; 63.03%) are summarised below.

Benefits	<p>Many respondents referenced the benefits business parklets bring to the streets, such as vibrancy, atmosphere and activation. A number of respondents also referenced other benefits such as encouraging active travel and the opportunity to support local businesses while being able to dine safely.</p> <p><i>“The parklets bring a really positive vibrancy and energy to the street. I love seeing the spaces activated and it’s so good to know that these parklets are creating much needed financial support to our local businesses by providing extra seating and I believe the parklets also make businesses more visible! I also love that there is less parking - encouraging people to walk or cycle more.”</i></p> <p>A number of respondents also referenced that they would like to continue to enjoy the benefits of outdoor dining even during the colder months, with a few stating that if heating and blankets were provided this would allow them to work well during this time.</p> <p><i>“As long as Business are allowed to offer heating for the parklets I think it should be all year round. It is a great way to social distance and support local business.”</i></p>
Infrastructure and investment	<p>A number of respondents referenced business parklet infrastructure in regard to the investment, installation and cost. Some respondents suggested that an all-year program would provide traders with certainty, minimise further disruption and allow for investment in better infrastructure.</p> <p><i>“If permanent arrangements are made business lease holders are likely to invest in facilities that can [be] used all year round in all weather conditions.”</i></p> <p><i>“The time effort and constant behavioural change for the public associated with them starting and stopping would be prohibitive, simply set them and leave them in place.”</i></p> <p><i>“A parklet is a significant investment for a business I think it would be costly for them to construct and remove a parklet every year.”</i></p>

Only during warmer months (October to April)

Responses from those who indicated they would like to see business parklets operating only during the warmer months (34; 20.61%) have been summarised below.

Utilisation during winter	<p>A number of respondents shared concerns that they felt that parklets wouldn't be as well utilised during the colder months because of the weather. However, some respondents noted that if heating and shelter were provided, they would be supportive.</p> <p><i>"They're pointless in Winter. Although if they were more permanent structures that allowed heating and shelter, they could stay."</i></p>
Carparking	<p>Carparking was also frequently mentioned, with a number of respondents referring to a greater need for parking availability during the winter months. Some respondents noted that people would be more unwilling to walk during this time.</p> <p><i>"They are unlikely to be used in the winter and people need to park their cars as they don't want to walk too far when it is cold (unlike the warmer months when they don't mind a walk)."</i></p> <p>A few respondents referenced that traders nearby were particularly impacted as less car parking spaces were available for their customers.</p> <p><i>"There is a trade-off being made by other businesses who lose parking spaces in front/near their businesses. It is not fair on them to have this burden all year round. When they signed leases it would have been on the basis of anticipated flow of people etc."</i></p> <p>One respondent suggested parklet cafes are only used for part of the day and parking spaces are unable to be utilised by other trader customers once the cafe is closed.</p>

Other comments referenced:

- Justification of cost associated with closing off roads to use outdoor spaces in winter
- concerns around current utilisation of some parklets
- harder for pedestrians to see parklets at night, risk of walking into them
- business parklets helping businesses to stay afloat in the event of another outbreak during winter.

None

Responses from those who indicated there were no times of the year (13; 8.48%) they would like to see business parklets operating are summarised below.

Carparking	<p>Several respondents referenced concerns around the reduction of carparking spaces and the impact this had on some sectors of the community - such as residents, tourists, and people with accessibility requirements.</p> <p><i>"Elwood st Kilda[sic] etc rely on tourists, they drive. If they can't park, they go elsewhere."</i></p>
Resident amenity	<p>A few respondents expressed concerns around the impact on residents in relation to loss of parking and open space.</p> <p>One respondent noted that they felt that business parklets inconvenience residents and only benefit businesses, while another respondent stated there was only a small amount of public space available and this should not be reduced further by leasing it out to businesses.</p>

Other

Of those who indicated 'Other', suggestions / comments included:

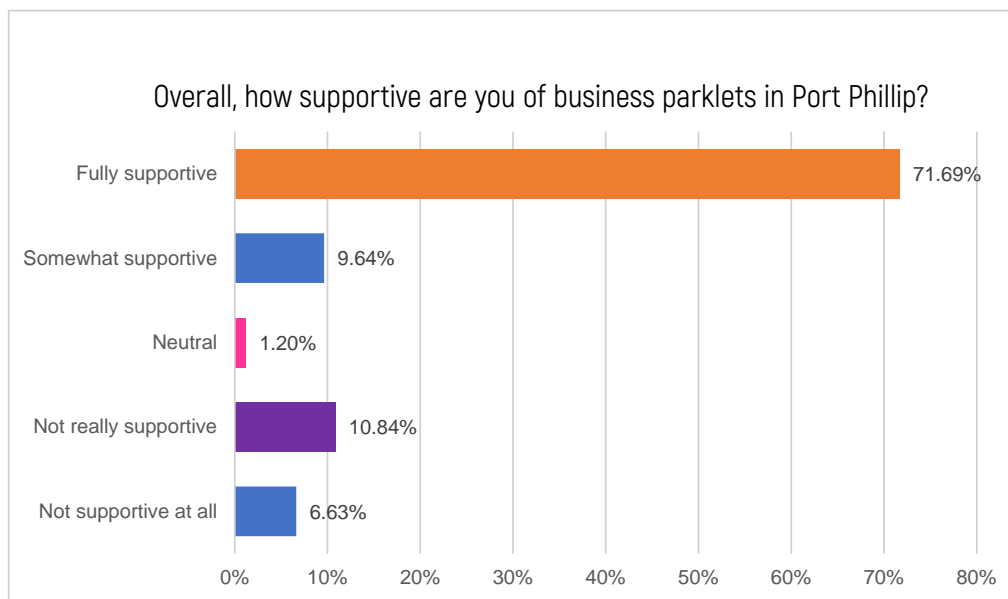
- Shorter periods of time; weekends only, once a month
- Warmer months; November to March
- Once the impact on neighbourhood and other businesses have been identified.
- Dependent on how busy the establishment.

Overall support for business parklets

Q. Overall, how supportive are you of business parklets in Port Phillip?

The majority of survey respondents (135; 81.33%) indicated they were supportive overall of business parklets, with 119 respondents (71%) fully supportive. Two respondents (1.20%) indicated they were neutral and 29 respondents (17%) were not supportive overall of business parklets.

Fully supportive	Somewhat supportive	Neutral	Not really supportive	Not supportive at all
71.69%	9.64%	1.20%	10.84%	6.63%
119	16	2	18	11



Other considerations

Q. Is there anything else you think we should consider as we develop this policy?

One hundred and twenty two of the 167 respondents answered this open text question.

Key or repeating comments are summarised below. For a full list of verbatim comments see Appendix B.

Carparking	<p>Many responses shared concerns regarding the reduction of parking spaces, and / or the need for this to be better balanced with parklets.</p> <p><i>“Parking availability. If you use parking space to create parklets make sure there is plenty of other available parking opportunity.”</i></p> <p>Some respondents felt especially disadvantaged by the reduction in available parking spaces and felt this had increased pressure on residential street parking.</p> <p><i>“Please free parking to local rate payers living in areas where we are paying to park out on street near our apartments.”</i></p> <p>Some suggestions from respondents included providing guidance/signage to locate alternative parking, increasing the parking length of stay and offering additional off-street parking spaces and free parking spaces to residents.</p> <p>A number of respondents also suggested that additional public transport or infrastructure or other transport incentives should be provided to address the lack of parking.</p> <p>Several respondents also referenced that lack of parking spaces would mean that people with accessibility requirements would have to park further away from their intended destination.</p>
Design and infrastructure	<p>A number of respondents referenced the design infrastructure of business parklets, suggesting infrastructure needed to be of good quality in order to withstand all weather conditions, as well as to visually improve the streetscape.</p> <p><i>“Ensure that the ground surface is the safe, similar in construction to footpaths and at a similar level. Also mandate plants / greenery in any design but also support the erection of more permanent weather protection structures.”</i></p> <p>Incorporating greenery into business parklets was also frequently mentioned, with some comments stating this would help increase tree canopy and make parklets more attractive and friendly.</p> <p><i>“... make sure that they add greenery to make the environment and the neighbourhood more attractive and friendly.”</i></p> <p>A few comments stated that safety for patrons, pedestrians and drivers should be considered. Bike lanes and how these would be accommodated alongside parklets was also referenced by a few respondents.</p> <p>A few respondents noted that disability parking also needed to be considered.</p>

	A small number of comments suggested the opportunity for art and design to be incorporated into parklets.
Equity among traders	<p>While some comments referenced the need to support local businesses and economic recovery, a number respondents felt as though some businesses had been unfairly advantaged in having a parklet, while other businesses (without parklets) were disadvantaged by the reduction in parking availability for their customers.</p> <p><i>“Yes - common sense and the ability / necessity to look at the broader picture, so that it takes account of the needs of ALL businesses and ALL residents.”</i></p> <p>One respondent expressed the view that some businesses has been advantaged as some locations were more feasible for parklets than others. While another respondent suggested parklet locations should be rotated alternately between businesses within the street.</p> <p>A few respondents also indicated that utilisation of the current parklets needed to be reviewed and taken into consideration.</p> <p><i>“Make sure you review which ones are actually used. Businesses that use day & night are more productive then a small time period then they sit empty when space is limited.”</i></p>
Resident amenity	<p>A number of respondents were concerned about the impact of business parklets on residents who lived near parklets in relation to parking, noise and antisocial behaviour.</p> <p><i>“Consider impact on surrounding and immediate neighbours, noise impact, smoking policy in public spaces, fees for use of public space.”</i></p> <p>Some respondents suggested consultation with traders and residents be a consideration for the policy. A few respondents suggested consultation with residents prior to deciding on a parklet location.</p> <p><i>“Consult with the local community that it may impact when a site is identified.”</i></p>

Other comments referenced:

- concerns around current maintenance of parklets and how this will be addressed going forward
- safety of patrons
- effect on pedestrian and vehicle flow
- fee structure
- analysing patron data to show how many people using parklets
- concerns around public spaces being used for commercial purposes
- setting up a committee of experienced business people to interpret business owner's needs.

Neighborhood Conversations

Feedback was also captured through seven neighbourhood-based pop-up engagements throughout May 2021.

Participants were asked to indicate their level of overall support for business parklets and if there was anything we need to consider when developing the policy, along with any suggestions parklet locations.

In total, 353 people engaged with Council officers. Ninety-three people took part in the engagement activity and 95 post-it note contributions were received across the seven sessions.

Community members who chose not to provide feedback through the pop-up activity were encouraged to provide feedback online or by completing a hardcopy survey.

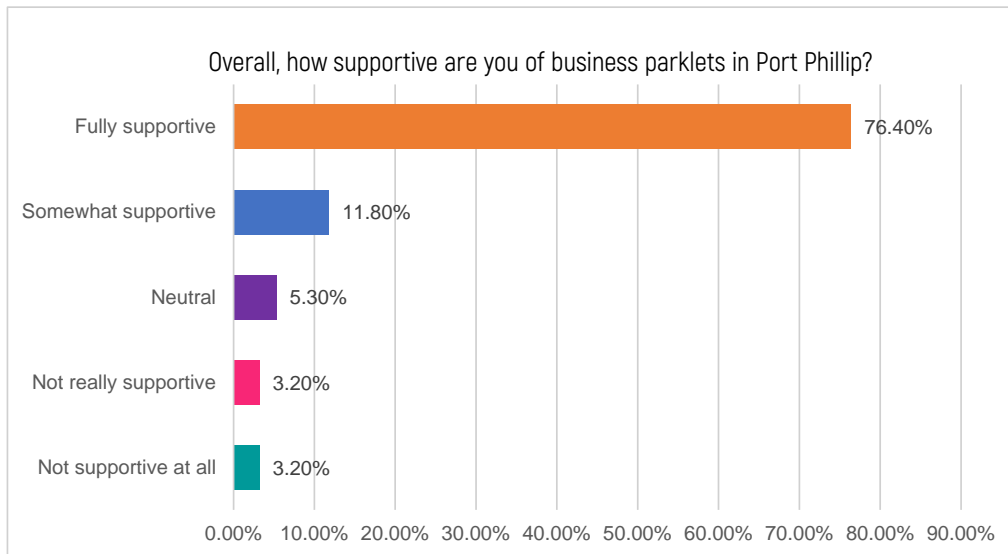


Image: South Melbourne neighbourhood pop-up session, Market Street

Overall support for business parklets

Of the 93 participants who took part in the pop-up engagement activity, the majority indicated they were supportive overall of business parklets (82; 88.20%), with 71 participants (76%) fully supportive. Five per cent were neutral and six per cent were not supportive.

Fully supportive	Somewhat supportive	Neutral	Not really supportive	Not supportive at all
76.40%	11.80%	5.30%	3.20%	3.20%
71	11	5	3	3



Considerations

Q. Is there anything else you think we should consider as we develop this policy?

We received 81 post-it note pieces of feedback through this engagement activity.

Key or repeating themes are summarised below. For a full list of verbatim comments see appendix B.

Benefits	<p>Many comments referenced the benefits that business parklets bring such as atmosphere, activation, more outdoor space and the opportunity to support local businesses.</p> <p><i>"I like them, please keep them please. Improve appearance."</i></p> <p><i>"Brilliant, enliven the streets."</i></p>
Carparking	<p>A number of respondents shared concerns about the reduction of carparking spaces and the impact this had on parking availability for traders and residents.</p> <p><i>"Good idea but needs to be a balanced approach. Can't take up all the parking, tone down on the number of parking spaces being taken up."</i></p> <p><i>"Balance between hospo vs retail - being able to continue to access services in consideration of broader (local) demographics and their needs."</i></p> <p><i>"Restrictive for some other businesses. Take away short term parking. Concept is great."</i></p>
Design and infrastructure	<p>A number of respondents indicated permanent infrastructure and quality of materials and greenery needed to be considered.</p> <p>A few participants indicated that would like to see more permanent parklet infrastructure.</p> <p>A few comments were made about the appearance of current parklets, stating better maintenance was required and that some were designed better than others.</p>

Other comments suggestions included:

- the benefits of parklets to businesses
- cost – fees for businesses
- apply council standards to materials and aesthetics
- operating parklet seasonally
- making parklets removable need to balance all business needs
- concern that it impacts unfairly on other traders
- reduction in cars on the roads, encourage people to walk
- parklets need passing traffic
- offering more financial support to businesses instead of parklets
- pet-friendly parklets
- more kids' parklets
- use empty shops for parklets
- safety – impact of drug use and anti-social behaviour in South Melbourne
- improve public transport options
- disability access and parking.

Locations

Q. Where in your neighbourhood do you think would be a good location for a business parklet?

We received 16 post note pieces of feedback through this pop-up activity.

Albert Park	<p>A few participants were concerned about parklets in Victoria Avenue expressing they felt they were pointless and took up too many car parking spaces.</p> <p>One participant was concerned about the proximity of parklets to the tram at the end of Victoria Avenue.</p>
Beach	<p>A number of participants were concerned about beach parklets, indicating they were not supportive.</p> <p>One respondent shared concerns about the commercialisation of public space.</p>
Port Melbourne	<p>Some suggestions for parklet locations in this area included the industrial areas in Port Melbourne, Salmon Street, Bay Street, Park Street and Dodd Street.</p>

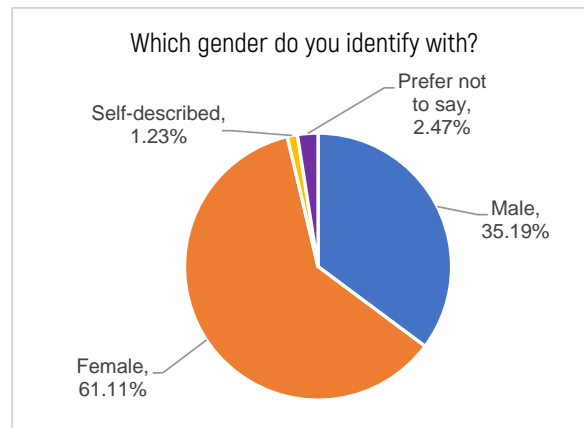
Other suggestions for parklet locations included:

- Elwood and St Kilda side streets
- Middle Park
- South Melbourne - Williamstown Road and Montague Street.

Appendix A: Survey respondent demographic data

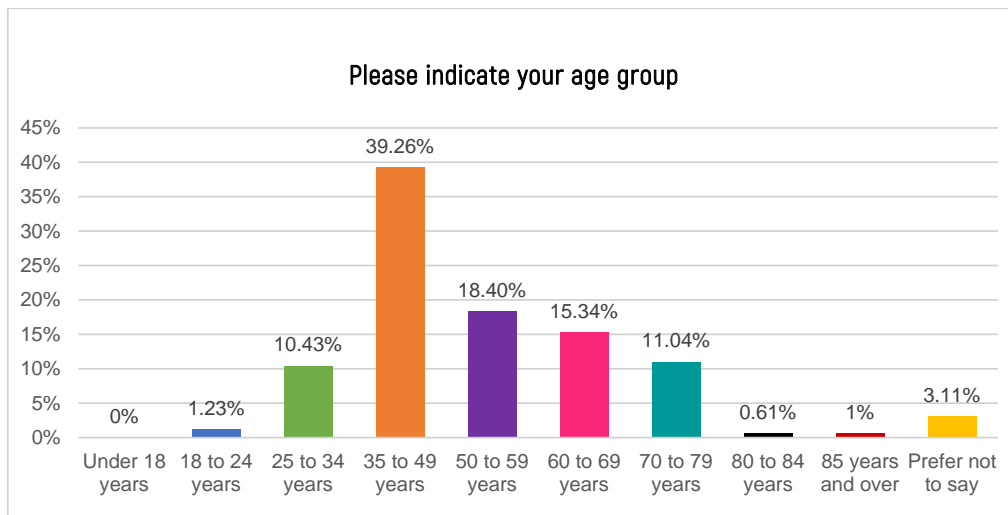
Which gender do you identify with?

Male	35.19%	57
Female	61.11%	99
Self-described	1.23%	2
Prefer not to say	2.47%	4



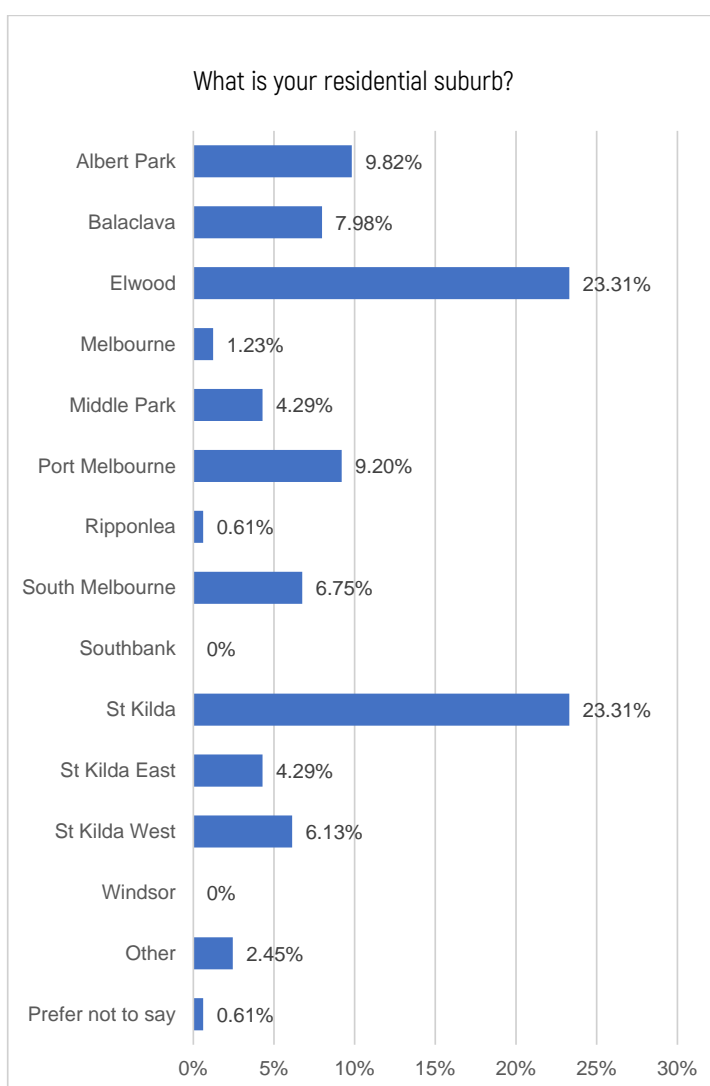
Please indicate your age group

Under 18 years	18 to 24 years	25 to 34 years	35 to 49 years	50 to 59 years	60 to 69 years	70 to 79 years	80 to 84 years	85 years and over	Prefer not to say
0%	1.23%	10.43%	39.26%	18.40%	15.34%	11.04%	0.61%	1%	3.11%
0	2	17	64	30	25	18	1	1	5



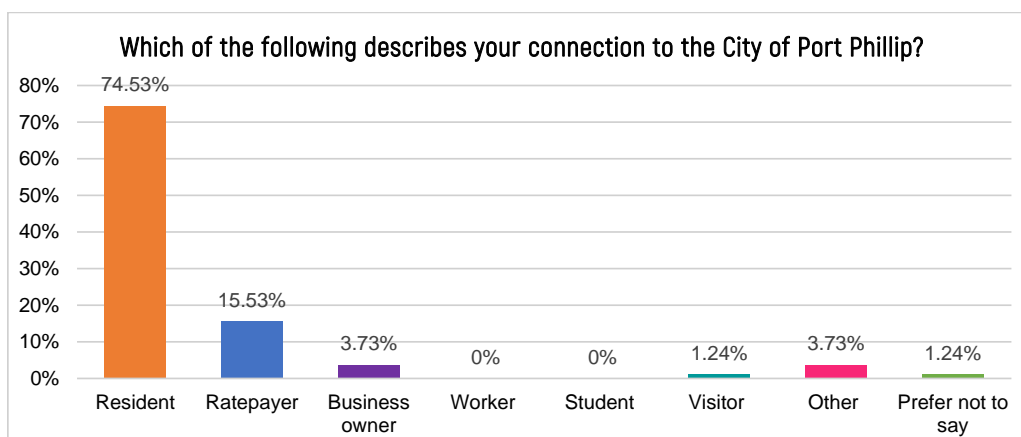
What is your residential suburb?

Albert Park	9.82%
Balaclava	7.98%
Elwood	23.31%
Melbourne	1.23%
Middle Park	4.29%
Port Melbourne	9.20%
Ripponlea	0.61%
South Melbourne	6.75%
Southbank	0%
St Kilda	23.31%
St Kilda East	4.29%
St Kilda West	6.13%
Windsor	0%
Prefer not to say	0.61%
Other	2.45%



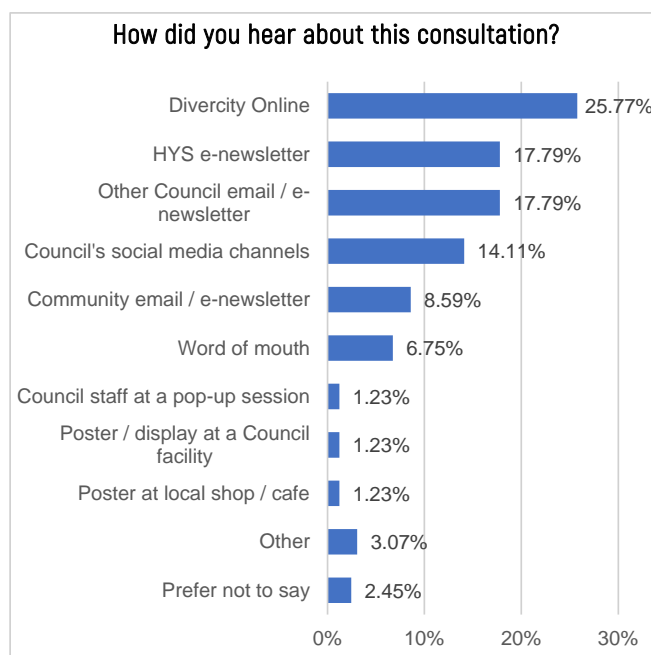
Which of the following describes your connection to the City of Port Phillip?

Resident	Ratepayer	Business owner	Worker	Student	Visitor	Other	Prefer not to say
74.53%	15.53%	3.73%	0%	0%	1.24%	3.73%	1.24%
120	25	6	0	0	2	6	2



How did you hear about this consultation?

Diversity Online	25.77%	42
HYS e-newsletter	17.79%	29
Other Council email / e-newsletter	17.79%	29
Council's social media channels	14.11%	23
Community email / e-newsletter	8.59%	14
Word of mouth	6.75%	11
Council staff at a pop-up session	1.23%	2
Poster / display at a Council facility	1.23%	2
Poster at local shop / cafe	1.23%	2
Other	3.07%	5
Prefer not to say	2.45%	4



Appendix B: Response to open text questions

All inappropriate references to groups, businesses or individuals have been removed.

Q. Which of the following benefits, if any, do you think business parklets provide to the community? (select all that apply) Answer: Other

Please briefly explain your answer

Fewer cars! So much nicer to have spaces for people rather than space for vehicles.
Longer parking
hindered recovery of other business
More space for citizens, less for cars.
they provide street activation
Fewer cars parking on the streets
Change and positive discouragement from driving
art opportunity
Unfortunately those that encroach onto the road also limit an already limited availability of parking ie Fitzroy St.
encouraging the use of streets for people and not just cars
Possibly close to where I live.
Four seasons in one day
Parklets provide people in the community more options for seating, rest when needed and social distancing
I support the businesses, brings more customers into local or city businesses. (Lots go - we are all waiting ack to normal).

Q. Which of the following benefits, if any, do you think business parklets provide to the community? (select all that apply) Answer: None

Please briefly explain your answer

We need more parking spot than outdoor seating.
Parklets have no place in a strip shopping centre. Especially in Ormond Rd Elwood where parking is a problem at all times. Thank you to PPC for removing half the parklets
the value add is difficult to detect given there is compromise of amenity in one respect to 'improve' another
Now that the threat of COVID has passed they provide NO advantage for anyone apart from business owners They are an inconvenience, take up valuable parking spots, impede direct access to apartment blocks , and encourage rowdy drunken antisocial behaviour Which I have personally been affected by
There is a shortage of parking and those parklet spaces should revert to carparks.
I remain unconvinced that gifting the incredibly valuable land space to private businesses is the best use of that land and Council Officer time to administer the programs.
I can't park to go to any of my regular shops so now I go to Chadstone
a vibrant local commercial strip should take in every business's needs, not just one group, hospitality. By favouring one over all others, it creates resentment and frustration between traders, and with customers. a vibrant strip consists of many and varied businesses, some everyday shopping, services, gift stores and hospitality.
Car parking and our park lands are for the use of all of us not just those who want to make money. You shouldn't be taking away our access to the very limited parking, our beach areas and limited open space - its not fair for the rest of the community who want to use these areas or who want to enjoy open space such as beaches for quiet time. We shouldnt be made to sit

amongst drunks or try and squeeze through an area which feels like it has been taken over by a business.
The ones I saw were in the wrong locations

Q. Where in your neighbourhood do you think would be a good location for a business parklet?

Along streets which are already commercial zones
No where because it takes up too much parking
Acland Plaza, Blessington st (near Iddy Biddy), Ormond rd Elwood, Tennyson St shops Elwood. Carlisle st Balaclava.
Wherever a business requests it. It builds a sense of community and can take away parking spots leading to more people taking public transport and not driving
Centre Ave Around PM TownHall again but perhaps these need to be shared be several nearby businesses not just the lucky corner ones.
Tennyson Street and Ormond Road, Elwood
Tennyson st shops
St Kilda West - Catani Gardens area
Any side street as opposed to main roads
In the next suburb
Carlisle st
South Melbourne Market or other retail centres.
Ormond road in the Elwood shopping area. (Where they are)
Outside St Kilda gardens with pop up food trucks etc
Outside all hospitality businesses.
up to the local cafe to request... and i support the local cafe's
St Kilda Beach, Parks and Gardens
All the existing ones are good
no more
Wherever there is enough space logistically and it suits the vibe of the location. It is great to support local businesses in the area and to expand opportunities for locals and visitors alike to enjoy and support local businesses.
Middle Park Shops, Armstrong Street
South Melbourne Market
Any unused space near Cafés or shops as long as pedestrian footpath traffic isn't negatively impacted
Outside Radio Mexico, Galleon Cafe Carlisle St, St Kilda
More on the beach for summer, St Kilda
Streets and laneways off Carlisle Street/Glen Eira Road
I don't think they are a good idea. Many of the businesses close at 2pm so a lot of parking is lost
I'd like to see more on Carlisle street
Herbert St near Mills St. The current parklet is on Mills St, but hardly ever used. There are trams on Mills st, and although not a busy road for cars, some cars travel fast. So, it doesn't feel relaxing to sit there.
The existing ones are great
stand alone cafes or pubs
I think we could have more parklets on Fitzroy St on the side of the Saint and maybe under archways of the Pride Centre
Garden city shops

Outside the cafe Wall280 in Balaclava - it is not a safe car parking area, and the cafe is very popular so people are constantly on the street. Would be an ideal space to take two car spaces away and allow for more pedestrian safety.
Fitzroy St
Carlisle street, inkerman st, chapel st.
In the Albert Park village somewhere
Along Vic Ave.
It would be great to revitalize the space on front of Holy Trinity Church in Bay st again. I miss the shipping container cafe with its vertical garden greenery.
Outside the cafes and restaurants in Ripponlea, along Glen Eira Road. Pretty much out the front of any hospitality venue should be prioritised, over car parking
Unsure
I would love to see one outside Woodfrog bakery, though I worry that Barkly Street is too busy with traffic. That being said, if it reduces the feeling of busy traffic that's a bonus!
The one outside Galleon on Carsile is GREAT.
Jackson Street would also be excellent, as would Fitzroy, making the most of those lovely big trees. Also Chapel St across from the police station - it gets great morning sun and would be a lovely spot to seat more people.
Grey St, all along Chapel/Inkerman
Immediately outside Miss Columbia on Mills St - one was sited opposite on the other side of Mills St but was a total waste - simply in the wrong spot
Tennyson St / Ormond Rd
Lots already
Some of the smaller, traffic quieter streets
Carlisle St, Chapel St
Plenty in my area
There is one on Mills St which is utterly wasted, outside a couple of offices housing half a dozen people. At the same time a popular café on the other side of the road could surely have used it
Not well thought out!
All over
Park at Barkley and Ormond road
Adjacent to existing businesses to help them gain more customers and create more buzz. (The one on Beach Street near Station Pier seems pointless - a few benches in the middle of the ugliest part of the road, when the entire beachfront is nearby
I think they're pretty disruptive anywhere if they're longer for a day or weekend. Multi week or month parklets will always get in someone's way.
<ul style="list-style-type: none"> - On St Kilda beach. The Beachcomber has opened one, and it's delightful to have a drink with your feet in the sand! Not having more seating spaces on the beach or along the foreshore more generally speaking is such a missed opportunity. It would make the St Kilda beach more livable and improve the vibe. - The St Kilda esplanade. I believe there will be businesses (Bar/restaurant/café) at the ground floor of the St Moritz buildings. Outdoor terrace/parklets would make this area more lively, with a nice view too. - Fitzroy st. Anything to make this street more dynamic. Since COVID, some businesses have benefited from the extended outdoor spaces and it seems to work.
■ Barkly St St kilda

Outside cafes and restaurants.
There is a piece of public land on the corner of Blessington St and Barkly St outside Iddy Biddy that is currently a bit of a mess and is ripe to be turned into an outdoor courtyard. A tree fell down and was removed, it fell onto some public sculpture which was damaged, there are ugly phone boxes - the whole thing could be really nice and provide some calm and charm in an area that is currently a bit too bitumen and concrete and ugly. With some seating and greenery it could be great.
Maybe there is a question coming later about the negatives. But for now, I will answer in here. As far as I am concerned, and specifically in relation to Ormond Rd Elwood, I would not grace them with the name "parklet". A more accurate name would be "parkless", because that is the effect they have on shoppers who wish to use this place for shopping, Post Office etc, rather than just sitting about glorying in the fact that here they are drinking coffee in "the Village" (pretentious rubbish). While I am happy for those businesses who do benefit from these structures, what about all the other business who gain no benefit from outdoor seating, and in fact are severely disadvantaged because of the massively reduced number of parking spaces? Not everyone can walk for miles to park their car and get to the bank or wherever. And there are large chunks of the day when the parkless is not being used by patrons at all or very minimally, yet the surrounding shops are losing customers. I have now found an accessible post office in another suburb, I have decreased my visits to the local supermarket and have to choose from very limited time options when to visit the bank. As for the chemist, same thing. So you are destroying another sector of this lovely local "village" life in an attempt to accommodate the coffee drinkers. Has anybody done some respectable surveys to enable the full pros and cons to be weighed up? And isn't it a bit of a cheek to dub them "business" parklesses, when it is a minority of businesses which actually benefit from their intrusive presence? (Answer: I think SO.)
Parklet would be good in areas where they don't effect other business
Elwood - particularly Ormond Rd
NOt where parking is already at a preium, whilst the parklets are great for cafes they are not good for other businesses
ormond road elwood
Tennyson Street shops, Elwood Village, St. Kilda (Acland and Fitzroy Sts.
all cafes
Not at the front of [REDACTED] on Ormond Road.
Middle Park Shops
Along tram line streets (park elsewhere and make more pedestrian or bike friendly)
Smaller shopping strips with good public transportation and cycling links
I don't live in Melbourne but ♥ your work.
I like using a few car parking spaces. They need to be connected to a venue I think as these are the ones I have seen most frequented so far
Pavement space, reinventing car park space, side streets, think it should all be considered.
Carpark behind Carlisle street in balaclava, space next to Woolworths off Carlisle (behind dentist and nail place). There are lots of options. Space in acland street etc
if business parklets are here to stay, then there needs to be a clearly articulated policy and strategy behind them with benefits outlined and validated not just alleged. Presently it seems that parklets are approved/established because a business owner has made a request
I would like to see all areas remain. Perhaps time sharing one space across multiple businesses:
I do not agree with park lots on the beach/sand however. The beach is not a commercial space.
Along Fitzroy St.
There are many in Elwood. Some are well utilised, some are not & therefore take much needed parking space.
Everywhere, except the beach

South Melbourne
Out the front of what was dogs bar in acland street.
Fitzroy St and Acland St
There are Parklets all along ormond Rd which I absolutely love
Nowhere
honestly, as someone with a disability who needs to drive many places I'm finding the lack of car parking to be far more troublesome than any benefit.
The ones in Elwood seem fine.
Nowhere.
Carlisle St strip.
Side street off Bay Street
Carlisle st
Fitzroy st
Replacing parking spaces
I liked them on Tennyson St and like the ones on Blessington. Perhaps Carsile St could have some too.
Reinstate no 84 Bridport cafe parklet that was unilaterally removed on 18 Apr 2021 by Port Phillip Council.
The Council is supposed to be helping local businesses. Instead it removed a very successful parklet without any consultation with the owner.
Keep around 75% of the COVID-19 park let's Some little used
Carlisle Street in Balaclava- there just isn't anywhere nice and green to sit outside.
South Melbourne Market, Clarendon Street, Coventry Street
Various cafes/restaurants on Carlisle St mostly towards and around Balaclava station.
There are already parklets in our area, that is Ormond Rd. This question should have been asked before decisions were made. No community consultation!
There are plenty already
Elwood Village
Sadly I can't think of anywhere that does not further impost on local amenity. Certainly any consideration of public beaches ie the outrageous grab of a large section of the West Beach foreshore for an "outdoor picture theatre" would not be tolerated again by local residents.
beachside - St kilda
not applicable. Parks are great. But Council should not support private business parks.
port melbourne beach
No
Where
Outside any existing business but away from residential apartments to reduce noise
Carlisle Street, Ripponlea
I think it really depends on the businesses that would use it.
Chapel Street Balaclava near corner Rosamund Street, and Nelson St Balaclava near Hole in the Wall coffee place, and Inkerman St near railway underpass
Anywhere near Clarendon St to support those businesses.
In my view, allowing humans to occupy space outside restaurants, bars etc creates a much more amenable and enjoyable atmosphere than a couple of cars parked out the front. Prime space should be utilised by humans, not cars.
in the laneways possibly
South Melbourne / near Market
On the wide Esplanade looking across the bay.

Port Phillip reserves which are close to retail strips
Jim Duggan Reserve
No where. Please leave our public areas for all the community to use.
In front of all cafes & restaurants.
But make parking areas longer stays than 1 hr free.
Carlisle Street
Outside cafes
Esplanade
Pool St between Bay and Laylor (PM) - extend existing
Liardet St between Bay and Lyons (PM) - 606 bus would need some minor rerouting
Outside Parklets could only be on Ormond Road, Elwood outside the venue like existing outside dining. Parklets on Ormond Road Elwood need to be assessed on each business independently. Some of the business's have existing external seating on footpath's, some business's had outside dining as part of their existing facilities and some business's that where granted parklets where takeaway only and some business's that applied for parklets got nothing. A fairer system needs to be implemented so that all restaurant's and cafes have a chance to install a parklet based on size of restaurant. If the Restaurant/Cafe has existing outside dining or if the original business model was takeaway they do not need an additional car spaces to expand there business. Takeway business's thrived during COVID and business's that where seated dining only suffered severe economic downturn. Why are the takeway business's allowed to expand to the detriment of other essential service business's such as the Dentist, Pharmacy, Grocery stores Vet and Laundry Mat that underpin the Ormond Road Village.
Frank and Mary Crean park opposite Middle Park Primary in Richardson Street, Middle Park.
There are currently several parklets along Victoria Avenue and Bridport street. I am in full support of these installations. Some if them are really stylish and are a significant improvement to the area. I think the current locations of the parklets around my immediate area is superb.
The underused island adjacent to the largely obsolete taxi rank at the Montague/Bridport roundabout. Remove car parking and make this a meeting place and focal point for the community.
All cafes and restaurants should have equal access and council should work with lease holders to establish more permanent arrangements to ensure the quality and safety of these parklets
Armstrong st. Cowderoy st. Richardson st
Ormond Rd. Elwood Beach.
In the shopping strips like Ormond Road and Tennyson Street it is a great improvement and bring vibrancy and a greater sense of community. Where they close off traffic for extended part time commercial trading like in Cecil Street they should not continue. Cecil street is a major through route.
Anywhere that doesn't interfere with available parking.
Current locations are great!
Around the 7/11 on Fitzroy Street
Side streets, parklands and beaches
Also where there is a wide enough space ON the footpath then a structure for dining should be allowed
Elwood village but less of them
Victoria ave, middle park shops
Near a pharmacy or doctors surgery where indoor capacity is limited.
Port Melbourne to me is ideal, there are a couple at port and lovely to see locals, walking, exercising with their pets even parents running these. Baby tucked in sucking a dumm; or asleep.

Are there any locations in your neighbourhood that you think wouldn't be good for a business parklet?

Depends on the parklet business, but if selling alcohol (and hence there are smokers) then directly next to residential properties would not be a great place
Everywhere on Ormond rd because it takes up too much parking for residents that already have to pay for a permit
No. But just need to be mindful to keep enough car parking.
No
Where it takes up too much parking in a a single block.
Not really?
Ormond road
No
No
Main roads such as glen huntly rd
Anywhere it replaces too many parking spots
No
In predominantly residential neighbourhoods
As above (where they are)
All locations please.
some of them are gross (corner of Carlise and Chapel st - so dusty and terrible on the main road - no one wants to actually sit in peak hour traffic while eating cake - think about it)
No, economic recovery must be at the forefront of everything or the community will be desolate. The whinging left is a minuscule minority, this Council must be strong & deliberate.
I think all parklets help traders, on what grounds are some ok and others not?
take up too much parking space
locations where it is difficult for food traffic to navigate past and which may mean people use the street which could impact safety
Page street close to Victoria Avenue.
The Parklets took 20 car spaces which make local people harder to find a parking space.
No
Poorly lit areas or locations near places for male predators to hide in ambush for women
No
Busier roads
on busy streets that then lose parking
Ormond rd elwood, tennyson st elwood
No
St Kilda road
No - most I have seen in the area are on roads with not much car traffic
See previous answer
No
Some of them seem to be on backstreets around the corner from actual hospitality businesses, and because they are away from the atmosphere, they don't get used.
Where parking is limited
Not really; they're great.
No
Taking up car spaces in Bay Street would be detrimental to businesses.
Areas of low amenity, where you have too many transport modes coming together - trams plus cars plus bikes. They need to feel safe and enjoyable, and too much activity makes that challenging
Unsure

No I think they're a great addition. I know that some residents will lament the loss of car parks, but we'll look back in 20 years time and think how stupid it was to dedicate so much area to vehicles.
NO :)
Must be immediately adjacent to a cafe or restaurant - otherwise useless and takes away valuable parking space
No
not large traffic roads like grey st for example
Parking has to be considered - side streets are probably better
No
Ormond road
See previous answer - places where they don't serve a real purpose or need, and don't really add to amenity.
Car parks on busy roads like bay street
Not that I can think of.
On a busy road.
Ormond Rd Elwood. I am sure there are many more, but I won't comment on what I am not familiar with. However, the long answer is that a strip of road with a high concentration of businesses is not the place for a business parkless. Or at least, the number of these abominations should be restricted - but then you enter the arena of deciding whose food and coffee gets preference. I am sure there must be plenty of arguments around this issue. Good luck with that!
Elwood - there is not enough parking as it is
In busy streets where parking is already tight
brighton road elwood
Any areas with heavy traffic with restricted access e.g. service road area in front of shops in Brighton Road near Milton St.,
no
There's too many on Ormond Road and parking is difficult. They need to be reduced!
No
Main roads with higher speed traffic
Not sure.
No
Supermarket car parks are normally full so probably not the best option
most of the area in which I live (Carlisle street shopping precinct)
Beach/sand
St Kilda junction
Ormond rd Elwood is a busy congested area. One side parklets are well used, the other sits empty.
Beach!!!
The location of the parklets on the beach rendered all the space behind them unusable. Which essentially meant we were sacrificing 2 or even 3 times the footprint on the beachfront. This was very poorly thought through and poorly executed.
Where parking availability is limited causing customers to leave the area due to not being able to find a convenient place to park
No
Fitzroy St and Acland St
No
145 Fitzroy st
St kilda
There are already too many car parks gone on Fitzroy St.

Ormond Esplanade
There should be none on public spaces.
Chappel St south of Dandenong Rd
Main roads such as Beach Street and Bay Street
Quieter streets
On current open space. Eg parks, beaches
No
on fitzroy
Too difficult to answer
No
Within 20 to 30 meters of an intersection. Just too unsafe.
Communities who depend on retail and service businesses such as dentists, chemists, supermarkets that function successfully because people are able to park cars. Ormond Rd is a small but very complex commercial area which offers the community a lot of services, not just day time coffee and food. Current parklets are often empty spaces for much of day and interfere with the ratepayers access to shops and services. There are too many.
I think there are too many in Ormond Rd.
On the beach in front of Elwood Bathers
Refer, my previous answer.
Barkly street - too busy
Anywhere within 200m of any existing open space.
Ormond Rd has too many that aren't used at capacity
Ormond road Elwood
Anywhere near residential apartments
No
Where the space makes the footpaths hard to use.
Main thoroughfares such as Carlisle St Balaclava
Armstrong St Village, Middle Park
Any 'out of the way' space that is not a welcoming space to sit and spend time.
yes, the ones that take customer parking.
St Kilda (mon streets where the parklets would take away car parks)
No, any space that can be used for people not cars is a benefit
The O'Donnell Gardens, before Luna Park and extending along the Upper Esplanade
Alma Park
Port Melbourne Beach, car parks in Albert Park and Bay St Port Melbourne. Any public open space area as this should be free for access by everyone in the community not just those that can afford to pay for an expensive meal or drinks.
No
Outside cafe Columbia in Herbert st
No
Danks Street playground on the corner of Mills Street, Albert Park.
A GOOD Place needs space where mums bring their children after school to have a chat and for the children to run riot after school. Before selecting a site send someone to monitor the park for human traffic, the more, the better, but the time of day is critical. Businesses that sell low cost food treats, like coffee, cakes, and ice cream would be good.
Anywhere where there is pressure on parking
I think that the current locations are superb. Works very well.
Immediate proximity to residential property
No
Anywhere that makes it tight for cars to move around.
Cecil Street because it closes off traffic flow

Yes, existing parks
Spaces where there would be significant impact to residents. I think that all businesses should have an opportunity to present an idea and have written consent from any neighbouring properties
Esplanade
Outside schools, don't think its appropriate.
Port Melbourne is fine. A few businesses have closed due to covid. I am sorry. But surely get back up, I am very happy in Port Melbourne.

At what times of the year would you like to see business parklets operating in Port Phillip?

Answer: All year round

Parklets in commercial zones are great all year around
Creates opportunity for outdoor seating year round, and increases neighbourhood liveliness
Outdoor dining would be great all year round, but more permanent structures & maintenance is required.
Even now (end of May) business are adapting simple by using gas heaters outdoors. With this current outbreak it would be bonkers not to support parklets going forward
Sitting outside is just a nice option, even in Winter
I think they are great addition to neighborhood
Best way to keep social distancing
Outside area give a fabulous vibe but also more capacity for an industry that has been more affected for the restrictions and lockdown than others. That business need all the extra support and money to keep them working.
In Ormond road they may reduce parking a little. I think they slow down the traffic. (Hooray) With COVID best to have people eating outdoors rather than indoors. I can see problems near bars etc with people milling on footpaths.
A couple of outdoor heaters and outside is still pleasant in the cooler months
It creates community, empathy, synergy and support for entrepreneurship.
I think they add such a nice vibe to the street and potentially encourage people to use public transport as there is less parking available. In Winter, there could just be outdoor heaters and blankets supplied. Cosy!
Public space isn't used in Winter, so 'on the off chance' there is an opportunity, why not. Summer is prime time and if great weather it helps business and creates a thriving, atmospheric community and links to Council vision.
The business parklets have provided much needed support for local businesses & have encouraged more people to socialise outside following COVID. Despite the Melbourne weather, we should continue with the parklets as they provide a much improved atmosphere.
They need parklets in the summer to survive the winter and they need them in the winter to survive the winter.
There are many nice days all year round to enjoy outdoor seating. The parklets improve the design and atmosphere of the area. They create more room on footpaths
The business parklets are a huge improvement in our city landscape, our lifestyle and are also helping hospitality business that suffered because of Covid
If shelter was provided people have the opportunity to use all year round
I think this section of Carlisle St is energised by outdoor dining, with minimal disruption to parking or surrounding residents
Why not all year? Unless directly on the beach.
They improve the feel and appearance of the vicinity and make me feel more inclined to stop and have a coffee/glass of wine
They provide much more utility in terms of seating, street calming, safety and greenery than a carspace.
It's good for people to have spaces to meet outside the home and not in a private business.

I not only enjoy using parklets (with rugs in Winter, but I love the vibe when you walk down Fitzroy St.
You can see what people are eating and that encourages you to visit a place in the future!
They add atmosphere and energy to the streets, draw more people out of their houses it's a waste to set up and break down each year, cost and time and wastage are a factor.
There will always be people that want to sit outside and it discouraged car travel which we should very much be doing!
I prefer sitting outdoors.
They offer great opportunities for social interaction
Encourages people to visit and stay and congregate for business
The fresh air is wonderful and so much more COVID safe
They make a difference and are a better outcome than having car parking in those locations.
Permanent addition creates certainty, and allows local businesses to have increased capacity all year round
Melbourne weather is always unpredictable, but when it's good it's fantastic to make the most of it. Coffee in the sunshine on a crisp freezing day is lovely - just look at the cafes of Copenhagen with their blankets ready all winter.
If they're done well, these spaces can also be lovely even when not in use. They become little street gardens they make the footpath a nice place to traverse.
What we DON'T want is crappy semi-temporary, poorly designed "beer gardens" like what has been installed on Blessington St. It just looks like a cheap, tacky tourist trap.
I think outdoor ones will work well all year round - and encourage slower driving. Outdoor dining in winter is an experience done well.
I think that sitting outside through winter is still lovely - on lots of days.
Umbrellas heaters
Safer for covid
While they might not be as frequently used during the winter months, there isnt really a reason not to have them then.
People seen out and enjoying themselves creates greater social cohesion and supports local businesses by providing extra seating.
I'd like to try them over this winter and then reassess as only over summer may be better
Virus will be with us for a few more years and reasons still valid in winter
A great initiative
I said all year-round because we get some good and fairly warm days even in autumn and winter.
If they manage it in Europe, why not here?
It's create good outdoor atmosphere, should be permanent part of St Kilda lifestyle.
All you need is a good coat to enjoy sitting outside in winter, and the rest of the time it's really lovely.
The parklets have given the area such a great buzz and improved the look of the shopping precincts. Outdoor dining is so much better during warmer months and gave me a feeling of being safer with COVID around
adds to our community feel- being outside in winter mth, good for our skin and expands business capacity - plus adds a Mediterranean v European feel
We should be promoting visiting our area and enjoying the outdoors all year round
Whilst the weather may be a little colder, cafes and bars have proven Melbourians will sit outside in any weather. A Puffy jacket or throw is all that's needed. Sitting in the parklets is great
We now understand that we need more accessible places available outdoors to reduce risks. Winter will be more difficult without cover
With some kind of heating you can easily sit outside all year round.
Outdoor dining is a wonderful experience all year round.
Parklets stimulate street activation: some should belong to businesses.
Some others could become informal seating spaces for neighbours interaction

The time effort and constant behavioural change for the public associated with them starting and stopping would be prohibitive, simply set them and leave them in place.
They have completely transformed the feeling of Fitzroy street. I love the vibe it brings to our area. It should definitely be available in the summer months but with outside heating and lights it also would work well for winter.
I'm happy to use the parklets all year round. Even in Winter we get still and sunny days
The parklets bring a really positive vibrancy and energy to the street. I love seeing the spaces activated and it's so good to know that these parklets are creating much needed financial support to our local businesses by providing extra seating and I believe the parklets also make businesses more visible! I also love that there is less parking - encouraging people to walk or cycle more ♡
Why limit it?
Outdoor seating areas are used all year round and the planter boxes add to greenery
Creates a better atmosphere in the community, supports local business, reduces cars on roads, less concreted areas
It's possible to have nice weather during winter as well.
We are outdoors all year round so let's offer them!
Even in winter outdoors options are great
People around here want or eat out any time of year
Establish ongoing presence, avoid stop start nature, minimize disruption caused by putting up and pulling down, longer term planning and development of site with permanent furniture, planting etc
Outside heaters could be leveraged in the cooler months and it would still be lovely during outside
having outdoor and more green spaces like that makes for a better vibe and options
Set up once - save ratepayers money
As long as Business are allowed to offer heating for the parklets I think it should be all year round. It is a great way to social distance and support local business.
These spaces should be allowed to become permanent. They have completely changed the look and feel of the area for the better, looking more 'European' and human-centric rather than car-centric. The reality is that inner city residents walk/ride/scoot to their local amenities, not drive. Nearby spaces can be converted to disabled parking to address concerns of those with mobility issues.
They are so wonderful for al fresco dining and support our small businesses.
In winter if business are able to cover/heat parklets i see no disadvantage
A lengthily outdoor seating opportunity managed by existing, nearby, commercial operators would enhance the client experience giving them a unique balcony over the bay, whilst enriching Melbournians attraction to St Kilda for its main attraction, the bay.
Alma Park used to have Hank Marvin on a weekend and it was such a success and really bonded community too. It's very missed
Summer or winter why not just rug up in winter & it gives the restaurant a chance to b creative in all seasons on how to present their area.
If business can support business case for year round use.
Provides a vibrant amenity for the public
Melbourne has many seasons....often. We can cope with a bit of rain, don't want to shut down places just because it's winter
The parklets (at least some) are very stylish and if heating can be installed would provide great seating options outside even during the cooler months.
They prove - to a largely disbelieving and car dependent population - that parking can be reduced, cars left at home in favour of walking. They bring life and civility to streets and support businesses.
If permanent arrangements are made business lease holders are likely to invest in facilities that can used all year round in all weather conditions
Great in summer, but cover and outdoor heaters in winter make them good too.

Many Melbournians use outdoor seating even in winter especially on sunny days. If business owner think it will enhance their business they should be allowed to continue.
Parklets create a vibrant place to engage more widely
If heaters were available, eating outside in winter is refreshing, esp on sunny winter days
A parklet is a significant investment for a business I think it would be costly for them to construct and remove a parklet every year.
It's nice to have space to go and nice to see people enjoy our community. It also reduces traffic and parking
Outdoor areas create a good atmosphere, are people & dog friendly
The more the better. Covid has hit hard, we all have to visit happy places to shop - window shop, and have a lovely hot cup of coffee.

Answer: Only in the warmer months

I use my car more to get to the shops in winter so want more car parks available. Even with heaters I much prefer to sit inside in winter.
Melbourne gets very cold in winter and I personally wouldn't sit outside in that type of weather
happy to support them in winter if there is a need and heating. depending on the cost of moving them and replacing them - happy for them to be permanent for some cafe's. It really depends on the cafe and if THEY deemed it successful and what seasons THEY need it in.
I have only seen the parklets work well in summer months, i am not against winter but would like to see how they would work (or not) with weather before i would suggest year round.
There is no one sitting outdoor during winter because it is too windy and cold. but took public parking space.
Prefer temporary structures only
There is heavy rain during the colder months it may not be good for the timber used
parklets are totally under utilised in cold wet weather
The attraction of being outside is more significant during summer, during the same period alternate transport options are easier and more comfortable to access as well.
During winter, the increased parking will mean customers are still more willing to visit the stores in Port Phillip
Whilst I supported them, over summer - I think they should be removed for winter, as indoor capacity is back to normal and they encroach on too many valuable car spaces
Can't imagine they would warrant the space in cooler months
Majority of times during the day they are empty and often not used at night. Several of them on Ormond Rd ie the one outside of [REDACTED] have never been used.
There is a trade off being made by other businesses who lose parking spaces in front/near their businesses. It is not fair on them to have this burden all year round. When they signed leases it would have been on the basis of anticipated flow of people etc
No one wants to be outdoors in winter anyway. Unless it was heated, undercover and non smoking. Even then would you get the numbers during winter? A question for business owners perhaps
Not as well utilised in winter & take up valuable parking. At times I bypass local shops because I can't park.
I'm conflicted because as much as I want to encourage outdoor dining and support other businesses in the area ... and I enjoy the outdoor experience, I see and hear first hand of the customer parking issues it causes and directly affects visitor numbers to our small business.
They are unlikely to be used in the winter and people need to park their cars as they don't want to walk too far when it is cold (unlike the warmer months when they don't mind a walk).
They're pointless in Winter. Although if they were more permanent structures that allowed heating and shelter, they could stay
I'm not sure the cost (closure of parts of road etc) outweighs the benefits during winter. i'm unsure whether the volume would be there in June/July etc to justify outdoor spaces.

They take up valuable parking areas and many cafes are only open until 2 or 3 and there is not ability for customers to use parking so that they can visit other businesses, such as supermarket and food stores
eating/shopping outside is easier to do in the warmer months and is less disruptive when you can see them easily (walking around them in the dark is frustrating and can be dangerous)
<ul style="list-style-type: none"> - Ormond Rd doesn't have car parking options, or a large car park. - During colder months when raining we need parking - all existing parklet's aren't used at capacity bow in summer so won't be used during the colder months - so takes up necessary parks for the street.
I don't mind all year, but I think the seasons are worth observing - it's a bit grim seeing people huddled up outside :)
The perennial issue of the variability of Melbourne's weather tends to dictate some of these decisions, but if there is another major outbreak of Covid, then social distancing outside, in most weather, would help businesses stay afloat
No one is going to sit outside in winter
Melbourne is seasonal, the parklets have not external awnings to protect diners from the elements and during the cooler/wetter periods of Summer in 2021 the parklets where not used during the day or in the evenings.
I am saying playgrounds because I visit them a lot with my grandchildren. Wet playgrounds are no good as children's slides get wet and as they go down slides children's clothes get wet. Playground are empty in wet weather. Also any business that organises children's parties or games for children would be worth contacting for their ideas and level of interest. Many parents would prefer to have their kids birthday party in a park rather than a tiny home with no back yard.
I don't think outdoor gas heaters are environmentally friendly. They burn gas (unenvironmental) and a waste of energy heating an outdoor space
I think they add atmosphere and its nice to recognise a change in seasons. If they were to be in winter then you should allow braziers etc

Answer: None

It's caused too many parking issues
They block the foot path for disabled
I only have on street parking. I cannot use public transport or walk for a long distance. As parking spots have been steadily removed for delivery vans, parklets and share car spots, it is getting more difficult for the elderly in particular. I spent three cold hrs one night recently waiting for an empty spot near enough for me to access my house. Disability spots were taken up by cars from another street.
Elwood st kilda etc rely on tourists, they drive. If they can't park they go elsewhere
They've served their purpose.
If Council wants to activate other public spaces rather car parking, go for it.
the value/benefit has not been validated or quantified
There is no need for them
They enable greedy business owners to benefit from councils generosity and inconvenience residents
As before, I have a disability that means I can't ride a bike and my walking is limited, so often have to drive. The removal of more and more carparks has reduced how often I frequent places like Fitzroy St as I can no longer find a close park. This means I don't drive down to pick up dinner etc as I don't know if I order it if I will even be able to find a park. Other shopping or going to the post office to pick up a parcel are even harder as you have to carry items.
Spaces for parking are needed. Shops should be contained in the areas they own or rent. Curbside seating should only be available on footpath by permit, as it was pre Covid.
none
I can't get to my regular shops because of the cafe parklets that literally have no one in them it's ridiculous

please see above!
We are one of the councils with the lowest amount of public open space for residents. By taking more of our open space away for use by businesses you reduce this even further. We want to use our open space all year round - especially in the warmer months. We should be able to spread out on our beaches not be further crammed in because Council has leased it to someone who just wants to make money. There is no chance for quiet time because the venues play music - just consider the residents for once please - and yes this is begging you to put us first for once.
Don't need them as there is plenty of outdoor space for eating already ..one is ok in a shopping village like elwood but there are just too many of them

Answer: Other

Only when specific impacts on the neighborhood were determined.
Dependent on how busy the establishment is
All year where traffic would justify it
Whenever they're viable - all year round for businesses that can sustain them, or seasonal if not.
Weekends only / short periods of time
I would have said "in the warmer months and on weekends", but the issue is that these things are more or less permanent. If they were to be removed at various times, I can just see the hassle that would cause.
warmer months in areas that don't impact other business
Warmer months preferred but should be worth considering in winter to accommodate smokers
Maybe in the middle of summer but not at the expense of the rest of the businesses.
Selectively and certainly only Dec-Mar inclusive...it went too long this year
Parklets (not for private businesses) would only be useful for Nov-Mar.
once a month from 1st Saturday or sun in February to and IncMay
Some all year round and some in warmer months only (e.g. outside pubs and restaurants; [REDACTED], Post office lane alongside [REDACTED], Spring St East alongside the [REDACTED])
<i>"Yes, it gives many businesses to extend their numbers of customers...but there is an impact on the rest of the community...whether it be for pedestrians, for local car parking for cyclists...so I think we need to balance to benefits with the impacts more in future."</i>

Is there anything else you think we should consider as we develop this policy?

Parklets in residential zones where neighbours are adversely affected should be reconsidered.
Car Parking
Alternative parking, or increased accessible parking to ensure those who need to park close can do so
Many restaurants/bars have 'not maintained' their outdoor areas and they are looking very run down, graffitied, broken. A good example is Blessington st (). Looks terrible. Plants are dead, fence is broken, signs are graffitied. Venues should be made to maintain the presentation.
Maybe there might be a higher demand on public transport. Can businesses extent there licensed area to serve in a parklet potentially across the road from venue, like the small parklet across from the . Apart from the market once a week the strip is barren 6 days a week
Is the part of this policy? I really like it but don't think it should be on the dog beach.
More parking
No
Yep. Consider how much money you can make for the council. After all, the elderly, particular those with walking problems, will disappear in time and stop being a nuisance.
Give the business a long term permits for that, so they can build better areas when they know they are going to be permanent.
Consider impact on surrounding and immediate neighbours, noise impact, smoking policy in public spaces, fees for use of public space.
The area. Mix of shops bars eateries etc in area. Whether they work in winter. Do they need covering and if so are some advantages lost. Effect on pedestrian and vehicle flow. Costs v revenue. Control numbers. A few may be okay, too many an eyesore and may create impediment to pedestrians and traffic. Standards and responsibilities, cleanliness. Artistic contribution.
Keep a balance of car parking availability
Maintain a presentation standard.
Consider the fact that the Government has set the distancing - not the people, I don't want the people to have to pay for decision beyond their control. I think we should INCREASE the length of stay on parking meter's to encourage visitors to stay longer and eat locally
Economic Recovery must be at the forefront of the Council's agenda for once, or the precincts will fail and we there will be a massive, intergenerational mess
Bike lanes... how do you accommodate cyclists where the parklets have been established?
The CoPP needs to do everything in its power to support business survival. We cannot afford for more shops to be empty.
Carspace also important. It is not fair for some of the cafe/restaurant have extra outdoor dining area but cause unconvenience for locals live around here.
In my opinion, the parklets should be "green", with plants and/or flowers in them
Surrounding neighbourhoods privacy & noise restrictions
Food truck park
n/a
Yes, access to parking for all ie disabled may have to park further away if parking is reduced
Whilst I know council policy seems to assume no one drives, in the real world they do. It is unfair for those businesses who rely on customers being able to park, eg supermarket, dentist, pharmacy, bookshop, laundromat. The non food businesses seem to have been forgotten.
Good to talk to locals before setting up site. Locals who frequent Miss Columbia would support a parklet closer to the cafe (not across Mills St, but in Herbert St which is much quieter and picturesque).
N/A

Not really
They should not exist over winter. Street parking is more important
If we can align this with active transport, then outdoor seating becomes more pleasurable. Less noise and air pollution.
Perhaps opportunities for music performances
More greenery,
I'm concerned with public land being reserved only for businesses. If the parklets can be used by anyone then it's great. They provide additional seating and greenery. But if you have to buy an overpriced drink or meal to be able to access them, then they are a waste of public space. Public space should not be restricted to certain categories of people nor should it be pseudo-privatised.
Any patron data that shows people using parklets are walking there to show the impact on parking is not major.
Fairness and equity where possible....i.e some businesses more advantaged than others
There needs to be a certain standard of design, so that these become positive additions to the public streetscape, both during AND outside of business hours. They can't simply be chained up plastic tables and chairs once the business shuts for the day.
Make sure parking is minimised. Alt. public transport could be enhanced. i.e. community buses or community ubers :D
Pay more attention to where sited
to balance parking
I would really like to see more general parklets or green space parklets in st kilda. Like the one at south melbourne that isn't attached to a particular cafe. It would be nice to just have places to sit, perhaps with a table to do 'work from home' outside.
car parking availability, how much use they actually get - for eg: I haven't ever seen anyone in the parklet outside the Port Melbourne Library.
Should be a usage justification for placement. Clearly not the case for Mills St and also Moubry/Vic Ave
If part of the trade to build more parklets is to remove parking spots, then we need to provide car drivers with incentives and other convenient ways to come and stay so we do not increase traffic jams within the council furthermore.
More bike lanes? New public transport routes or stops and/or more often? else?
All applicants
Incorporating some trees or bushes into the parklets would make them look nicer.
Yes - common sense and the ability/necessity to look at the broader picture, so that it takes account of the needs of ALL businesses and ALL residents.
the impact on surrounding business and residents
Need to carefully consider the impact on all business not just on cafes.
Loss of access to businesses which are not hospitality related.
Change to loading zones so that during business hours 9-5 these spots are made available for other users -general public. For example in front of [REDACTED] there is a loading zone, whilst the pharmacy next door Roths' has lost 3 parking spaces. Older and low mobility people have to park and walk for a long distance to get to the pharmacy. It is likely people choose to go to a big chain pharmacy rather than battle parking for a small shop.
Also, angle parking next to some of the parklets makes car reversal fraught due to low visibility from side.
Also, at night these need reflectors on the corners of the parklet fences.
all good
The impact on locals and retail businesses. Whilst conceptually, it was a great idea at a given point in time, Ormond Road was well and truly oversubscribed. For some businesses (ie predominantly takeaway), they really weren't needed or warranted. There should have been a limit of what percentage of spaces in the street could be used for this purpose.
Seeing them completely underutilized whilst trying to get a park was extremely frustrating for locals.
Ensure bicycle lanes are maintained in all designs

Fee structure
Disability access
Trials
They need to be accessible. I have seen some which have the small ramp but a table at the top of the ramp. The park lets can't block the accessibility for people in a wheelchair to move past on the sidewalk. Safety from cars and people who may use cars to hurt others ie ramming
Make them permanent
Facilitating collaborations between local artists and business owners to decorate the parklettes
Yes - benefits need to be identified and these need to be objectively measured and reviewed with community contribution invited.
Thank you for all the wonderful work you do. A great council to live in.
Create a rotating program of different uses in parklets to be used by neighbours: children playground, tiny veggie patch, little exercise, shared tables, etc
Make sure you review which ones are actually used. Businesses that use day & night are more productive then a small time period then they sit empty when space is limited
Repositioning or removal of all beach parklets.
Rolling applications for businesses or communal parklets available to multiple venues
Maximise greenery within the design
Other small businesses who don't benefit from the outdoor dining areas
N/A
Love the parklets! It would be great to encourage business to install more greenery in their parklets too.
The rights of residents in this area especially disadvantaged and unwell
You need to acknowledge that those with disability can't always use public transport / walk or ride. Then there are those who don't feel safe using public transport or walking or riding at night. There are also many with a disability who aren't disabled enough to get a disability permit (though there are not many disabled carparks) or those that are disabled enough but don't wish to drive a car with the disability permit showing.
It only makes sense if they are helping out the restaurants during COVID restrictions and are cost effective
Movement of people and vehicles. There are more vehicles being used because people are reluctant to use public transport.
No
The parklets need to be well constructed so they will not fall down or become dilapidated too quickly.
Footpaths need to be kept clear for foot traffic.
Adding permanent greenery to these and other areas, more trees, fewer cars
Consult with business owners in a bona fide way.
Set up a committee of experienced business people to interpret business owner's needs.
We would love to see art and design involved with them.
No
Make sure outdoor area have trees, plants, some greenery around them
Parklet's provide greater outdoor culture and community feeling
Please examine the different needs of each small commercial area. Don't assume that ratepayers can go about their lives without using cars, at least some of the time. It is not the role councillors and council officers to tell people how to live. Also consider that having coffee outdoors for a few hours a day is not the main function of a thriving community area.
As I mentioned above. Some cafes have hugely expanded their businesses with the parklets. It does seem to be no very fair
I think it was a really good one-off for the summer of 2020-21 given our lockdowns in 2020 and there may be exceptions where a parklets only had benefits...so that makes sense...but

they do have many impacts and the summer of 2021-22 is likely not to be as unique as this last summer
I'm sorry, I wish I could, I understand how difficult the issue is for council.
safety of those in the parklet and for drivers and pedestrians trying to drive or walk around them
This must be cost neutral to Council. So the time spent by Council Officers organising this, and time spent building the parklets, must be paid for by the private businesses benefiting from them. Council subsidies to private businesses is not acceptable.
to make sure that they add greenery to make the environment and the neighbourhood more attractive and friendly.
If parklet's stay compensation for other business on Ormond Rd need to be considered as they are hung impacted by boosting the hospitality industry only.
Parking is a MAJOR issue for Ormond Rd and needs to be looked at.
Please stop killing the local shops
Businesses receiving any reduction in fees or subsidies for parklets should pass this on to the consumer
Grants for including more greenery into the parkleta
I'd like to see some use of parks like the reserve next to the National Theatre used occasionally by local traders, pop-up style.
It would help to have street signs warning that parking spaces have been reduced due to "parklets" being erected. In some streets, ie Glen Eira avenue, cars travel very close to the barricades erected by cafe owners. Customer safety must be paramount in these parklets and perhaps some changes to traffic movements could address this
As parklets are removing car spaces, ensuring another way for people to park near by to utilise facility
Allow for heating in these areas. Have more. Support Local Business as much we can.
Trees. A lot more trees planted wherever possible. It is well established that lack of tree canopy coverage is causing 'heat sink' effect in urban areas. We need as much shade as possible. Not to mention the positive impact this would have for wildlife. People need to take centre stage. For too long car advocates have won the day whenever there is competition for space in the inner suburbs. With car share and other sharing economy options resulting in car ownership rates falling rapidly, we need to give the spaces back to the people.
yes, what is your policy for retail strips in general? there seems to be some obsession with supporting hospitality at the detriment to all other businesse
Long term if business are using parking for customers instead of cars, then longterm infrastructure could be updated to reflect this preference...
Later night opportunities to trade. Only limiting trade after they cause interruption to neighbours, not before. I believe pre-empting all the things that could possibly go wrong is taking a muting position on creativity other suburbs enjoy.
Consult with the local community that it may impact when a site is identified
Not that I can think of
Please consider the residents. We live here, pay rates and have some right to expect access to open space and car parking. My daughter was harassed sitting on the beach in Port Melbourne by patrons of the [REDACTED]. I complained and was told there is nothing anyone could do to help - including reporting this to Council - who said there is nothing that can be done as patron behaviour does not form part of the permit process. A thirteen year old girl should be able to sit on the beach without being sexually harassed and have comments made about her body. I'm so disgusted about this and the Council response is ridiculous. Also we all cant afford to go to these businesses so you are taking away our access to open space and parking. The more parking you take away to benefit one business the more pressure it

puts on local residential street parking. Other business such as retail shops also loose business because if you cant park here you may as well go to a shopping centre. Please stop trying to make money from our public amenities. It severely affects our ability to live comfortably and put so much pressure on residents who just want to walk down the street, sit on the beach etc. When you walk through these areas it makes you feel uncomfortable. Please dont have them.
Please free parking to local rate payers living in areas where we are paying to park out on street near our apartments.
Safety of patrons and general appearance.
The parklets that are done well and are consistently used by the public should definitely stay
Look at the locations
Pet friendly...
Some locations are more feasible for parklets than others, so we need to make sure that some businesses are not favoured over others due to an accident of their geography.
Additional off street parking. Parking for staff members to allow diners to park within walking distance of the Restaurant/Cafe. Fairness test. Business plans. Restaurants/Cafes need to share the use parklets. If the Restaurant/Cafe had a parklet for Summer 20/21 then another Restaurant/Cafe in Ormond Road Elwood should be entitled to install a parklet for Summer 21/22 and the existing business with a Parklet loose there expanded outside dinning space.
Whatever you decide there will be a group of old people that will fight you not to do it. They would rather have an empty park, than one vibrant with children having fun. Frame your policy as one to attract people to parks. I know Albert Park Lake is a Parks Victoria site, but they maybe have some options for "after school activities" in their park as there are two primary schools that are in the park. There is also the "wooden playgroud" (Albert Park Community Playground) that is used a lot by little kids during the day. It is near the Armstrong Street Shopping Centre, has toilets and drinking fountains, and big kids love racing over the "castle". Sound out the local trader's association. You seldom see the kids in the park after school, and organised activities after school maybe would be welcome. Contact [REDACTED] to sound [REDACTED] out on the idea. Here is his contact details. [REDACTED]
Ensure good community consultation/input
Not that I can think of.
Outdoor dining on Bridport Street can be unsettling: the footpaths slope. Not ideal. The surface needs updating. There must be something cooler looking. The black asphalt is hot and dirty especially in summer and does not invite patronage.
Ensure that the ground surface is the safe, similar in construction to footpaths and at a similar level. Also mandate plants / greenery in any design but also support the erection of more permanent weather protection structures
The infrastructure should be of a minimum quality to ensure they weather well and don't look tawdry with time
Guidance on where to park if parklets take up car spots (side streets etc)
It should benefit small local businesses and enhance community shopping strips. It should not be applied to the major commercial area of South Melbourne which inconveniences traffic 24 hours a day for part time commercial activities.
Parking availability. If you use parking space to create parklets make sure there is plenty of other available parking opportunity
Parking spaces in the area
Think about the safety and the effect on the natural environment.
Uniform construction and design of parklets.
How to cut costs of council to save traders money so they can trade profitably
Make it easy for shopkeepers
You and your staff are doing a good job so keep up the good work.

Consider all ages of the community, everyone needs a place to rest, stop, greenery is much needed.
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Appendix C:Neighbourhood Conversations verbatim comments

Is there anything else you think we should consider as we develop this policy?

Keep them
Please keep them at least during summer
I like them, please keep them please. Improve appearance
Brilliant, enliven the streets
Keep them happy with supporting busines
Adds vibrancy to streets at the cost of a couple of carparks - GREAT
Yes, some are better designed than others!
Keep all year round to support business. Could be semi permanent roof structure in 1/4 for multi business. Use empty shops?
Yes love them. Would be great to keep during Winter with heaters etc,
Outdoor dinning is something Melbourne should be doing more of
They work well. Full at night.
People can walk. They look great. Not everyone crowds inside.
They are great, provides more outdoor space. Creates atomosphere.
More Parklets! It works well in Middle Park.
The sooner we have outdoor dining the more businesses will survive.
More of them please. Car parking is wasted on cars. Give spaces back to the people. More green!
Would love to see more kids parklets, especially near outdoor restaurants. I think kids need more spaces to get together and play.
Loved the ones in the park. North Port. Need to do better to deal with cigarette butts (Railway Club)
Yes but not ongoing use of tacky materials
Yes, but not for free. Safe.
Good idea but needs to be a balanced approach. Can't take up all the parking, tone down on the number of parking spaces being taken up.
Need for disability access
Sufficient disabled parking spaces
Tailored to hospitality. Need to make it more exposed on the main street.
Some parklets are pointless. Victoria Ave.
They're in poor locations, e.g. Mowbray street, Port Melbourne). Car parking in Victoria Avenue is an issue. Community Parklets were inappropriately placed.
They look ugly look like they will blow over. They take up a lot of car parking spaces. If you keep them, don't make them as big as they are now.
Think it's enough time to move on. Other traders rely on car parks, it's unfair to other traders.
Taking up to many car spaces. Albert Park village the are taking up 8 or 9 spaces.
Businesses are the right mix like the more car parking and less driving. Would prefer there to be no parklets.
Love the foreshore /pier and the beach. Great jobs!
Worried about beach, don't think it should be expanded on to the beach. If it happening on the foreshore it shouldn't be taking up too much space. No benefits to locals with massive events.
Anywhere in the sun. They're cold when in shadow, winter friendly spaces please
Hard for visitors no where to park.
Try not to remove carparks. More financial support for local businesses.
Apply standards as per Council's own, to use of materials and aesthetics
The beach parklet is messy and should be temporary

Fake grass confuse my dog and she think its toilet
Reduce the fees for business! E.g, Permits for operating or outdoor dining and speed up the process.
Encourage people to have fewer cars. Expand the trams more. In summer more issues with car parking from other areas. Better in the winter because people aren't going to the beach.
Think its enough time to move on. Other traders rely on car parks, unfair to other traders.
Outdoor dining is something Melbourne should do more of.
They look ugly, look like they will blow over. They take up a lot of car parking spaces. Not as big as they are now.
Good idea, but needs to be a balanced approach. Can't take up all the parking down the number of car parking spaces taken up.
People can walk. Looks great. Not everyone crowds inside.
They work well. Full at nights.
They were great - provide more outdoor space. Create atmosphere.
more business will survive
Maybe parklets should be seasonal
Can use plastic blinds around them re winter months
The benefit to locals and businesses is huge. Please don't make business owners pay. They will go broke.
Need to balance all business needs
Could incorporate sculpture in parklets or outstands
Would support parklet to permanent outside
Not taking away too many car parks - not all businesses can have a parklet
Operate them during daylight savings. Parking issues prevent access
Parklets should be removable so parking can take place when the shop is closed
Restrictive for some other businesses. Take away short term parking. Concept is great.
Need a precinct parking survey include Docker/ Pine etc. All the way to the beach to manage parking issues.
Balance between hospo vs retail - being able to continue to access services in consideration of broader (local) demographics and their needs.
Worried that removing car parking will drive away business and make it unduly hard on families to access their local shops.
In Melbourne city centre as parking spaces are valued at \$\$ in a multi storey car park. Car parking is valuable.
Away from residences please
Should allow more permanent infrastructure
Really good, hospitality deserves support local pub has no outdoor space so its been great to be outside.
Should be all the time
Needs passing traffic. Plants just die. Vic Avenue outside chemist is poor. Need to broaden the ownership so that the community buys in. Need to connect businesses to benefit perception.
Drugs and drug affected people in South Melbourne.
Feel these are dangerous end of Victoria Avenue. At tram stop should be able to walk through without needing to push past a table. Council should inspect more of these.
Where there is greenery + generally attractive. O'Connell's pub is beautiful.
Worried about impact of road closures on traffic. Don't mind parklets taking up car parking. This area (South Melbourne) is so walkable and more more people should walk.

Conflicts between parklets, bike paths and cars, especially on Chapel street near the Police Station.
As long as there is enough parking. Improve public transport options.
A lot more people have noticed the venue. People like to be outside, heaters needed now. Makes the street feel more homely.
Parklets should occur on ongoing basis. Like to see more parklets.
Confronting at first because its private business taking over private space. But they're really nice! Should encourage participating in public life.
Needs to be consultative e.g other businesses
Great public transport!
More plants
If Coles would give up their parking to public we could have more parklets on the street.
As long as they don't take up more car parking.
Should be all year round.
After covid they are not needed! Taking up car spaces.
Great idea, but worry about it being down the main street and lack of parking.

Where in your neighbourhood do you think would be a good location for a business parklet?

Williamstown Road, Montague, South Melbourne - away from the market.
Like the Library use the front. Rather than the side of Bay Street.
Industrial Port Melbourne, Salmon Street and Dodd Street.
Port Melbourne - Bay and park Street and beaches. Albert Park and Middle Park.
Elwood, St Kilda - side streets
Not Elwood maintained, it's tired, rundown, needs a makeover
Some parklets are pointless. Victoria Ave (community parklets).
More parklets! Works well in Middle Park.
Loved the ones in the park. North Port. Need to do better to deal with cigarette butts (Railway Club)
Some parklets are pointless. Victoria Ave.
They're in poor locations, e.g. Mowbray street, Port Melbourne). Car parking in Victoria Avenue is an issue. Community Parklets were inappropriately placed.
Taking up to many car spaces. Albert Park village the are taking up 8 or 9 spaces.
Keep the Elsternwick Park WILD
The beach parklet is messy and should be temporary
Great idea, but don't like them on the beach.
Feel these are dangerous end of Victoria Avenue. At tram stop should be able to walk through without needing to push past a table. Council should inspect more of these.
Don't support additional seating on the beach > impacts public land access for private gain.



BENTLEIGH GREENS SOCCER CLUB Inc

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 289 Centre Dandenong Road, Cheltenham, 3192
 Web Site www.bentleighgreens.com.au
 Email : info@bentleighgreens.com
 ABN 59 172 008 617 Associations Incorporation: No A0060499T

Summary

Request – New pitch at Kingston Heath Soccer Complex dedicated to women’s football/soccer.

Cost - \$2.4 million (council estimated)

Funding secured - \$1.6 million (\$1.5m Australian Government, \$100k Club)

Ask – Council contributes the remaining funds.

30 December 2024

To whom it may concern

Bentleigh Greens is proposing the construction of a new natural turf football/soccer pitch with supporting infrastructure (to Football Victoria standards) at Kingston Heath Reserve in Melbourne's south-east region, to support the increased demand and participation of women's and girl's football following the success of the Women's World Cup in Australia and the recent merger between Bayside United Football Club and Bentleigh Greens Soccer Club. The proposed new football pitch would be located north of the existing Kingston Heath Soccer Complex, home of Bentleigh Greens, who has leasehold and license arrangements with the City of Kingston to use the facility.

Once constructed, it would form part of a dedicated five-pitch regional soccer complex. The scope of works include:

- leveling the current open space identified for the new pitch.
- laying new turf and installing irrigation/drainage infrastructure
- building players
- shelters and fencing/netting around the perimeter
- erecting approved training-standard sports lighting and -constructing an accessible path from the existing pavilion.

The City of Kingston estimates that the project could cost up to \$2.4 million. The club has secured \$1.5 million in funding from the Australian Government through the Play our Way grant program and is willing to make a financial contribution of \$100,000 to the project. The club therefore respectfully requests that Council contributes the remaining funds necessary for the project to be completed.

Kingston Heath Reserve, which incorporates the regional Kingston Heath Soccer Complex, is a 30ha Council owned site in the suburb of Cheltenham adjacent to residential properties, golf courses and key industrial/commercial area (Moorabbin Airport precinct and DFO Moorabbin). It is one of the largest and most popular parks in the City of Kingston with a range of active recreation and open spaces to enjoy. Its size and location make it the most appropriate site for intensification of sport and recreation use in this area. An additional pitch (that would be dedicated to women's and girls' football) will allow Bentleigh Greens to increase participation with the Club estimating it could cater for an additional ten teams or over two hundred women and girls and provide greater capacity for training and match days. Furthermore, the population in the south-east region is forecast to grow significantly over the next 15 years, which will place increased pressure on the existing sporting provisions at Kingston Heath Reserve. It is forecast that by 2041, there will be an additional 3,722 females under the age of 18 and 15,888 females over age 18 in the City of Kingston.

The participation rate of women in both organized and unorganized sports remain significantly lower than that of their male counterparts. 5.8% of Victorian girls participate in football/soccer, compared to 12.8% of boys. Although the national average for female participation is slightly higher at 10%, it is still less than half of the male participation rate, which stands at 20.2%. The disparity becomes even more pronounced among adults. In Victoria, unorganized participation in football/soccer by adult females (15 plus years) is only 1.7%, compared to 9% for males. This means that adult females in Victoria are currently five times less likely to engage in football/soccer than their male counterparts.

This is compounded in the limited fields of play set aside for female football/ soccer training and game play opportunities. The development of pitch five as a female training space will directly address this and assist in addressing this imbalance. Demand modelling highlights significant challenges in addressing both current and future needs for football/soccer facilities. The existing high demand for suitable pitch space has exacerbated the imbalance in participation levels between males and females. Many females starting their football/soccer journey often feel uncomfortable in mixed gender pitch environments, due to factors such as differences in skill levels, running speed, and endurance.

The proposed development of Pitch 5, dedicated to female football/soccer training, is critical to addressing this imbalance. Establishing a dedicated space will promote a more inclusive and welcoming environment, helping the reserve evolve into a versatile and well-equipped facility that encourages broader community participation in sport and recreation. These improvements will also enable the reserve to meet the growing needs of the community, accommodating increased demand driven by organic population growth, the introduction of the Southern Rail Loop, and the forecasted rise in housing density.

The Bentleigh Greens Soccer Club (resident club at Kingston Heath Reserve) has received numerous expressions of interest from female players and anticipates expanding their program within two years of the completion of Pitch 5 to meet the growing demand. The club plans to introduce fourteen new female teams, ranging from ages 6 to 14, along with an additional U20 team. This expansion will bring in approximately 150 new female participants.

Access to open space and dedicated pitch space is for the club the biggest inhibitor to creating opportunities for women's and girls. The facility is currently at capacity with no additional space available for teams to train or play matches at acceptable times. Given the current significant growth in women's football/soccer this means that it is female participants that miss out. Bentleigh Greens has recently merged with Bayside United and collectively have over a decade of experience in catering for female growth.

While change rooms and dedicated women's facilities are welcome, they are pointless if our women and girls do not have a place to play. In terms of value of money investing in a dedicated pitch with lighting provides the most effective and efficient way of providing opportunities to female players.

Kind regards

Abraam Gregoriou

Abraam Gregoriou
President
Bentleigh Greens SC



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Summary

Request – Dedicated minor capital works budget for Kingston Heath Soccer Complex.

Cost - \$300,000 over three years

31 December 2024

To whom it may concern

Bentleigh Greens has been a tenant of Kingston Heath Soccer Complex since 1994, with the club itself established in 1987 providing football opportunities for the community across Melbourne's south-east for over 30 years. The majority of our members reside in the City of Kingston.

The facility currently has four pitches, two synthetic and two grass that are used by the club and other users booked by Council. The club currently has five hundred junior players ranging from under 8 to under 21s across both boys and girls and two senior women's and men's teams. The club estimates that more than 200,000 people enter the facility each year. Per week during the season at least 5- 10,000 enter the facility just for football purposes.

The facility is also used by our Senior Citizen's club each week who used the hall and kitchen areas for games, meals and providing a social environment for their one hundred members.

The facility itself while heavily utilised is in desperate need of rectification. The toilets are old fashioned and do not meet Council own health guidelines. The changerooms are not female friendly with no shower curtain or even sanitary bins. Outside of the main pavilion the spectator area does not meet Council's disability guidelines with no ramp area and no paved area around any of the pitches that allow disability access. In terms of priority the Club would suggest the following works –

1. Replace existing pavilion lighting with an energy efficient system for example down lights.
2. Install water efficient automated flushing in pavilion male toilet urinal.

- 3, Replace all pavilion toilet basin taps with a mixer tap system. This will eliminate the numerous incidents of tap leakage.
4. Install curtains to showers in changing room 1, 2,3 and 4 and female sanitary bins.
5. Replace shower vents in changing rooms 1 ,2,3 and 4 with an efficient exhaust system.
6. Create a storage space in the enclosure behind the external toilets.
7. Construct a concrete walking path, along the goalpost sides of pitch one, from the pavilion end to the grandstand and along pitches 2,3 and 4.
8. Install a dishwasher in the main kitchen.
9. Replace

Our requests to Council while always receptive have not resulted in any tangible outcomes. The main reason is that these works are not considered 'maintenance' and therefore require capital funds. For this reason, we are asked Council for a dedicated minor capital works budget for Kingston Heath Soccer Complex to address our concerns. It is a shame that an asset is being left to slowly degrade where some minor improvements in the short term can ensure the facility remains an accessible, safe, and functional facilities for families across the City of Kingston to enjoy.

We are happy to work with Council on our proposal.

Kind regards

Abraam Gregoriou

Abraam Gregoriou
President
Bentleigh Greens SC

Public Exhibition of the Draft 2025/26 Budget - submissions

Number	Theme	Channel	Submission	Response	Council Plan key direction
1	Improved cycling infrastructure	Draft Council & Wellbeing Plan	<p>I want to see improved cycling infrastructure called out specifically in this Council Plan and Budget, rather than it being hidden behind a generic 'improve infrastructure' and respond to impacts of 'climate change'.</p> <p>Kingston Council needs to partner with Bayside Council and develop a plan for the 'golden triangle' area that includes the suburbs of Mentone, Beaumaris and Cheltenham which go across both Kingston and Bayside council areas. There are around 10,000 students attending schools in the area, and there's limited infrastructure to support them to cycle to school. Parents are really forced to drive children to and from school and activities, due to this unsafe streets and lack of cycling infrastructure.</p> <p>Your own plans shows that families with children make up the highest proportion of residents in Kingston.</p> <p>Can I remind you the schools in these three suburbs in the 'golden triangle' area (Port Phillip bay side of the rail line) include:</p> <ul style="list-style-type: none"> - Mentone Girls Secondary - Mentone Grammar - Mentone Girls Grammar - St Bedes - Beaumaris Secondary College - Stella Maris Primary School - Beaumaris Primary School - Beaumaris North Primary School - Cheltenham Primary School <p>If Council really wants to be 'future focussed' as this plan states, then it would proactive in developing cycling routes to each school so children can safely ride to and from school. There are so many benefits to children riding to school including:</p> <ul style="list-style-type: none"> - improving physical and mental health - reducing road congestion - reducing impacts of climate change and pollution <p>Currently children are being hit as they cycle along Balcombe Road to school. Beaumaris Secondary Principal Debby Chaves has confirmed this and is very concerned about this issue and children being seriously injured. This school is strongly advocating for safer cycling routes to keep children safe.</p> <p>Previous Councillor of this area Cr Clarke, stated verbally to me over the phone 'a child is going to be killed cycling in this area and we are all going to feel sick'. I don't see why we need to wait until a child is struck and killed by a car, to develop solutions to this issue.</p> <p>The Bayside Bug community group conducted community engagement with residents along Balcombe Road to advocate for 'no parking' along this road during school transit hours. The engagement resulted in over 95% of residents supporting this initiative.</p> <p>Kingston Council has a duty of care to residents to provide adequate infrastructure to keep children safe while they get to and from schools in the area.</p> <p>The community needs cycling routes developed along the key school routes including:</p> <ul style="list-style-type: none"> - Charnan Road - Balcombe Road - Westall Road <p>We cannot and should not wait for a child to be killed along this strip. A child sustained a serious leg injury last year after riding along the footpath and trying to avoid pedestrians, and collided with a fence near Mentone Girls Secondary in the Kingston Council boundary area. This child required an ambulance at the scene and took 6 weeks to recover. Congestion along footpaths is also a major issue as there is just not enough space for everyone.</p> <p>Car parking along these key streets needs to be deprioritised over bikes and a culture change is rapidly needed. Council needs to take bold action to lead the community into a sustainable approach to transport and guide communities through this change that's needed.</p> <p>The SRL is also coming to this area, so more and more people are going to be in this area and a sustainable active transport plan, that has budget and resources allocated to deliver it, needs to be a top priority.</p>	<p>Kingston is committed to engaging with our community and helping to deliver solutions that improve safety for cyclists and pedestrians. Our five-year Walking and Cycling Plan prioritises improvements and aims to make our city walking and cycling friendly</p> <p>In addition, consultation recently closed on Kingston's Local Area Traffic Management Policy and the report will be presented to Council in July. More info: yourkingstonyoursay.com.au/local-area-traffic-management-policy</p> <p>We have also delivered the Safe Routes to School Program which worked specifically with Primary Schools and supported community ideas including:</p> <ul style="list-style-type: none"> *Kiss and Go Zones *Walk and Wheels Once a Week (WOW) initiative *Road safety classes <p>We understand the concerns about the Mentone, Beaumaris and Cheltenham suburbs and are aware of the high concentration of schools in these areas. We communicate regularly with schools, communities and neighbouring municipalities to find effective solutions that will improve road safety for all users.</p> <p>We also meet regularly with the Department of Transport & Planning to share ideas and collaborate on solutions which can improve our roads and the broader State road network.</p>	Liveable & Sustainable
2	Costs, rate cap and distribution of funds	Talking Kingston	<p>How about do nothing and save the ratepayers some money by NOT increasing rates and just doing the job of the council instead of soliciting reasons to spend. In the current environment I am sure most people would welcome a rate decrease as an option or at least no annual increase.</p>	<p>Council recognises the current economic challenges and remains committed to responsible, prudent financial management. We are focused on ensuring that rates are invested efficiently and effectively to meet the diverse needs of our community and support those who need it most.</p> <p>Reducing rates and focusing solely on basic services could limit our ability to invest in the future, impacting the overall quality of life for residents and the development of necessary facilities and programs.</p> <p>Council manages over 120 services that cater to various needs, such as families and children services, youth services, aged care, public health and support, libraries, waste management, roads, drains, footpaths and cycleways, traffic and parking, recreational and community facilities and open space, environmental management, economic and tourism development, animal management, emergency planning and management, and property planning and building.</p> <p>While not all services are used by everyone, they are crucial for different groups within the community.</p> <p>Each year, we balance the budget to ensure that we can continue delivering these services, maintaining community assets, and planning for future growth. We focus on sustainable financial management to meet community needs, deliver on the Council Plan priorities, and maintain long-term infrastructure.</p>	Responsibly Governed
3	Maintenance of roads	Draft Budget 2025/26	<p>Alameda Place is a dangerously cragged cobblestone laneway that provides access to Parkdale Preschool. The uneven surface makes stroller access very challenging and poses a serious trip hazard for parents and children.</p> <p>Resurfacing the laneway would enhance safety and accessibility for all, especially children of the kindergarten and elderly or disabled carers.</p>	<p>Alameda Place has been identified as a lane due for upgrade in our 5-year program of road upgrades. Works will be subject to final Council approval and adoption of the relevant Budget.</p>	Liveable & Sustainable

Public Exhibition of the Draft 2025/26 Budget - submissions

Number	Theme	Channel	Submission	Response	Council Plan key direction
4	Costs, rate cap and distribution of funds	Draft Budget 2025/26	Costs need to be reduced. Gender affirming programs could be reduced. Productivity of council workers throughout Kingston City should be investigated. Reports studied, reductions made where appropriate. Council rates should not go up more than 1.5% during a cost of living crisis.	<p>Council recognises the current economic challenges and remains committed to responsible, prudent financial management. We are focused on ensuring that rates are invested efficiently and effectively to meet the diverse needs of our community and support those who need it most.</p> <p>Reducing rates and focusing solely on basic services could limit our ability to invest in the future, impacting the overall quality of life for residents and the development of necessary facilities and programs.</p> <p>Council manages over 120 services that cater to various needs, such as families and children services, youth services, aged care, public health and support, libraries, waste management, roads, drains, footpaths and cycleways, traffic and parking, recreational and community facilities and open space, environmental management, economic and tourism development, animal management, emergency planning and management, and property planning and building.</p> <p>While not all services are used by everyone, they are crucial for different groups within the community.</p> <p>Each year, we balance the budget to ensure that we can continue delivering these services, maintaining community assets, and planning for future growth. We focus on sustainable financial management to meet community needs, deliver on the Council Plan priorities, and maintain long-term infrastructure.</p>	Responsibly Governed
5	Costs, rate cap and distribution of funds	Draft Budget 2025/26	Firstly, for you to use our rates for this project is disgusting Times are very tough and increasing our rates is extremely concerning	<p>Council recognises the current economic challenges and remains committed to responsible, prudent financial management. We are focused on ensuring that rates are invested efficiently and effectively to meet the diverse needs of our community and support those who need it most.</p> <p>Reducing rates and focusing solely on basic services could limit our ability to invest in the future, impacting the overall quality of life for residents and the development of necessary facilities and programs.</p>	Responsibly Governed
6	Safety/crime	Draft Budget 2025/26	<p>Dear City of Kingston Council,</p> <p>Thank you for the opportunity to provide feedback on the Draft Budget 2025/26.</p> <p>While I appreciate the Council's commitment to community facilities and infrastructure, I believe the current budget lacks urgent prioritisation of core issues — particularly crime prevention, social safety, and economic hardship affecting local families.</p> <p>According to the latest Victoria Crime Statistics Agency data, incidents in the City of Kingston have increased in several categories over the past year, particularly property crime and antisocial behaviour. This trend cannot be ignored, especially when residents are calling for stronger preventative measures and safer neighbourhoods.</p> <p>At the same time, cost-of-living pressures are hitting households hard — with inflation still impacting food, rent, fuel, and utilities. It is simply unreasonable to fund large-scale discretionary projects while many residents are struggling to make ends meet. If this were a household budget, no responsible family would pay for luxury upgrades before fixing a leaking roof or feeding their children.</p> <p>Key recommendations:</p> <ul style="list-style-type: none"> - Redirect non-essential capital spending towards crime prevention, youth engagement programs, and increased local patrols or safety initiatives. - Shift the focus from ongoing handouts to providing meaningful work opportunities, skill-building, and engagement pathways for vulnerable residents. While temporary support is sometimes necessary, the long-term solution must be about helping people contribute and regain independence — not creating dependency. This approach respects both the dignity of those in need and the hard-earned contributions of taxpayers. Let's invest in programs that help people find employment, re-skill, and reconnect with purpose, rather than continuing to expand unsustainable welfare measures. - Increase community consultation on safety priorities, particularly in areas experiencing repeat incidents. <p>Please demonstrate that Council understands the real-world pressures its residents face — and that safety and basic wellbeing are the foundations of a thriving community.</p> <p>Sincerely, Darek Lebek</p>	<p>Council's operational budget allocates funding for crime prevention / safety initiatives and youth engagement activities.</p> <p>We work closely with emergency services to respond to safety concerns and prioritise prevention through community engagement and the design of safer public spaces. While Victoria Police is responsible for responding to crime and conducting local patrols, Council plays an important role in supporting safer neighbourhoods through proactive planning and partnerships.</p> <p>We partner with local emergency relief providers through our community grants program to support residents experiencing personal and financial hardship.</p> <p>Our Community Hubs and Youth Services teams work collaboratively to deliver skill-building and employment-focused workshops. For example, Holmesglen TAFE currently runs a Job Club at the Westall Community Hub on Thursdays, and Youth Services deliver work-ready programs in local schools.</p> <p>Council is currently discussing crime hot spots with Victoria Police to ensure a collaborative and comprehensive response for our community. We can consider community consultation on safety priorities as part of this work.</p> <p>Council has also recently added questions regarding community safety to the annual Community Satisfaction Survey [link: https://www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/community-satisfaction-survey]. This ensures we have an annual, consistent collection of data from our community regarding safety.</p>	Healthy & Connected
7	Costs, rate cap and distribution of funds	Draft Budget 2025/26	Cut all not essential spending. We have a brand new concrete path 50 meters from our front door which was not requested. The council does not listen to the rate payers! SHOCKING AND YOU WILL ALL BE VOTED OUT	<p>Council recognises the current economic challenges and remains committed to responsible, prudent financial management. We are focused on ensuring that rates are invested efficiently and effectively to meet the diverse needs of our community and support those who need it most.</p> <p>Reducing rates and focusing solely on basic services could limit our ability to invest in the future, impacting the overall quality of life for residents and the development of necessary facilities and programs.</p>	Responsibly Governed
8	Costs, rate cap and distribution of funds	Draft Budget 2025/26	The Kingston council over spending rates money on hiring to many staff , creating useless services LTBDs meetings. Need reduce councils rates and not raise! Prioritise basic services: Roads and rubbish bin, hard rubbish collection. That's ridiculous prioritise Climate change Emergency response, Carbon delusional scareness and Net Zero plan that comes from unelected and UnAustralian WEF. Cut on council spendings , focus only on essential services, stop unnecessary fines, unnecessary permissions and thousands unnecessary regulations, no one will never learn them . GO BACK TO SIMPLICITY AND LIFE OF EVERYONE WILL BE MUCH HAPPIER.	<p>Council delivers a range of services to the community, many of which are legislated by the Local Government Act 2020 (Vic), including responding to climate change. The budget reflects priorities for the community, including maintaining local roads and delivering efficient waste services as highlighted in the submissions.</p> <p>Council recognises the current economic challenges and remains committed to responsible, prudent financial management. We are focused on ensuring that rates are invested efficiently and effectively to meet the diverse needs of our community and support those who need it most.</p> <p>Reducing rates and focusing solely on basic services could limit our ability to invest in the future, impacting the overall quality of life for residents and the development of necessary facilities and programs.</p>	Responsibly Governed

Public Exhibition of the Draft 2025/26 Budget - submissions

Number	Theme	Channel	Submission	Response	Council Plan key direction
9	Costs, rate cap and distribution of funds	Draft Budget 2025/26	<p>Hello,</p> <p>I notice you have proposed the maximum increase of 3% to the rates.</p> <p>Since Kingston rates are already higher than in say the City of Bayside, something is wrong.</p> <p>You seem to have plenty of money for renewal of foreshore buildings and other sporting needs, yet you still want an increase.</p> <p>In 1996/97, the rates were hiked massively (my rates went up by 33%) and that increase has been built in and compounded since then.</p> <p>I suggest that the rates be decreased by 3% this year and spending adjusted accordingly, with the aim of getting the rates down to a comparable situation with other municipalities. If there is something the nature of our City that requires more expenditure than in other municipalities, our ratepayers should not have to bear this, with State Government contribution sought to address.</p> <p>Thank you.</p>	<p>Council recognises the current economic challenges and remains committed to responsible, prudent financial management. We are focused on ensuring that rates are invested efficiently and effectively to meet the diverse needs of our community and support those who need it most.</p> <p>Reducing rates and focusing solely on basic services could limit our ability to invest in the future, impacting the overall quality of life for residents and the development of necessary facilities and programs.</p> <p>Council manages over 120 services that cater to various needs, such as families and children services, youth services, aged care, public health and support, libraries, waste management, roads, drains, footpaths and cycleways, traffic and parking, recreational and community facilities and open space, environmental management, economic and tourism development, animal management, emergency planning and management, and property planning and building.</p> <p>While not all services are used by everyone, they are crucial for different groups within the community.</p> <p>Each year, we balance the budget to ensure that we can continue delivering these services, maintaining community assets, and planning for future growth. We focus on sustainable financial management to meet community needs, deliver on the Council Plan priorities, and maintain long-term infrastructure.</p>	Responsibly Governed
10	Costs, rate cap and distribution of funds	Draft Budget 2025/26	As a Kingston Council senior resident and pensioner I (along with many others), simply cannot afford a rate increase period.	<p>Council recognises the current economic challenges and remains committed to responsible, prudent financial management. We are focused on ensuring that rates are invested efficiently and effectively to meet the diverse needs of our community and support those who need it most.</p> <p>Reducing rates and focusing solely on basic services could limit our ability to invest in the future, impacting the overall quality of life for residents and the development of necessary facilities and programs.</p>	Responsibly Governed
11	Active recreation	Talking Kingston	<p>In any of the draft plans I've read there is no mention with redevelopment of public spaces in Mordialloc and surrounds that caters for the teenage Young persons.</p> <p>No mention of tennis courts, basketball courts, a skate park, bmx track.</p> <p>Unfortunately I see this age group hanging out around Mordialloc Beach, because there is NO sporting infrastructure in Mordialloc that caters to this demographic 10-20.</p>	<p>Council's Play Your Way Strategy guides the planning and delivery of playgrounds and active recreation across the municipality. As part of this, a review of skate and BMX facilities is scheduled for completion in 2025-26 to assess current provision and identify priority areas for future investment.</p> <p>Council continues to advocate for a youth-focused precinct at Attenborough Park as part of the Mordialloc Station redevelopment. Details of this advocacy can be found on our website: kingston.vic.gov.au. We will continue working with the Level Crossing Removal Project team to support positive outcomes in this space.</p> <p>Youth engagement opportunities in the Mordialloc precinct are also considered through Council's Open Space and Play Your Way strategies, with further opportunities to be explored through ongoing planning.</p> <p>Recent upgrades at Ben Kavanagh Reserve (Mordialloc) have enhanced youth-focused recreation with a new basketball half court, pétanque area, rebound wall, outdoor exercise equipment, and accessible netball courts, cricket nets and walking paths.</p> <p>Council's new aquatic and leisure centre, currently under construction on Governor Road, Mordialloc, will further support youth activity when it opens in 2026.</p>	Healthy & Connected
12	Animal registration fees	Talking Kingston	I would like to propose an alternative way to finance animal control. To date the bulk of the cost falls to dog owners who have to pay a registration fee. This is not fair as every ratepayer has the right to contact animal control over any animal related matter. A better option would be to include a small fee on every rate notice like we do for parks etc. Pet owners would then be encouraged to register their pets via the Kingston Web Site with no fee involved as long as the animal lived within Kingston. There would be a fine for non registered dogs and cats same as now. This would capture ALL pets - dogs, cats, birds, rabbits, horses etc - rather than just dogs giving the council a better understanding of what and how many pets we live with. Additional "for fee" services could be added to the database like the ability to add a picture of your pet to its record which would assist if the pet was lost or stolen. Other services could also be added.	<p>Kingston's animal management work is not funded solely via the dog and cat registration fees that we collect. More information on how Council services are funded, can be found here: kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/council-plan-and-budget</p> <p>There is also legislation that Council is required to regulate under for the management of dogs and cats in Kingston, including the collection of animal registration fees.</p> <p>Council administers pet (cat and dog) registrations under the provisions of the Domestic Animals Act 1994. This is a Victorian State Government Act.</p> <p>The Domestic Animals Act 1994 sets out a framework for the application of pet registration fees that must be adhered to by Council.</p> <p>Under Section 69 of the Domestic Animals Act 1994 Council is required to make a payment of approximately \$4.50 to the State Government for each registered pet each year. This payment supports statewide promotion of responsible dog and cat ownership, animal welfare and research into domestic animal management.</p> <p>Council is not currently able to create an animal specific fee or levy.</p>	Responsibly Governed

Public Exhibition of the Draft 2025/26 Budget - submissions

Number	Theme	Channel	Submission	Response	Council Plan key direction
13	Community centre fees	Draft Budget 2025/26	<p>Thank you for City of Kingston supporting non-profit organizations. The seniors in community can benefit from your financial support.</p> <p>If the fees increased to \$33 per hours for using Sundowner Community Centre that will cause financial difficulties for operating the social group leading to negative impact on senior's social well-being. We would appreciate if City of Kingston could consider non-profit organisation can access the community centre at 2023-24 rate of \$10 per hour. Thank you for your consideration in advance.</p>	<p>Council undertook a review of venue hire fees in 2024 and introduced an equitable, consistent, and financially sustainable user fee structure across all Community Hubs.</p> <p>This review resulted in a staged increase to the Sundowner Community Centre rates. In recognition of MiCare's longstanding relationship with Council and its not-for-profit status, an exception was granted to "grandfather" the special \$10 per hour rate for 2024-25. This additional 12-month period was provided to support MiCare in preparing for the fee increase. Despite the proposed price adjustments, Council will continue to significantly subsidise hire fees to ensure they remain far more affordable than commercial rates.</p> <p>The new fees continue to offer excellent value for not for profit community groups and community service organisations, with rates well below typical commercial venue charges. Council remains committed to supporting local organisations through fair access to quality community facilities.</p>	Responsibly Governed
14	Sustainability	Draft Budget 2025/26	<p>A submission to the Kingston Council draft budget 2025/2026</p> <p>Kingston Council has encouraged community input and feedback to their budget. In many aspects there is difficulty in doing this as parts of the document mention good intentions that don't directly relate to the line items in the budget. A few examples:</p> <p>1. Regarding 'The Capital Works Plan (pages 63 to 70).</p> <p>(i) Does the building renewable program include replacement of gas appliances and services in council buildings ? This would achieve reduced ongoing energy costs and also help address the comments elsewhere about climate risks.</p> <p>What other buildings are included besides the Kennedy Centre and Walter Galt Pavilion? The scope seems to need expanding.</p> <p>(ii) Under 'Plant and Equipment', does 'vehicles' include full electrification i.e. replacement of internal combustion engine vehicles with fully electric vehicles' This would achieve reduced ongoing fuel and maintenance costs and help meet environmental targets.</p> <p>(iii) Regarding 'Off Street car parks' there is the opportunity to implement solar PV shading as has become mandatory in other countries such as France.</p> <p>(iv) In 'Our Challenges and Opportunities' there is mention on page 15 about Victoria's Big Build. There is no mention of Victoria's emission targets and renewable energy actions or the Victorian gas retirement roadmap. These are applicable to the Kingston council and community and should be included and addressed in the document. Electrifying all council buildings to enable decommissioning of gas services would be in line with the Victorian Government approach.</p> <p>2. In Section 2.3 there is a statement 'respond and adapt to impact of climate'. Which actions relating to this are specifically funded in the budget?</p> <p>3. Similar to point 3., there is also a comment ' we are determined to ensure Kingston remains resilient in the face of climate change'. This doesn't seem to appear in the costings(investments).</p> <p>4. In 'Services' there is a comment 'deliver Councils emission reduction and sustainability agenda'. It is not clear what budget has been allocated.</p> <p>5. Under 'Major Initiatives' there is noted an investigation into Waves. Has this previously been accomplished? As Waves is a major emitter and costly to adapt -- would it be appropriate to decommission Waves as the Mordialloc Centre is established?</p> <p>6. In 'Other initiatives 'page 31 'Continue to transition Council's fleet to zero/low emission vehicles, including electric vehicles and hybrids, to help achieve Council's NetZero emissions goals.' In many cases using hybrids would delay the transition to fully electric rather than help. The council could go directly to fully electric in most cases. Also - how can the ongoing savings (vehicle life expectancy, fuel savings, maintenance savings) from this initiative be included in the budget and balance the investment?</p> <p>The budget document does give any indication of the ongoing electricity savings that are being achieved by the installation of solar on council premises. Similarly there is no indication of the ongoing financial savings as gas appliances and gas services are replaced by electrification.</p> <p>Many Kingston households are well aware of the savings that they are achieving using solar, batteries, replacement of gas and improved insulation. Similar awareness needs to be included in the Kingston Council budget.</p>	<p>If the gas appliance is over 10 years old it will be replaced within this program.</p> <p>The buildings renewal program is an annual program for the renewal of Council buildings or key components as they reach end of life. It is also used to address urgent renewal works or priorities as they arise throughout the financial year. For this reason, the program needs to be flexible and is therefore not itemised in the adopted budget documents.</p> <p>(i) Council takes a holistic approach to fleet management under the 'Plant and Equipment' category. This includes consideration of vehicle replacement where operational demand exists. When vehicles are required, Council evaluates the total cost of ownership, safety, and operational suitability across Battery Electric Vehicles (BEVs), Hybrid, and Internal Combustion Engine (ICE) options. The transition to fully electric vehicles is actively considered where it aligns with service needs and contributes to Council's 2030 environmental and financial sustainability commitments, including reduced fuel and maintenance costs.</p> <p>(ii) We agree PV shading is a potential opportunity in Kingston. Solar PV shading has been investigated for the Waves carpark. Also, Council's recent EV Charging 'Expression Of Interest (EOI)' issued to the market in May 2024 included 'Innovation in EV Charging: Integrating Solar and/or Battery' including car park solar as a response option. The EOI is still being finalised.</p> <p>Solar PV shading continues to be investigated.</p> <p>2. There are no capital projects dedicated to adapting to climate change, however, some integrated water projects (such as progressing connection of Council assets to the Dingley Recycled Water scheme) contribute to our response to future proof our playing fields.</p> <p>Operational projects include developing and organisational climate risk assessment and framework, and consulting on coastal climate hazards and risks.</p> <p>3. In the 2025-26 budget there is no allowance for stand-alone energy efficiency and electrification projects of Council buildings.</p> <p>Some buildings renewals include energy efficiency upgrades.</p> <p>Some allocation for progressing connection of Council assets to the Dingley Recycled Water Scheme, and design work for large stormwater harvesting systems.</p> <p>4. As above, in the 2025-26 capital budget there is no allowance for stand-alone energy efficiency and electrification projects of Council buildings.</p> <p>A variety of programs including community education, business engagement, developer education, internal capacity building and process improvements will continue to support community's objectives of protecting and enhancing our environment, and tackling climate change.</p> <p>5. In 2024 Council engaged an experienced design and engineering consultancy firm to undertake an Energy Efficiency Review of Waves and to identify a pathway for improved energy efficiency. In March 2024, the Waves Leisure Centre Energy Efficiency Plan, including a lifecycle cost analysis was completed which recommended a simultaneous heating and cooling heat pump be installed. In April 2025 an Electrification Business Case for Investment was completed.</p> <p>The Federal Government has just released Round 2 of the Community Energy Upgrade Fund which Council officers are seeking to apply for by 13th June 2025. Any works will occur after the opening of Mord Aquatic Centre in 2026.</p> <p>6. Savings and efficiencies are being progressively integrated into the capital works and operational budgets. For example, the FY2024/25 capital works budget includes allocations for telematics to optimise utilisation and reduce unnecessary vehicle retention and EV charging infrastructure.</p> <p>In FY25/26 officers will undertake works to articulate Council's Return on Investment (ROI) in roof top solar, batteries and building renewal works including electrification and have ongoing cost savings reflected in the budget. Other community benefits such as health, safety and education will also be articulated.</p>	Liveable & Sustainable

Rates Hardship Policy



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1. Document Information

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 Finance Officer
RESPONSIBLE MANAGER (Policy Owner)	Team Leader – Revenue and Collections
APPROVED/ADOPTED BY	Council
APPROVAL DATE	23 June 2025
EFFECTIVE DATE (If different from approval date)	
REVIEW DATE	May 2026
TRIM REF	24/134461 21/177860 (controlled version)

2. Purpose of the Policy

The City of Kingston recognises that some individuals and organisations may from time to time experience financial hardship which will vary in its extent and duration depending on individual circumstances. This policy ensures that all people who may be vulnerable to financial hardship, regardless of their circumstances, will have options to help facilitate them through their financial hardship. This policy establishes the guidelines for assessment of financial difficulty or hardship applications based on the principles of fairness, integrity, confidentiality and compliance with statutory requirements. The policy aims to deliver the right balance of offering support whilst delivering effective financial governance to ensure Council's long term financial sustainability.

This policy is subject to change at Council's discretion, considering changing government policy and legislative requirements. This policy sets out the processes for Council as to how Financial hardship applications are assessed and administered.

The purpose of this policy is to:

- a) Help individuals and organisations experiencing financial hardship.
- b) Provide a system that enables individuals and organizations to approach Council with ease about current hardship circumstances.
- c) Outline the eligibility and assessment criteria that will be considered in a consistent, equitable and confidential manner.
- d) Provide individuals and organizations with clearly defined options when applying for financial hardship.
- e) Provide a fair and transparent decision-making framework for Council officers when assessing hardship claims.

3. Scope

This policy will apply to Senior Management and Council Officers responsible for the maintenance and management of municipal rates and charges. Council Officers and Council's Debt Collection Agency are required to comply with this policy with respect to the collection of Rates with those individuals who are experiencing genuine financial hardship.

4. Definitions

Hardship	Refers to a situation where a person has a limited/low income (i.e. pension/unemployment) and payment of rates and charges may be detrimental to their quality of life.
Due Date	Means the due date(s) for payment under section 167 of the <i>Local Government Act 1989</i> (Vic) as displayed on the Rates notice.
Interest	Means penalty Interest charged on unpaid rates under section 172 of the <i>Local Government Act 1989</i> (Vic) and as prescribed and gazetted in accordance with section 2 of the <i>Penalty Interest Rates Act 1983</i> (Vic).
Property Owner	Means the registered proprietor of rated property within the municipality, who is legally responsible to pay rates under section 156 of the <i>Local Government Act 1989</i> (Vic).
Rates	Means Council's rates and levies with respect to rated property, special charges, including the Fire Services Property Levy
Rated Property	Means the rateable land on which rates are due and payable annually.
Principal Place of Residence	A property that is defined as a principal place of residence when a person resides, occupies, and lives in it as their home.
Investment Property	Is property that has been purchased with the intention of earning a return on the investment, either through rental income or through capital gain with the future resale of the property.
Pension Concession Holder	Refers to an individual on a Pensioner Concession Card issued by Centrelink who are receiving an Age Pension, Disability Support Pension or Veteran Affairs Pension Card or Veteran Affairs Gold Card.

State of Emergency	Refers to a situation that exists when the State or Federal Government are satisfied that there is a serious risk to public health, or if an emergency exists which warrants the making or a declaration of a state of emergency, that will impact all residents during extreme situations by suspending certain normal functions of government, alerting the community to the situation and request they alter their normal behaviours, suspending certain civil liberties during periods of civil disorder.
Short term Hardship	Refers to hardship that will be resolved within 12 months.
Long term Hardship	Refers to hardship that will not be resolved within 12 months.
Extreme Circumstances	Refers to external circumstances that would be extremely detrimental to the property in a given situation. Generally, these would be unforeseen circumstances beyond the control of an individual.
Waiver	Removes the liability to pay and may be offered to include the whole or part of any interest and/or charges.
Financial Counsellor	Is a member of, or is eligible to be a member of, a financial counselling association, and has undertaken appropriate training to ensure that they have adequate skills and knowledge to satisfactorily provide the financial services. Financial counsellors are employed by agencies, typically not for profit community organisations that must comply with the ASIC licence exemption provisions for financial counselling. Financial counselling service is free, confidential, independent and without conflict.
Rates Hardship Council Rebate	This refers to a one-off Council rebate that exempts ratepayers from the 3% rates increase for the 2025/26 financial year only.

5. Responsible Executive

Chief Finance Officer

6. Policy owner

Team Leader – Revenue and Collections

7. Related Documents

Local Government Acts 1989 (Vic)
Fire Services Property Levy Act 2012 (Vic)
Penalty Interest Rates Act 1983 (Vic)

8. Definition of Financial Hardship

Financial hardship/difficulty is a situation where an individual due to factors outside of their control is unable, because of unemployment, illness or other reasonable cause, to discharge their financial obligations. Financial hardship involves an inability of the individual to meet their financial commitments and obligations, rather than an unwillingness to do so.

Financial hardship can arise from a variety of situations. Common causes may include, but not limited to:

- Loss of employment
- Family Violence
- Family breakdown;
- Illness, including physical incapacity, hospitalization, or mental illness
- Recent death of the ratepayer or an immediate family member
- Financial misfortune such as fraud or electronic scamming
- The impact of natural disaster
- Other factors resulting in unforeseen change in the debtor's capacity to meet their payment obligations, whether through a reduction in income or through an increase in non-discretionary expenditure.

Mere inconvenience or difficulty in making payment is not financial hardship.

Financial hardship denotes more serious circumstances and requires that a person:

- Cannot afford the necessities of themselves and/or dependents; or
- To be in such a circumstance that paying rates and charges mean that they would be unable to afford necessities of life for themselves and/or dependents.

Necessities of life that would be impacted if making a payment of all or part of any rates, charges and any interest would:

- Prevent the ratepayer (or a dependant) from seeking essential medical treatments or supplies;
- Prevent the ratepayer from payment of essential utility services (including water and energy);
- Prevent the ratepayer (or a dependant) from access to basic living needs, such as:
 - Food;
 - Accommodation;
 - Clothing;
 - Education for dependent children; or
- Place the ratepayer (or dependent) in any form of harm or danger, including (but not limited to):
 - Family violence; or
 - Economic abuse.

In contrast, financial hardship is not present where a ratepayer is able to afford goods and services such as (but not limited to):

- Restaurant and takeaway meals;
- Services such as hairstyling, beauty treatments, sport and recreational activities, and holidays;
- Entertainment such as streaming services, movies, concerts, and theatre;
- Alcohol and tobacco; and
- Private schooling fees (including for dependents) or fee paying education services.

9. Delegation Authority

As per Instrument of Delegations.

10. Policy Statement

In applying this policy, Council considers the principles of consistency, fairness, and transparency as paramount. The application of this policy is to be fair and advance the community benefit considering all Property Owners as well as community expectations.

11. Policy Details

11.1 Hardship Information for Ratepayers

- 11.1.1 Council has established this policy for the transparency of ratepayers in the municipality. This policy may be requested in hardcopy, softcopy or accessed via our website:
<https://www.kingston.vic.gov.au/property/rates/pay-your-rates>
- 11.1.2 Council aims for the policy to be accessible in multiple languages and do offer a translation service free of charge for those residents who have English as a second language. If you need language assistance, please call our interpreting service on 131 450, state the organisation as the City of Kingston and quote our phone number 1300 653 356. For more information please visit our website:
<https://www.kingston.vic.gov.au/contact/contact-us>
- 11.1.3 Chief Finance Officer, Manager Finance, Rates Team Leader, and the Senior Rates Officers are trained in the Rates Hardship Policy. These roles are responsible for assessing Hardship applications for rates. Rates officers administer and process hardship applications.

11.2 Application Process for Hardship

- 11.2.1 A Property Owner may apply for hardship if individuals and/or organisations are experiencing financial hardship. Applications can be either electronic, or in hard copy. Electronic applications are available through our website :
<https://www.kingston.vic.gov.au/property/rates/pay-your-rates/financial-hardship-rates-form>
- 11.2.2 Hardship applications will allow property owners to apply for: A short term rates deferral, a long-term rates deferral, a payment arrangement, interest waiver, and where applicable legal cost waiver and/or a waiver of rates under extreme circumstances.
- 11.2.3 Approved Hardship applications will only be effective from the approval date.

- 11.2.4 Council must consider the following factors when determining whether to waive rates and charges.
- Can the unpaid rates and charges be paid by rearranging finances and/or selling or drawing on assets?
 - Does the ratepayer have access to savings, monetary investments, or other income?
 - Has financial hardship been caused by a ratepayer's own actions or expenditure, for example, through spending on non-essential items or through a recent gift or loan to family or friends?
 - What has the applicant ratepayer done to alleviate their financial hardship?
 - Will the applicant ratepayer sell saleable or liquid assets capable of paying the debt within the next 12 months, including the property with outstanding rates and charges?
 - Is the ratepayer able to make payments on other debts (such as mortgage or credit cards) greater than the minimum required?
 - Is the ratepayer a company or trust?
- 11.2.5 Council endeavours to have Applications assessed within 10 business days of being received as long as all relevant application information has been received.
- 11.2.6 Applications for hardship that have been accepted are for a 12-month period only. At the expiration date of the hardship application period, the onus is on the ratepayer to inform council if they are still experiencing hardship and to re-apply. At the end of a hardship period, if hardship is still being experienced by the ratepayer another application will need to be applied for and re-assessed.
- 11.2.7 Council may cancel hardship applications if the applicant has historically not maintained hardship schedules that have been agreed on, and future applications may not be accepted. This will be assessed case on case and a decision made will clearly outline the reason this is not accepted.
- 11.2.8 It is the applicant's responsibility to ensure information and documentation provided are complete, truthful, current and relevant. Council will void any applications if any false or misleading information relating to the application is provided.
- 11.2.9 Council may make suggestion applicants seek further advice from the State Government's free financial counselling service via the National Debt Helpline in order to help with their current hardship situation. Refer to their website at: <https://ndh.org.au/>. This may be a requirement for applications if other documentation cannot be provided.
- 11.2.10 Payment plan will be considered a more suitable option for Investment properties and application and approval are considered on case by case basis.
- 11.2.11 Any non-English documentation provided to Council for Hardship must be translated in English prior to submission. Council has an interpretation service which can assist with this requirement. Please contact Customer Care on 1300 653 356.
- 11.2.12 Ratepayers who live at their place of business, are eligible to apply for hardship relief.

11.3 Payment Options for Deferrals and Arrangements

- 11.3.1 Rates under hardship can be paid or agreed upon by a capacity to pay in consultation with either a Senior Rates Officer/Team Leader at Council, or from an independent financial counsellor. Once a payment amount and schedule has been agreed upon, Council will send confirmation out via hardcopy or softcopy to confirm the Payment Plan.
- 11.3.2 Payments can be made via weekly/fortnightly/monthly or bi-monthly instalments using scheduled Payment plan with a rate-payer's financial institution. This can be done with the assistance of the financial services provider, using the reference numbers provided on the annual notice.
- 11.3.3 Payment options will be limited to the payment methods at the bottom of the issued annual rate notice with the exception of direct debit arrangement.

11.4 Hardship Options

- 11.4.1 Council are aware that no two hardship situations are the same, and as a result have both Short-term Hardship, and Long-term Hardship applications. Deferrals are accepted for short term hardship situations and payment plans are available for both short and longer terms depending on the situation.
- 11.4.2 Interest will not be charged on outstanding balances for approved Hardship applications for the period the hardship has been approved for.
- 11.4.3 In order for Council to provide and assess Hardship applications, Council does require additional information to support your situation. This may include: financial statements, medical certificates, income statement documentation (Tax Returns) or Financial counsellor recommendations.
- 11.4.4 Hardship applications can include the following: Rates Deferral, Payment plan (nominating a payment amount and schedule based on your capacity to repay), or an interest waiver. In extreme circumstances of Hardship relating to the property, at Council's discretion may assess an application for a partial or full rates waiver under section 171A in the *Local Government Act 2020*.
- 11.4.5 Payment plans and deferrals under hardship will be terminated if the payments are not made at the times of the agreed arrangement or deferral schedule. Council will notify you in writing of any terminated arrangements. This will be communicated by your preferred method of contact registered on the Council database.

11.5 Interest on Hardship Applications

- 11.5.1 Where hardship instalments are not paid by their due date, and the hardship agreement is cancelled, interest will apply to the arrears, in accordance with the requirements under the *Local Government Act 1989*.
- 11.5.2 Interest will not accrue on approved short-term or long-term hardship applications. Interest will not be charged for the 12 month period from the date of approval.

- 11.5.3 Interest may be reversed under a hardship application for situations where individuals or organisations are able to provide evidence of why payment could not be made by the due date.
- 11.5.4 Interest will commence after the expiration date of the hardship period if there is still an outstanding balance.

11.6 Rates Hardship Council Rebate FY 2025/26 application – 3% increase rate

- 11.6.1 For the 2025-26 financial year, Council Rate increase in Victoria is capped at 3.00%. This cap applies to the overall rate revenue a council raises, not to individual properties. While the cap is 3.00%, individual rate increases may vary slightly depending on property valuations.
- 11.6.2 Recognising the challenges associated with the increasing cost of living, the Council is aware that the proposed 3% rate increase may pose a burden on ratepayers. To provide support during these times, ratepayers can apply for a one-off Council rebate that effectively waives the 3% increase for the 2025/26 year only. Approved applicants will then pay the same rate amount as in financial year 2024/25, with the increased percentage being rebated based on their presented circumstances.
- 11.6.3 Application Process
- Apply via Kingston Website using the Rates Hardship Rebate Form 2025/26 for 3% rates increase waiver. Electronic applications are available through our website: [website link to be added here](#).
 - Hardship applications will be assessed individually, and Council officers may contact the rate payer to request additional supporting documentation either before or after a rebate is approved.
 - The application is specifically for the rate increase in the 2025/2026 financial year and does not address any outstanding balances from previous financial years.
 - The submitted application will be subject to review and determination by an authorised Council officer. Subsequent to this assessment, the rate payer will be notified of the outcome, indicating whether the application has been approved or declined, through electronic mail within 3 working days.
 - If payments are not made as scheduled, the granted waiver will be removed from the account, and penalty interest will be applied to any outstanding amounts.
- 11.6.4 Criteria to Apply for Hardship - Council officers refer to the following criteria, but not limited to, when evaluating financial hardship applications.
- Employment difficulties, loss of employment or unemployment.
 - Reduced, insufficient or lack of income
 - Medical issued, injury, illness, or mental illness
 - Alcohol, drug or substance abuse
 - Death of a family member or loved one
 - Family/ domestic violence
 - Elder abuse
 - Gambling
 - Incarceration
 - Impact of Natural disaster.

11.7 Communications with Council

- 11.7.1 Every Hardship Application will be individually assessed. Once assessed, the applicant will be notified by email and or mail depending on the preference outlined in the application.
- 11.7.2 All approved applications for a hardship payment arrangement or deferral will have a schedule of payments attached of when the instalments or lump sum are due to be paid. It is expected the individual or organisation make these payments as outlined in the schedule for the hardship to remain active.
- 11.7.3 When a hardship payment arrangement or deferral schedule has not been met, the hardship will be terminated, and interest will apply. Council will communicate this cancellation of the arrangement in writing.
- 11.7.4 All approved applications for a hardship payment plans or deferral will have a schedule of payments attached of when the instalments or lump sum are due to be paid and any conditions to the deferment. It is expected the individual or organisation make these payments as outlined in the schedule for the hardship to remain active.

11.8 Debt Recovery

- 11.8.1 Council will not engage in Debt recovery/Collections while an individual or organisation is under approved financial hardship.
- 11.8.2 Council's Debt Collection Agency is familiar with Council's Hardship Policy and will not contact ratepayers who are complying with their hardship agreement.
- 11.8.3 Council's Debt Collection Agency may waive costs for legal action where current legal costs are exacerbating the ratepayer's hardship.
- 11.8.4 Council's normal debt collection processes will commence/resume should the payment plan be terminated/cancelled. You will be notified of this in writing.

11.9 Decision Making and Reporting

- 11.9.1 Council will manage any conflicts of interest for Hardship applications by referring applications outside of the rates and revenue team should a conflict of interest arise.
- 11.9.2 Council will retain all records relating to the application and approval of Hardship Applications.
- 11.9.3 Council will report to Senior Leadership on the number of applications received, current hardship agreements and debt recovery actions for review.

11.10 Disputes and Complaints

- 11.10.1 All applications are subject to review. Should you be dissatisfied with the outcome of your application, you can raise an internal dispute directly to Council via info@kingston.vic.gov.au
- 11.10.2 Should you be dissatisfied with the outcome of your internal complaint or dispute with Council, you may take your dispute to the Victorian Ombudsman via their website www.ombudsman.vic.gov.au/contact-us/

11.11 Property Owner Responsibilities during Hardship

Property Owner will:

- a) communicate with Council in writing to ensure their contact details (residential address, mailing address, telephone number, email address) are up to date to ensure we can support them during Hardship; and
- b) be proactive in understanding their financial situation in relation to their capacity to pay, and taking steps to ensure they maintain their arrangements or deferrals; and
- c) if your situation changes where your capacity to pay has improved, will contact Council for a re-assessment of the Hardship Arrangement.

11.12 Verbal Exchanges

Council will not accept, nor be responsible for, any verbal changes a Property Owner may provide.

11.13 Confidentiality

All communications between a Property Owner including written communications are confidential and subject to Council's Privacy Policy.

If economic abuse or family violence has been identified the council will:

- prevent the other owner/s from accessing confidential information relating to hardship and financial hardship applications; and
- prevent the other owner/s from delaying or preventing the application.

12. Review

Policy to be reviewed every 2 years or earlier subject to Council's discretion.

Rates hardship rebate application 2025/26



Application form

To complete this application for the Rates Hardship Rebate, you must:

- be applying for a residential property only
- be living at this property as your principle place of residence
- be experiencing one or more of the outlined conditions causing financial hardship
- provide your rate assessment number
- understand that a Rates Officer may reach out to request further evidence at any time.

Investment properties are excluded and ineligible.

Select "Continue" to start your application.

Preliminary checks

Residential property declaration (Select 1 or more options) Required

☐ I declare that I am applying for a residential property only.

Principle place of residence declaration (Select 1 or more options) Required

☐ I declare that I am living at this property as my principle place of residence.

Read the conditions causing financial hardship (Select 1 option) Required

Check "Display conditions" to read the conditions causing financial hardship.

☐ Display conditions

This information applies if you selected 'Display conditions' in *Preliminary checks > Read the conditions causing financial hardship*

Financial hardship could be resultant of:

- employment difficulties, loss of employment or unemployment
- reduced, insufficient or lack of income
- medical issues, injury, illness, or mental illness
- alcohol, drug or substance abuse
- death of a family member or loved one
- family/domestic violence
- elder abuse
- gambling
- incarceration
- impact of natural disaster.

Financial hardship declaration (Select 1 or more options)

Required

☐ I declare that I have read and am experiencing one or more of the outlined conditions that is causing my financial hardship.

This information applies if you:

- made a selection that includes 'I declare that I am applying for a residential property only.' in *Preliminary checks > Residential property declaration*
- and made a selection that includes 'I declare that I am living at this property as my principle place of residence.' in *Preliminary checks > Principle place of residence declaration*
- and made a selection that includes 'I declare that I have read and am experiencing one or more of the outlined conditions that is causing my financial hardship.' in *Preliminary checks > Financial hardship declaration*
- and selected 'Display conditions' in *Preliminary checks > Read the conditions causing financial hardship*

Select "Continue" to provide your rates details.

Your rates details

Rate assessment number

Required

Property address

Required

Given name(s)

Required

(Owner)

Family name

Required

(Owner)

Company name (If applicable)

Email address Required

Is your postal address the same as your property address? (Select 1 option) Required

- ☐ Yes
- ☐ No

Answer this question if you selected 'No' in *Your rates details > Is your postal address the same as your property address?*

Postal address Required

This information applies if you:

- entered something in *Your rates details > Rate assessment number*
- and entered something in *Your rates details > Property address*
- and entered something in *Your rates details > Given name(s)*
- and entered something in *Your rates details > Family name*
- and selected 'Yes' in *Your rates details > Is your postal address the same as your property address?*

Or if you:

- entered something in *Your rates details > Rate assessment number*
- and entered something in *Your rates details > Property address*
- and entered something in *Your rates details > Given name(s)*
- and entered something in *Your rates details > Family name*
- and selected 'No' in *Your rates details > Is your postal address the same as your property address?*
- and entered something in *Your rates details > Postal address*

Select "Continue" to complete final declarations.

Final declarations

Further evidence declaration (Select 1 or more options) Required

- ☐ I understand that a Rates Officer may reach out to request further evidence at any time, including after approval of this application. I also understand that if I am unable to provide sufficient evidence on request, I will not qualify for the rebate and will need to pay back any difference.

Final declaration (Select 1 or more options)

- ☐ I declare that I have read and understood everything on this application form and all details provided are true and correct.

Signature

Required

Name

Privacy collection notice

The City of Kingston is committed to protecting your privacy. The personal information requested on this form is being collected by City of Kingston for municipal purposes as specified in the Local Government Act 2020. Your personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. If you wish to alter any of the personal information you have supplied, please contact Council via telephone [1300 653 356](tel:1300653356) or email info@kingston.vic.gov.au. View our [Privacy Policy](#).

End of form



Debt Collection Policy

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REVIEW	June 2026
RESPONSIBLE EXECUTIVE	Chief Finance Officer
POLICY OWNER	Team Leader – Revenue and Collections
VERSION HISTORY	24/134749

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.

1. Purpose of the Policy

This policy sets out the processes for the Kingston City Council to collect Rates on Rated Property. Effective, fair, equitable and consistent approach to Rates collection is an integral part of Council financial governance to ensure long term sustainability.

2. Scope

This policy will apply to Senior Management and Council Officers responsible for the maintenance and management of the rating system. Council Officers and Council's Debt Collection Agency are required to comply with this policy with respect to the collection of Rates.

3. Definitions

Due Date means the due date(s) for payment under section 167 of the *Local Government Act 1989 (Vic)* as displayed on the Rates notice.

Interest means penalty Interest charged on unpaid Rates under section 172 of the *Local Government Act 1989 (Vic)* and as prescribed and gazetted in accordance with section 2 of the *Penalty Interest Rates Act 1983 (Vic)* and applied on the first day of July immediately before the due date for the payment.

Late Payment means a Rates payment not received by the statutory due date(s).

Property Owner means the registered proprietor of Rated property within the municipality, who is legally responsible to pay Rates under section 156 of the *Local Government Act 1989 (Vic)*.

Rates means Council's Rates and levies with respect to Rated property, special charges, including the Fire Services Property Levy / Emergency Services and Volunteers Fund.

Rated Property means the rateable land on which Rates are due and payable annually.

Payment plan means an arrangement between Council and a debtor, usually a property owner, to repay outstanding amounts owed to the Council over a defined period. This agreement outlines the terms and conditions for repaying debts, including the total amount owed, the frequency and amount of each installment, any applicable interest rates or fees, and the duration of the repayment period.

4. Responsible Executive

Chief Finance Officer

5. Policy owner

Team Leader – Revenue and Collections

6. Related Documents

Local Government Act 1989 (Vic)

Fire Services Property Levy / Emergency Services and Volunteers Fund Act 2012 (Vic)

Penalty Interest Rate Act 1983 (Vic)

7. Delegation Authority

As per Instrument of Delegations.

8. Policy Statement

In applying this policy, Council considers the principles of consistency, fairness and transparency as paramount. The application of this policy is to be fair and advance the community benefit taking into account all Property Owners as well as community expectations.

9. Policy Details

9.1 Raising and Collecting Rates including Payment Allocations

- 9.1.1 Council will raise Rates annually in July of each financial year, as part of the budget process (excluding supplementary valuation which may be undertaken anytime during the rating period).
- 9.1.2 Council will issue an annual Rates notice by mid-August each year, including an "Are Your Details Correct" form so that Property Owners can advise Council of any change of address or contact details. Refer to Appendix 1.
- 9.1.3 Rate notices will be mailed to the last known mailing address as advised by the Property Owner in writing. If a ratepayer has chosen to receive electronic notifications, these notifications would be delivered to the email address or the service they have opted in to. Notices not returned to Council by Australia Post will be deemed to be delivered and received by the Property Owner.
- 9.1.4 Council will investigate and attempt to redirect any returned rate notices in a timely manner and include an "Are Your Details Correct" form. Refer to Appendix 1. However, it is the ratepayer's responsibility to ensure their details are updated with the Council to receive the rates notice.
- 9.1.5 No verbal change of address or contact details will be accepted at any time by Council. All change of address/contact details requests must be in writing.

Any payments received will be allocated in the following manner:

- legal costs;
- interest charged;
- arrears; and
- current Rates.

9.2 Payment of Rates by Instalment

- 9.2.1 Ten (10) Instalments by Direct Debit
 - A Property Owner may register to have Rates paid by direct debit. To do so the Property Owner has to complete and return a Direct Debit Request form (Appendix 2)
 - A direct debit will be made over 10 monthly instalments from a nominated bank account. The first debit will occur on the first business day in September and conclude on the first business day in June each financial year. Where a Due Date falls on a weekend or public holiday, the next business day will be deemed to be the Due Date.

- A Direct Debit is automatically carried over to subsequent financial years unless cancelled and payments will be allocated in accordance with this paragraph.
- If a Direct Debit is registered in any given financial year, then property owner needs to make prior missed direct debit payment to catch up. The example is shown in the table as follows:

Received after 1 st direct debit payment (September)	Received after 2 nd direct debit payment (October)	Received after 3 rd direct debit payment (November)
Property Owner makes manual payment of 1 missed direct debit payment to catch up. First system direct debit effective 1 October.	Property Owner makes manual payment of 2 missed direct debit payments to catch up. First system direct debit effective 1 November.	Property Owner makes manual payment of 3 missed direct debit payments to catch up. First system direct debit effective 1 December.

- Tenants of properties must supply written authorisation from the Property Owner authorising the tenant to pay by direct debit.

9.2.2 Four (4) Quarterly Instalments

- Rates can be paid by 4 quarterly instalments. If payment is to be made by instalment then the first instalment must be paid in full on or by the 1st instalment due date being 30 September. Subsequent Instalment payments are due on the 30 November, 28 February, and 31 May of each financial year. Where a Due Date falls on a weekend or public holiday, the next business day will be deemed to be the Due Date.
- Where the first instalment is not paid in full by 30 September, the total payment is due and payable on or by 15 February of that financial year.
- Any partial payment(s) made prior to or after 30 September, is deemed to be a prepayment of the full payment and the balance remains due and payable by 15 February.

9.3 Full Rate Payment

- 9.3.1 Payment is due and payable by 15 February. Where a Due Date falls on a weekend or public holiday, the next business day will be deemed to be the Due Date.
- 9.3.2 As outlined in the rate notice, if the Council doesn't receive payment for the first installment by September 30th, it will be presumed that the ratepayer has chosen the option for full rate payment, which is due on February 15th.
- 9.3.3 Council sends courtesy reminder notice in January each year and overdue notice in March each year if the payment is not received on the due date 15 February.

9.4 Rate Recovery

- 9.4.1 All debts are to be paid by the Due Date and balances followed up in a timely manner. Council aims to minimise the total outstanding balance as at 30 June each year.
- 9.4.2 Council will follow up missed annual payments by sending an overdue Rates notice for a Late Payment including any Interest raised in March each year.
- 9.4.3 Council will follow the process outlined in the debt collection procedure below.

9.5 Calculating Interest

- 9.5.1 Where Rates are paid by instalments and an instalment amount is not paid by the due date, Interest will accrue from the due date of the missed instalment to the date the payment is made in full.
- 9.5.2 If the first instalment was not paid by the due date, the Property Owner will be deemed to be paying the full sum due by 15 February and Interest will be payable, as if the Property Owner was paying by instalments and has missed the relevant instalment or instalments, and continues until the Rates are paid in full.
- 9.5.3 Ratepayer is entitled to apply for interest waiver if experiencing financial hardship, refer to Council's Hardship Policy.
- 9.5.4 In the event that Interest applies, an Interest update will occur five working days after the statutory due date for each of the second, third and fourth instalment.
- 9.5.5 In the event that Interest applies, a penalty Interest update will occur seven working days after the statutory due date for the full payment sum.

9.6 Process for Forwarding Notices and Payment Dates

- 9.6.1 If paid by full:
An Annual notice is sent to the Property Owner's last known mailing address (as advised by the Property Owner in writing), by August each year.
- 9.6.2 If paid by instalments:
The annual rates notice is a reminder for the first instalment payment due date being 30 September; The first instalment payment must be paid in full by the due date being 30 September. The subsequent reminder instalment notices will be issued 4 weeks prior to the statutory instalment due dates being, 30 November (2nd instalment), 28 February (3rd instalment) and 31 May (fourth instalment).

9.7 Final Notices and Reminder Notices

- 9.7.1 Final Notices or Reminder Notices will be sent to the last known mailing address as advised in writing by the Property Owner, these notices are issued by Council or Council's agents. The notices will be delivered through the preferred delivery channel (email or mail) as specified by the property owner.
- 9.7.2 Reminder/Final Notices are sent in early March allowing the full payment Property Owner to pay any Rates arrears and/or Interest incurred. This notice advises the Property Owner if they fail to pay in full or make a payment arrangement that the debt will be referred to Council's Debt Collection Agency and that costs will be incurred.
- 9.7.3 All Property Owners making instalment payments are to be sent a Reminder Notice.
- 9.7.4 All Property Owners making full payment are to be sent a reminder notice and a Final overdue notice.

9.8 Arrangements and Financial Hardship

Refer to Council's Hardship Policy

9.9 Letters of Demand

- 9.9.1 A Letter of Demand is sent to the last known mailing address and to the property address (where different) prior to further action by Council's Debt Collection Agency.
- 9.9.2 Letters of Demand will be sent by the last week of March/early April each year, and a period of 21 days will be allowed for a debtor to pay or agree to a payment plan.
- 9.9.3 All properties with a balance over \$200.00 are to be sent a Letter of Demand.

9.10 Complaint

- 9.10.1 If no response is received to the Letters of Demand, then a Letter of Demand complaint list is prepared by Council *within 30 days of the date of the Letter of Demand*. This means legal proceedings will be issued out of the Magistrates' Court.
- 9.10.2 Complaints are subject to the Magistrates' Court Schedule of Fees and Rates based on a sliding scale.
- 9.10.3 Fees and Charges for issuing a Complaint are as per the Magistrates Court fees which are updated regularly.
- 9.10.4 Complaints are issued at the end of April or in early May. Once a Complaint has been issued court costs are incurred and payable by the Property Owner.
- 9.10.5 All properties with Rate arrears greater than \$2,000.00 will be issued with a Complaint, except where:
 - a) the property has been sold within the last 18 months;
 - b) there has been a Land Information Certificate issued within the last financial year;
 - c) there are any internal memos/activities indicating that legal action is on hold;
 - d) a payment plan arrangement has been agreed to by Council or Council's Debt Collection Agency under the Kingston Rate Debt Collection, Deferment, Hardship & Payment plan Policy. Refer to Appendix 4.
 - e) the Council has attempted to offer the ratepayer an option for a payment plan and provided 24 months from that date to enter into a payment plan with the council.
 - f) the payment plan is active and has not been defaulted. The Council has provided sufficient time after the payment plan has been defaulted to either enter in a new payment plan or explore other options with the Council to pay overdue rates.
 - g) the Council has sent written communication advising the payment plan has been cancelled.
 - h) a supplementary valuation has been undertaken within the last 12 months or last financial year;
 - i) there has been correspondence issued by another Council department to an address different to that on the rating system;
 - j) there has been general correspondence received by another Council department showing a different mailing address for the Property Owner;
 - k) an application has been lodged showing a different address to that of the rating system;
 - l) a complaint was issued in the previous financial year; or
 - m) if there is any doubt with respect to whether actions referred to in this paragraph 9.10.5 may have been taken then no legal action is to be undertaken.

9.10.6 It is noted that if **only** current year Rates are outstanding, no further legal action is to be taken until October.

9.10.7 Legal action is suspended if any correspondence is received from a Property Owner requiring investigation until such time as the investigation is complete.

9.11 Proceedings Post Complaint

9.11.1 Where the Property Owner has failed to pay on service of the Complaint either the full amount, or enter into a payment plan, then a Court Order must be obtained.

9.11.2 Council's Debt Collection Agency will issue a pre-Court Order letter which will be forwarded to a Property Owner advising them that Council intends to apply for a Court Order in the amount of the outstanding debt. If payment is not made *within 10 days*, a Court Order will be obtained.

9.11.3 Current Magistrates' Court Fees and Charges for issuing other actions are as per the Magistrates Court fees which are updated regularly.

9.11.4 Council may sell the property to recover unpaid rates and charges in accordance with Section 181 of the Local Government Act 1989 (the Act). This is an avenue for councils to sell land to recover unpaid rates or charges, providing that:

1. there are more than 3 years rates outstanding;
2. no current payment arrangement exists; and
3. the Council has a Court order requirement payment of the amount.

9.12 Arrears in the Current Year

9.12.1 For properties with current year arrears only, a Reminder/Final Notice will be sent. These properties however will not be subject to legal action until October.

9.12.2 These properties will have an annual rate notice issued in the following rating period by mid-August which shows the arrears carried forward as a separate item and as being due and payable immediately.

9.12.3 If payment has not been made by 30 September, legal action will commence in the second week of October

9.13 Legal Costs

Legal costs are not to be waived or reduced once proceedings are commenced unless there was an error made by Council causing legal proceedings to be issued incorrectly.

9.14 Property Owners Responsibilities

9.14.1 A Property Owner will:

- communicate with Council **in writing** to ensure their contact details (residential address, mailing address, telephone number, email address) are up to date;
- be proactive in understanding their financial situation and taking steps to ensure they maintain their responsibilities to pay Rates raised on their property in a timely manner; and
- if suffering Serious Financial Hardship, to contact Council to apply for a Payment plan as soon as practicable in the financial year. Council provides all ratepayers an option to set up a payment plan to assist ratepayers.

9.15 Payment plan

Council payment plans are offered as a means to assist individuals in managing their financial obligations to Council in a structured and manageable approach to settling their debts over time.

- The payment arrangement must be formally approved Council and Council will notify the individual if a plan is approved
- Payments will be executed in alignment with the agreed-upon plan
- Subject to annual review.
- Council will notify the individual if a plan is cancelled.
- Council to be contacted to defer a payment schedule of the payment plan and this should be agreed by Council to take effect.

9.16 Verbal Exchanges

Council will not accept, nor be responsible for, any verbal changes a Property Owner may provide.

9.17 Confidentiality

All communications between a Property Owner including written communications are confidential and subject to the Council's Privacy Policy.

10. Decision Guidelines

There are no exemptions allowed to this Policy.

11. Review

Policy to be reviewed every year.

12. Appendices

[Appendix 1: Update your details application.](#)

[Appendix 2: Direct Debit Request](#)

[Appendix 3: Payment Arrangement Agreement](#)

[Appendix 4: Serious Financial Hardship Application](#)

[Appendix 5: Deferral of Rates](#)

Appendix 1

Contact details

Phone _____
 Mobile _____
 Email _____

Additional comments

Customer signature

 Date _____

● Other Council departments to be notified:

☐ Rates ☐ Animals ☐ Other _____
☐ AccessCare ☐ Family Day Care ☐ Meals on Wheels
☐ Preschool/Kindergarten
 Name of child _____
 Date of birth _____

thank you

COUNCIL USE ONLY

Entered by

Name _____
 Date _____

Are your details correct on council records?

If not, please use this form to advise us of the changes required.
 Please use full names (no abbreviations).
Please return this form to:
 City of Kingston PO Box 1000 Mentone 3194

Assessment number

Property Address

Owner/Ratepayers

First name _____
 Surname _____
 First name _____
 Surname _____
 Date of Birth _____ Gender _____

Tenant (if applicable)

First name _____
 Surname _____


Where do you reside? *Cannot be a PO Box address*

Mailing address for correspondence

Please turn over



Appendix 2

		KINGSTON CITY COUNCIL RATES DIRECT DEBIT REQUEST A.B.N. 90 640 577 247	
RETURN COMPLETED FORM TO: Mail: PO Box 1000 Merton VIC 3144 Fax: 03 9581 4328 Email: rates@kingston.vic.gov.au			
Request and Authority to debit the account named opposite to pay Kingston City Council Rates and Charges as listed below	SURNAME OR COMPANY NAME: _____ GIVEN NAMES OR ACRYMONY: _____ (you) Request and authorise Kingston City Council, AFCA User ID Number 005300, to arrange for any amount to be debited or charged to you through the Bulk Electronic Clearing System (BECS) from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement (DDRSA) and any further instructions provided below		
Insert the name and address of YOUR Financial Institution at which account is held	Financial Institution Name: _____ Address: _____		
Insert details of YOUR account to be debited. If you have any queries in relation to your BSB and Account Numbers, please contact your Financial Institution	Name Account Held In: _____ BSB Number: _____ Account Number: _____		
** Please Note: Cheque or Savings accounts only, credit card not accepted for direct debit **			
Acknowledgement	1. By signing this Direct Debit request you acknowledge having read and understand the terms and conditions governing the debt arrangement between YOU and KINGSTON CITY COUNCIL, as set out in this request and in your Debt Debit Request Service Agreement (DDRSA). 2. The debits will be made in accordance with the dates set out on Council's Rate and Valuation notice or weekly. 3. You may change, alter or cancel the arrangements under a Direct Debit request by advising Kingston City Council in writing with 14 days prior to the next debit due. 4. By signing a direct debit request you also acknowledge that if there are insufficient funds in your account, a \$25.00 dishonour fee will apply.		
Customer Authorisation If account is held in joint name, all signatories may be required to sign, as per your account set up.	Signature: _____ Signature: _____ (if signing for a Company, sign and print full name and capacity for signing, eg. Director) Address: _____ Date: ____/____/____ Date: ____/____/____		
Please Indicate:	Property Owner & Ratepayer <input type="checkbox"/> or Occupier/tenant <input type="checkbox"/>		
Please Complete Details Below From Your Rates & Valuation Notice			
Property Owner(S): _____ Assessment Number(s): _____ _____ _____ Property Address(es): _____ _____ _____	Phone No: _____ B.H. Phone No: _____ A.H. Mobile No: _____ Email Address: _____ Date Of Birth: _____ (To be completed) HAVE APPLICATION BEEN OVER _____ HAVE DIRECT DEBIT ACTIVATED _____		
PLEASE NOTE: THIS IS A CONTINUOUS AGREEMENT THAT WILL ONLY BE CANCELLED UPON WRITTEN NOTIFICATION RECEIVED BY COUNCIL.			

Appendix 3

Contact: Rate Office (03) 9581 4302
 Date Sent: **.**.****
 Assessment No: *****
 Property Address: ** ** *****



2018/2019 PAYMENT ARRANGEMENT PROPOSAL

Property Owner's Name
 Property Owner's Address
 Property Owner's Suburb & Postcode

Applicants Names: _____

Applicants Residential Address: _____

Applicants Mailing Address: _____

Applicants Email Address: _____

Telephone No: (H) _____ (W) _____ (M) _____

Total Rates & Charges Outstanding for 2018/2019 as at 01-July -2018 \$ **, **.00**

Please note this amount will change due to interest accruing, please contact Council for a payout figure on your final payment.

I/We hereby agree to make this arrangement with the City of Kingston in order to clear the above property of all outstanding Rates and Charges. I/We understand that interest will continue to accrue until the debt is paid in full at the applicable statutory interest rate as determined by the Minister on 1 July each year, from 1 July 2018 the applicable rate will be 10.0% p.a.

This agreement is only valid for the current rating period (1 July 2018 to 30 June 2019) and expires on 30 June 2019, unless otherwise agreed to in writing by the City of Kingston. Please note this arrangement does not cover the 2019/2020 rating period.

I agree to pay the City of Kingston (the amount proposed must be realistic to ensure **the outstanding debt shown above, is paid in full by 31 May 2019**).

\$ _____ Weekly / Fortnightly/Monthly (please circle one)

First Payment was made/to be made on _____, (please start making these payments)

Please note: The City of Kingston will contact you to confirm whether this agreement has been accepted.

(Please continue to second page)

community inspired leadership

kingston.vic.gov.au
 Cheltenham 1280 Nepean Highway Chelsea 1 Chelsea Road
 ☎ 1300 653 356 📠 131 450 📞 03 9581 4500 📧 PO Box 1000, Mentone 3194 ✉ info@kingston.vic.gov.au 🌐 cityofkingston 🐦 @kingstoncc

Contact: Rate Office (03) 9581 4302
 Date Sent: **.*.*.*.*
 Assessment No: **.*.*.*.*
 Property Address: **.*.*.*.*



I understand that if at any time I am in default of this agreement Council will terminate the agreement and may initiate legal proceedings, immediately and without further notice, at my expense in order to recover the total amount of the debt outstanding plus any legal costs incurred.

Signature _____ Date _____ Signature _____ Date _____

Signature _____ Date _____ Signature _____ Date _____

All property owners/ratepayers must sign this agreement. Please return this Payment Arrangement Proposal form in the prepaid envelope provided, or email the signed form to: rates@kingston.vic.gov.au within 14 days of the date shown above

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kingston.vic.gov.au
 Cheltenham 1220 Nepean Highway Chelsea 1 Chelsea Road
 S 1320 653 356 T 131 450 F 03 9581 4500 G PO Box 1000, Mentone 3194 E info@kingston.vic.gov.au I [cityofkingston](https://www.facebook.com/cityofkingston) T [kingstoncc](https://twitter.com/kingstoncc)

Appendix 4

Serious Financial Hardship Application

Please complete and send this form to Kingston City Council, PO Box 1000, MENTONE,
VIC 3194

PLEASE USE BLOCK LETTERS

Personal details

Please provide the full name and address of all owners. If there is insufficient space, please attach a separate sheet to this application.

Full Name	
Date of Birth	
Address	
Contact Phone Number	Home: Work: Mobile:
Email Address	

Full Name	
Date of Birth	
Address	
Contact Phone Number	Home: Work: Mobile:
Email Address	

Property Details

Council Rates Assessment Number	
Property Address	

Application

INTERNAL POLICY: Debt Collection Policy
CITY OF KINGSTON

.....
.....
Are you receiving an aged pension, veterans pension or a disability pension from Centrelink? If yes, please specify.
.....
.....
.....
.....

Statement of Financial Circumstances

1. Amount and source of weekly income

Occupation: _____

If working for an employer:

Name and address of employer: _____

Gross wage: _____

Current overtime (if any): _____

Car and other allowances and commission: _____

If self-employed or in partnership:

Average pre-tax earnings for last 12 months: _____

If unemployed

State length of last employment, when last employment ceased and gross weekly amount earned: _____

Workers' compensation received: _____

Maintenance received: _____

Superannuation received: _____

Board or rent received: _____

Average weekly interest on bank or
building society deposit, debentures etc.:

Average weekly dividend on shares:

Other income (give particulars):

Total gross weekly income:

\$

If receiving Pension

Type of pension or benefit

Pension or benefit received:

\$

2. Property and assets

Land, including vacant land:

For each piece of land -

Market value:

Amount of mortgage:

Net value:

Motor vehicle:

For each motor vehicle -

Year, make and model:

Market value:

Amount owing to finance company:

Net value:

Deposit in bank, building society, etc.:

Other investments including shares,
debentures, bond:

Money owing to you:

From [name],

\$

From [name],

\$

Total:

\$

Value of interest in partnership or business:

Furniture, household and personal goods:

Market value:

Amount owing to finance company:

Net value:

Life insurance policies:

Give particulars and state surrender value
of each policy:

Other assets (give particulars):

Total property and assets:

\$

3. Debts, liabilities and other financial obligations

a) Weekly expenses

Income tax:

Superannuation:

Housing (mortgage, rent, board,
hospital or institution):

Municipal rates:

Water and sewerage rates:

Land tax:

Child care expenses incurred for the
purpose of earning income:

Maintenance actually paid:

Instalment payments such as for
household goods or tools of trade:

To [name],

\$

To [name],

\$

Total:

\$

Electricity and gas:

Food:

Other general household expenses:

Motor vehicle expenses (registration,
insurance, maintenance, fuel):

Fares:

Telephone:

Insurance policy premiums:

School fees and other school expenses:

Clothing and shoes:

Medical and chemist expenses:

Entertainment:

Payment on court orders and fines:

Other expenses (give particulars):

Total:

b) Other debts outstanding

Give particulars of debts under hire purchase, leasing, credit card or other credit contracts, department store accounts, guarantee or personal loan:

\$, to , due on

\$, to , due on

Total:

\$

Give particulars of any other circumstances which affect the financial situation of the Property Owner such as the number and age of dependants, marital status and health:

Declaration

I/We _____
(Full name of applicants/owners)

hereby declare that:

- To the best of my/our knowledge and belief, the information provided in this application is true and correct.

Signature

Date: / /

Signature

Date: / /

Appendix 5

Residential Owner Occupied Deferral of Council Rates, Charges and Fire Services Property Levy Application

Please complete and send this form to Kingston City Council, PO Box 1000, MENTONE, VIC 3194

For circumstances in which rates may be deferred, and the effect of a deferral of rates, please see ‘Kingston Debt Collection Procedures’ and ‘Kingston Rate Debt Collection, Deferment, Hardship & Payment Arrangement Policy’.

PLEASE USE BLOCK LETTERS

Personal details

Please provide the full name and address of all owners. If there is insufficient space, please attach a separate sheet to this application.

Full Name	
Date of Birth	
Address	
Contact Phone Number	Home: Work: Mobile:
Email Address	

Full Name	
Date of Birth	
Address	
Contact Phone Number	Home: Work: Mobile:
Email Address	

--	--

Property Details

Council Rates Assessment Number	
Property Address	
This property has been my sole/principal place of residence since...../...../.....	

Pensions or allowances

Do you have a Pensioner Concession Card (PCC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes', please state type of pension or benefit	
If 'Yes', please state PCC number (attach copy)	
Do you have a Veterans Affairs Gold Card (VAGC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
if 'Yes', please state VAGC number (attach copy)	

Declaration

I/We _____
(Full name of applicants/owners)

hereby declare that:

- I/we wish to make an application for a deferment of rates to the Kingston City Council.
- To the best of my/our knowledge and belief, the information provided in this application is true and correct.
- I/We authorise Council to confirm with Centrelink the following details: Pension Number; Name; Address; Postcode and that I am a valid concessional card holder.

Signature

Date: / /

Signature

Date: / /