

# Agenda

## Ordinary Council Meeting

**Monday, 24th October 2022**

Commencing at 7.00pm

Council Chamber  
1230 Nepean Highway, Cheltenham

[kingston.vic.gov.au](http://kingston.vic.gov.au)

Peter Bean  
Chief Executive Officer  
Kingston City Council

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

**Notice** is given that a Meeting of Kingston City Council will be held at 7.00pm at Council Chamber, 1230 Nepean Highway, Cheltenham, on Monday, 24 October 2022.

**1. Apologies**

**2. Confirmation of Minutes of Previous Meetings**

Minutes of Ordinary Council Meeting 26 September 2022

Minutes of Special Council Meeting 10 October 2022

Minutes of Special Council Meeting 17 October 2022

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

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

**4. Petitions**

Nil

**5. Presentation of Awards**

Nil

**6. Reports from Delegates Appointed by Council to Various Organisations**

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## **8. Planning and Place Reports**



## Ordinary Council Meeting

24 October 2022

Agenda Item No: 8.1

### TOWN PLANNING APPLICATION DECISIONS - SEPTEMBER 2022

**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 September 2022.

A summary of the decisions is as follows:

Type of Decision	Number of Decisions Made	Percentage (%)
Planning Permits	90	90
Notice of Decision	4	4
Refusal to Grant a Permit	0	0
Other - Withdrawn (5) - Prohibited (0) - Permit not required (0) - Lapsed (0) - Failure to Determine (0)	5	5
<b>Total</b>	<b>99</b>	<b>100</b>

(NB: Percentage figures have been rounded)

#### OFFICER RECOMMENDATION

That the report be noted.

#### Appendices

Appendix 1 - Town Planning Application Decisions September 2022 (Ref 22/291118) [↓](#)

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

Reviewed and Approved By: Heidi Heath, Senior Customer Liaison & Administration Officer  
Jaclyn Murdoch, Manager City Development

# **8.1**

## **TOWN PLANNING APPLICATION DECISIONS - SEPTEMBER 2022**

<b>1</b>	<b>Town Planning Application Decisions September 2022 .....</b>	<b>9</b>
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Planning Decisions September, 2022							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2021/655	8 Pauline Avenue	DINGLEY VILLAGE	23/09/2021	30/09/2022	Extension of the 'red line' area to supply packaged liquor and alterations and additions to an existing building.	Permit	No
KP-2022/633	65 McSwain Street	PARKDALE	19/09/2022	30/09/2022	Subdivide the land into two (2) lots	Permit	No
KP-2022/632	6 Enright Street	HIGHETT	19/09/2022	30/09/2022	Subdivide the land into two (2) lots	Permit	No
KP-2020/742/B	11 Ross Street	ASPENDALE	5/08/2022	30/09/2022	The development of two (2) dwellings	Permit	No
KP-2022/13	34 Mill Street	ASPENDALE	19/04/2022	29/09/2022	Use and development of the land as a convenience shop/food and drink premises, display of business identification signage and to reduce the car parking requirement	Permit	No
KP-2022/557	33 McKay Street	MORDIALLOC	22/08/2022	29/09/2022	Proposed single dwelling and garage	Permit	No
KP-2022/232	278-279 Nepean Highway	EDITHVALE	8/04/2022	29/09/2022	The use of the land for dwellings and the construction of a two (2) storey mixed use building, on land affected by the Design and Development Overlay (Schedule 1)	Permit	No
KP-2021/740/A	31 Steedman Street	MORDIALLOC	8/08/2022	29/09/2022	Develop the land for a replacement garage in the Land Subject to Inundation Overlay	Permit	No
KP-2022/468	9 9 Golden Avenue	CHELSEA	13/07/2022	29/09/2022	The construction of a ground floor extension to the existing dwelling on a lot less than 300sqm	Permit	No
KP-2022/629	47 Keith Street	PARKDALE	19/09/2022	29/09/2022	The construction of a swimming pool and associated fencing on land within a Special Building Overlay	Permit	No

KP-2022/447	Lot 1 Centre Road	OAKLEIGH SOUTH	6/07/2022	28/09/2022	Buildings and Works (pump shed used for irrigation) in accordance with the endorsed plans	Permit	No
KP-2022/450	1376-1378 Centre Road	CLAYTON SOUTH	7/07/2022	28/09/2022	Buildings and works to an existing food and drink premises (new metal cladding to the external façade) and to erect new signage including, five (5) internally illuminated signs, four (4) internally illuminated directional signs and two (2) business identification signs	Permit	No
KP-2016/1055/I	254-258 Chesterville Road	MOORABBIN	3/12/2021	28/09/2022	Use and development of the land for office, food and drink premises(cafe)/convenience shop, restricted retail, restaurant and retail (market), tavern, industry (brewery), Restricted Recreation Facility (Yoga Studio), sale and consumption of liquor for a General Licence for the tavern, for the displa	Permit	No
KP-2022/276	56 Royena Road	MOORABBIN	28/04/2022	28/09/2022	The construction of two (2) double storey dwellings	Permit	No
KP-2022/545	58 Carroll Road	OAKLEIGH SOUTH	16/08/2022	28/09/2022	Subdivide the land into two (2) lots	Permit	No
KP-2022/94	5 Regent Parade	CHELTENHAM	17/02/2022	28/09/2022	The construction of two (2) double storey dwellings	Permit	No
KP-2022/14	16 Dahmen Street	CARRUM	13/01/2022	27/09/2022	The development of two (2) dwellings	Permit	No
KP-2022/511	34 Percy Street	MORDIALLOC	2/08/2022	27/09/2022	Construct and carry out works to an existing warehouse (new roof over existing storage area)	Permit	No
KP-2022/585	1 Bondi Road	BONBEACH	31/08/2022	27/09/2022	Subdivide the Land into Three (3) Lots	Permit	No
KP-2022/622	31 Melaleuca Drive	CARRUM	14/09/2022	27/09/2022	Subdivide the land into two (2) lots	Permit	No
KP-2021/931	256-260 Station Street	EDITHVALE	31/12/2021	27/09/2022	Development of thirty eight (38 dwellings) and associated works in	Permit	Yes

					the General Residential Zone Schedule 3. A staged subdivision in the General Residential Zone Schedule 3 Removal of an easement (E-1 on PC361857H) under Clause 52.02 in accordance with the endorsed plans		
KP-2018/524/A	8 Moore Avenue	CLAYTON SOUTH	16/06/2022	26/09/2022	The development of four (4) dwellings	Permit	No
KP-2021/236/A	284 Como Parade West	PARKDALE	24/06/2022	26/09/2022	Use the land for the sale of liquor (Packaged Liquor Licence on the ground floor) and sale and consumption of liquor (Restaurant and Cafe Licence on the first floor); to construct and carry out works; to externally alter a building in the Heritage Overlay; to construct and display signage in the Her	Permit	No
KP-2022/249	35-37 Lakewood Boulevard	BRAESIDE	19/04/2022	26/09/2022	Subdivide the land into ten (10) lots	Permit	No
KP-2015/780/A	240A Nepean Highway	EDITHVALE	22/07/2022	26/09/2022	The construction of buildings and works comprising one (1) dwelling above a commercial tenancy and a reduction of the car parking requirements and a waiver the loading bay requirement	Permit	No
KP-2022/533	78 Devon Street	CHELTENHAM	9/08/2022	21/09/2022	Subdivide the Land into Two (2) Lots	Permit	No
KP-2021/896	540-600 Lower Dandenong Road	BRAESIDE	16/12/2021	21/09/2022	Use and development of the land as a place of assembly (community garden) in a Heritage Overlay (Schedule 104) and reduce the car parking requirements of Clause 52.06	Permit	No
KP-2022/466	14 Ross Street	ASPENDALE	13/07/2022	21/09/2022	Subdivide the Land into Three (3) Lots (Staged)	Permit	No

KP-2022/388	2 8 Kelvin Grove	CHELSEA	9/06/2022	21/09/2022	Buildings and works associated with Boat Shed 1027	Permit	No
KP-2022/379	2 Derrybeg Lane	EDITHVALE	2/06/2022	21/09/2022	Carry out buildings and works associated with Boat Shed 798	Permit	No
KP-2021/325/E	Warehouse 7 82 Levanswell Road	MOORABBIN	19/08/2022	21/09/2022	The construction of a development containing forty-one (41) units, the display of business identification signage, and a reduction in the car parking requirements associated with both an industry in unit 22 and warehouses	Permit	No
KP-2021/872	499 Clayton Road	CLAYTON SOUTH	13/12/2021	20/09/2022	The use and development of land for two (2) double storey rooming houses and to create and alter access to a road in a Transport Zone 2	Permit	No
KP-2017/946/D	120 Main Road	CLAYTON SOUTH	7/02/2022	20/09/2022	Develop the land for the construction of six (6) warehouses and subdivide the land into six (6) lots	Permit	No
KP-2022/596	8 107 Wells Road	CHELSEA HEIGHTS	7/09/2022	20/09/2022	The construction of a mezzanine level in the existing warehouse and a reduction in the car parking requirement	Permit	No
KP-2022/591	Shop 2089E 1239-1241 Nepean Highway	CHELTENHAM	1/09/2022	20/09/2022	Use the land for the sale and consumption of liquor	Withdrawn	No
KP-2022/152	66 Golden Avenue	BONBEACH	16/03/2022	20/09/2022	The construction of five (5) dwellings, consisting of four (4) double storey dwellings and one (1) single storey dwelling	Notice of Decision	No
KP-2022/164	40 Jabiru Drive	CHELSEA HEIGHTS	17/03/2022	20/09/2022	The construction of two double storey dwellings	Permit	No
KP-2022/375	8 Devon Street	CHELTENHAM	5/06/2022	19/09/2022	The development of two (2) double storey dwellings	Permit	No

KP-2021/892	3 Troy Street	BONBEACH	16/12/2021	19/09/2022	Development of the land for three (3) dwellings	Permit	No
KP-2022/277	10 Isabella Street	PARKDALE	29/04/2022	19/09/2022	To construct alterations and additions to an existing dwelling, to construct a new dwelling to the rear of an existing dwelling and a two (2) lot subdivision	Notice of Decision	No
KP-2022/420	Factory 115 266 Osborne Avenue	CLAYTON SOUTH	24/06/2022	19/09/2022	Construct and carry out works to an existing industrial building (mezzanine level) and reduction of the car parking requirement	Permit	No
KP-2019/807/A	68-78 Rosebank Avenue	CLAYTON SOUTH	26/04/2022	19/09/2022	Use and development of warehouses and a reduction of the car parking requirements	Permit	No
KP-2021/856	23 Oakes Avenue	CLAYTON SOUTH	7/12/2021	16/09/2022	Subdivide the land into five (5) lots in accordance with the endorsed plans	Permit	No
KP-2021/685	45 Mascot Avenue	BONBEACH	5/10/2021	16/09/2022	The construction of two (2) double storey dwellings	Permit	No
KP-2022/616	5 Rosella Road	PARKDALE	13/09/2022	16/09/2022	Subdivide the land into two (2) lots	Permit	No
KP-2022/542	20 Hawke Street	PARKDALE	15/08/2022	16/09/2022	Subdivide the Land into Two (2) Lots	Permit	No
KP-2022/459	8 Railway Parade	HIGHETT	8/07/2022	16/09/2022	To use the land and adjoining footpath for sale and consumption of liquor (General License) and to construct alterations to an existing building	Notice of Decision	No
KP-2016/1047/C	52 Rennison Street	PARKDALE	21/09/2021	15/09/2022	Develop the land for the construction of three (3) dwellings	Permit	Yes
KP-2000/367/A	1 Morgan Street	PARKDALE	11/05/2022	15/09/2022	The development of this land for two (2) dwellings, in accordance with plans to be submitted pursuant to Condition 1 hereof	Permit	No
KP-2010/20/A	278-281 Nepean Highway	EDITHVALE	4/03/2022	15/09/2022	The development of 16 apartments on two levels with roof top terraces above and a reduction in car parking	Permit	No

					to provide 23 car spaces in a basement car parking area		
KP-2022/326/A	19 Clay Street	MOORABBIN	1/09/2022	15/09/2022	The development of two (2) dwellings on a lot	Permit	No
KP-2021/922	2 Darvall Court	CHELTENHAM	26/12/2021	15/09/2022	The development of two (2) double storey dwellings	Permit	No
KP-2020/186	147-149 Warren Road	PARKDALE	9/04/2020	15/09/2022	The development of four (4) dwellings	Permit	No
KP-2022/425	234 Wells Road	CHELSEA HEIGHTS	24/06/2022	15/09/2022	Sale of liquor at existing shop.	Withdrawn	No
KP-2021/339	557-561 Main Street	MORDIALLOC	7/06/2021	15/09/2022	In accordance with the endorsed plans The use of the land for a food and drink premises and eleven (11) dwellings, buildings and works including the construction of a four storey building and a reduction in the car parking requirement associated with the food and drink premises	Permit	Yes
KP-2022/619	10 Booth Street	PARKDALE	14/09/2022	15/09/2022	Subdivide the Land into Two (2) Lots	Withdrawn	No
KP-2020/140/A	1 Steele Court	MENTONE	23/12/2021	14/09/2022	Buildings and works and a reduction in the required number of car parking spaces, in association with a Warehouse	Permit	No
KP-2022/259	68 Argus Street	CHELTENHAM	21/04/2022	14/09/2022	The construction of two (2) double storey dwellings	Permit	No
KP-2022/518	56-62 Cochranes Road	MOORABBIN	8/08/2022	14/09/2022	Buildings and works associated with the existing industrial use	Permit	No
KP-2022/551	1 13 Swan Walk	CHELSEA	17/08/2022	13/09/2022	The construction of a front fence	Permit	No
KP-2022/265	24 Grandview Grove	MOORABBIN	26/04/2022	12/09/2022	The development of the land for two (2) dwellings	Permit	No



KP-2021/848	34 McLeod Road	CARRUM	2/12/2021	12/09/2022	Develop the land for the construction of four (4) dwellings and alter access to a Transport Zone 2 road	Notice of Decision	No
KP-2021/899	117 Chute Street	MORDIALLOC	3/03/2022	12/09/2022	The construction of one (1) double storey dwelling to the rear of the existing dwelling	Permit	No
KP-2022/143	113 McDonald Street	MORDIALLOC	8/03/2022	12/09/2022	To put up for display three (3) high wall internally illuminated business identification signage and four (4) internally illuminated business identification signage with one (1) of these signs located in the Special Building Overlay	Permit	No
KP-2020/15	252-258 Lower Dandenong Road	MORDIALLOC	23/12/2019	12/09/2022	The use and development of the land for twelve (12) warehouses, a reduction in the car parking requirement, create/alter access to a road in a Road Zone, Category 1 and the display of business identification signage	Permit	Yes
KP-1984/2257/A	2 20 Riviera Street	MENTONE	20/06/2022	12/09/2022	Amend the planning permit and endorsed plans to allow the construction of a verandah, deck and carport to dwelling 2	Permit	No
KP-2022/576	Warehouse 9 1-5 Lake Drive	DINGLEY VILLAGE	29/08/2022	9/09/2022	The construction of a mezzanine and a reduction in the car parking requirement associated with the existing warehouse	Permit	No
KP-2021/629	2 374-378 South Road	MOORABBIN	15/09/2021	8/09/2022	The use and development of the land for a twelve level (plus ground floor level, total of thirteen (13) storeys) mixed use building comprising up to fifty-four (54) dwellings, two (2) retail premises, office space and food and drink	Permit	No

					premises, a reduction in the car parking requirements and alteration		
KP-2022/435	1 96 Latrobe Street	MENTONE	30/06/2022	8/09/2022	The development of a first floor extension to the existing dwelling and alterations to the ground floor in accordance with the endorsed plans	Permit	No
KP-2020/530/A	2 Moola Court	CHELTENHAM	2/05/2022	7/09/2022	The development of a four storey residential building comprising sixty (60) dwellings and basement parking and to remove an easement	Permit	No
KP-2008/357/C	310-312 Governor Road	BRAESIDE	17/08/2022	7/09/2022	To construct buildings and works on this site and to use for warehouse and office, the creation of a new access to a road in a Road Zone 1 - Category 1 and a reduction in the car parking requirement	Permit	No
KP-2022/438	8 107 Wells Road	CHELSEA HEIGHTS	1/07/2022	7/09/2022	Development of a mezzanine floor and reduction in carparking	Withdrawn	No
KP-2022/304	5 Century Drive	BRAESIDE	6/05/2022	7/09/2022	Use of land for car sales	Permit	No
KP-2022/127	23 Manoon Road	CLAYTON SOUTH	3/03/2022	7/09/2022	The development of one (1) double storey dwelling and alterations and additions to the existing dwelling	Permit	No
KP-2022/484	24 Fiddes Street	MOORABBIN	19/07/2022	6/09/2022	The construction of a first floor addition to the existing dwelling in a Special Building Overlay	Permit	No
KP-2014/1043/A	Unit 1 225 Thames Promenade	CHELSEA HEIGHTS	29/06/2022	6/09/2022	Develop the land for the construction of four (4) double storey dwellings	Permit	No
KP-2021/827	6 Fourth Avenue	CHELSEA HEIGHTS	13/12/2021	6/09/2022	The construction of two (2) double storey dwellings	Permit	No
KP-2022/96	4 6 Birdwood Street	PARKDALE	18/02/2022	6/09/2022	To construct an extension to the existing dwelling (first floor addition) on a lot less than 300m2	Permit	No
KP-2022/543	74 Wilson Street	CHELTENHAM	15/08/2022	6/09/2022	Subdivide the land into two (2) lots	Permit	No

KP-2022/579	152 Warren Road	MORDIALLOC	30/08/2022	6/09/2022	Subdivide the land into two (2) lots	Permit	No
KP-2022/496	3 Hayden Road	CLAYTON SOUTH	25/07/2022	6/09/2022	Subdivide the land into two (2) lots	Permit	No
KP-2022/494	18 Margaret Street	MOORABBIN	25/07/2022	6/09/2022	Subdivide the land into three (3) lots	Permit	No
KP-2022/550	1 Bertram Street	MORDIALLOC	15/08/2022	6/09/2022	To construct buildings and works (new roofed verandah) within the Land Subject to Inundation Overlay	Permit	No
KP-2022/564	18A Wallum Road	EDITHVALE	24/08/2022	6/09/2022	Subdivide the Land into Two (2) Lots	Permit	No
KP-2022/563	16A Wallum Road	EDITHVALE	24/08/2022	6/09/2022	Subdivide the land into two (2) lots	Permit	No
KP-2021/664	1126-1146 Centre Road	OAKLEIGH SOUTH	28/09/2021	5/09/2022	The use and development of a warehouse and office, a reduction in the car parking requirement, alterations to the access to a road in a Road Zone, Category 1 and the display of signage	Permit	No
KP-2021/855	75 Grange Road	CHELTENHAM	8/12/2021	5/09/2022	To erect and display one (1) internally illuminated sign	Permit	No
KP-2018/866/A	264 Nepean Highway	EDITHVALE	7/04/2022	5/09/2022	Use the land for the sale and consumption of liquor (General Licence)	Permit	No
KP-2021/325/D	Warehouse 33 82 Levanswell Road	MOORABBIN	18/08/2022	5/09/2022	The construction of a development containing forty-one (41) units, the display of business identification signage, and a reduction in the car parking requirements associated with both an industry in unit 22 and warehouses	Permit	No
KP-2022/409	26 Baringhup Street	CHELTENHAM	15/06/2022	5/09/2022	The construction of a double storey dwelling to the rear of the existing dwelling	Permit	No
KP-2021/860/A	21-25 Venture Way	BRAESIDE	28/06/2022	5/09/2022	The construction of an extension to an existing ancillary office component	Permit	No

KP-2008/924/A	52 Wetland Drive	PATTERSON LAKES	24/02/2022	5/09/2022	To construct one (1) dwelling on this site, on land designated within a land Subject to Inundation Overlay in accordance with the endorsed plans and subject to the following conditions, and a variation of the restrictive covenant AF617035B registered on the title of Lot 469 on PS523498V by: - remov	Permit	No
KP-2021/766	20 Walkers Road	CARRUM	31/10/2021	5/09/2022	Develop the land for the construction of two (2) dwellings	Permit	No
KP-2022/407	2 2-4 Temora Street	MORDIALLOC	17/06/2022	2/09/2022	The construction of a first floor addition to the existing dwelling	Permit	No
KP-2021/325/C	Warehouse 22 82 Levanswell Road	MOORABBIN	16/08/2022	2/09/2022	The construction of a development containing forty-one (41) units, the display of business identification signage, and a reduction in the car parking requirements associated with both an industry in unit 22 and warehouses	Permit	No
KP-2022/559	9 Franklin Street	MOORABBIN	23/08/2022	2/09/2022	Subdivide the land into two (2) lots	Permit	No
KP-2020/738	17 Meribah Court	PARKDALE	15/12/2020	2/09/2022	Creation and Removal of Easement	Withdrawn	No
KP-2022/538	118 Mentone Parade	MENTONE	10/08/2022	1/09/2022	To construct and carry out works within the Heritage Overlay (new platform)	Permit	No
KP-2022/193	128-134 Bay Trail	PARKDALE	25/03/2022	1/09/2022	Removal of native vegetation and to create and alter access to a Transport Zone 2	Permit	No

# Ordinary Council Meeting

24 October 2022

Agenda Item No: 8.2

## COMMUNITY ENGAGEMENT OUTCOME - PERSONAL WATERCRAFT (JET SKI BOATS)

**Contact Officer:** Yenni Lim, Manager Compliance and Amenity  
Brad Lewis, Acting Manager Open Space

### Purpose of Report

To update Council on recent community consultation undertaken on the use of Personal Watercraft (PWC) in areas of Port Phillip Bay adjoining Kingston (including Patterson River) and to recommend Council provide a letter to relevant State Government Agencies and Ministers outlining:

- Opportunities to support further user education and community awareness of the safety issues associated with the operations of PWC;
- The need for increased regulatory support and enforcement to enhance public safety and amenity for all foreshore users; and
- Potential for a further review of existing regulations associated with PWC.

### Disclosure of Officer / Contractor Conflict of Interest

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

### RECOMMENDATION

That Council:

1. Receive the results of the recent Personal Watercraft (PWC) community consultation; and
2. Forward the letter prepared as Appendix 4 to this report to the responsible State Government Agencies and Minister for Fishing and Boating, Minister for Ports and Freight and the Minister for Environment and Climate Action outlining the feedback Council has received from its community seeking increased education and awareness campaign, increased regulatory capacity and enforcement to enhance public safety and amenity and a further review of existing regulations and engagement associated with the use of Personal Watercraft.

### 1. Executive Summary

Personal Watercraft (PWC) are engine powered watercraft with a fully enclosed hull, do not retain water and are operated by sitting astride, kneeling or standing. Examples of PWC includes jet skis and wave runners.

Council resolved at the July 2022 Council meeting to undertake community consultation to better understand the community's views regarding PWC usage and regulation in areas of Port Phillip Bay adjoining Kingston (including Patterson River).

Conducted via the Your Kingston Your Say website and promoted through various social media, Kingston e-newsletter and invitation to interested groups and or individuals, the consultation survey ran for almost 5 weeks from August to September 2022 and received 303 responses to 11 questions.

Survey respondents indicated PWC usage:

- should not be permitted at Kingston beaches (73.2%)
- needs improved regulation (81.1%)
- should not be permitted within 1km of the shoreline in zones where usage is allowed (72.2%)

A full summary is provided in Appendix 1.

Whilst Council is not responsible for PWC regulation, there are advocacy opportunities to the relevant State Government Agencies and responsible Ministers and as a member Council on the Association of Bayside Municipalities. This report does not seek to advocate for a ban of the use of PWC's but is intended to highlight opportunities to provide for a safer experience for all water users.

## **2. Background**

Personal Watercraft (PWCs which include jet skis and wave runners), are engine powered watercraft with a fully enclosed hull, do not retain water and are operated by sitting astride, kneeling or standing.

Maritime Safety Victoria (MSV) is the State Government Agency responsible for PWC regulation, whilst Parks Victoria is the agency responsible for implementing and enforcing boating and swimming zones within Port Phillip Bay. Victoria Police also play a role in compliance of PWC regulations through the Water Police branch.

Council has advocated to Parks Victoria, as part of their zone review and to MSV through the Association of Bayside Municipalities (ABM), for improvements to water safety regulation including improvements to PWC legislation, regulation, compliance, and education (Appendix 2 and Appendix 3).

In 2016/2017, Parks Victoria Boating Zone review covering all areas of Port Phillip Bay determined changes in Kingston as follows:

- Expansion of 'Vessels Prohibited - Swimming Only' zones at Showers Avenue, Chelsea; Williams Grove, Bonbeach; and Gnotuk Avenue, Aspendale
- New 'Vessels Prohibited - Swimming Only' zones at Coleman Road, Aspendale
- Expansion of the 'Vessels Prohibited - Swimming Only' zone south of the Patterson River at Carrum
- Retention of the 'No Personal Watercraft' zones (NPWCZs) immediately north and south of the Patterson River, Port Phillip

Recognising the positive outcome, Council has continued to support the ABM's advocacy to Maritime Safety Victoria, Parks Victoria and Water Police.

Minimal feedback was received relating to PWCs when undertaking consultation for the Kingston Coastal and Marine Management Plan in 2021, however an action was developed in response, as below:

*Advocate and work with Parks Victoria to monitor, review and update zoning (watercraft including jet skis), improving promotion, communication and enforcement*

*of zoning regulations. Includes enforcement support from Parks Victoria, Maritime Safety Victoria (MSV) and Victorian Water Police Squad (WPS).*

Data demonstrates increasing PWC ownership in Kingston, as well as rising interest in the impact of PWC usage on the community amongst Bayside Councils and community groups.

In order to develop its position on this matter, at the July 2022 Council Meeting, Council resolved to undertake community consultation, to better understand the community's views regarding PWC usage at the beach and along the foreshore in Kingston.

### **3. Discussion**

#### **3.1 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

Council recognises a wide range of recreational and lifestyle opportunities offered by its foreshore and waterways and has sought direct community feedback in relation to PWC usage and compliance related issues.

#### **3.2 Consultation/Internal Review**

The community consultation was designed by the Advocacy, Engagement and Communications Department with assistance from Open Space and Local Laws as subject matter experts in coastal management and enforcement.

The survey was published on the Your Kingston Your Say page and advertised through social media, the Council website and mailing list to stakeholders including foreshore community groups, Lifesaving Clubs, foreshore traders and recreational boating groups.

The survey comprised 11 questions and received over 1,300 visits to the consultation page, of which 303 responded to the survey. A summary of results (Appendix 1) indicated that:

- 40.6% attend the beach daily, 35.6% attend weekly
- 60.4% have not used a PWC before
- 54.8% know which beaches in Kingston are swimming only zones and which are shared zones
- 73.3% do not think PWC should be allowed at Kingston beaches
- 76.2% do not think, for the most part, people using PWC do so respectfully
- 81.2% do not think PWC usage in Kingston is regulated appropriately
- 64.7% do not think PWC should be allowed to launch from the shoreline in zones where usage is allowed
- 72.3% do not think PWC should be allowed within 1km of the shoreline in zones where usage is allowed
- 78.9% believe if PWC remain close to the shoreline, their regulation should be reviewed
- 65.3% believe PWC usage along Patterson River should be reviewed

**3.3 Operation and Strategic Issues**

**3.3.1 PWC Regulation Responsibilities**

Council is not the responsible agency for PWC regulation or compliance, which is the remit of Maritime Safety Victoria as the regulatory agency and Parks Victoria and Water Police and the responsible compliance agencies.

PWC usage and compliance typically sits within the portfolio of the Minister for Ports and Freight, however, aspects are relevant to the portfolios of the Minister for Fishing and Boating and the Minister for Environment and Climate Action.

**3.4 Options**

**3.4.1 Write to the relevant State Government Agencies and relevant Ministers - This is the recommended option**

Write to the relevant State Government Agencies and Minister for Fishing and Boating, Minister for Ports and Freight and the Minister for Environment and Climate Action outlining the concerns of the community on PWC usage and regulation in Port Phillip Bay and waterways adjoining the City of Kingston.

**3.4.2 Do not write to the relevant State Government Agencies and relevant Ministers**

Council does not support the recommendation writing to the Ministers.

This option is not recommended on the basis Council now has received significant feedback from the community indicating a desire for greater consideration to be given to the manner in which PWC are used and regulated.

**4. Conclusion**

**4.1 Environmental Implications**

Whilst recognising environmental impacts cause by PWC usage is outside the scope of the consultation, Kingston is committed to prioritising our environment and reducing our impact on the earth, as acknowledge by the 'Sustainable' strategic direction outlined in the Council Plan 2021-25 (p20).

Current PWC usage may adversely impact the coastal environmental and therefore not align with Council's existing strategies and plans including the Coastal and Marine Management Plan, Biodiversity Strategy and Climate and Ecological Emergency Response Plan.

**4.2 Social Implications**

Survey results and comments suggest PWC usage and regulation currently has the potential to have a negative social impact on the community visiting beaches in Kingston, primarily due to noise.

Data indicates PWC usage is increasing and is a legitimate recreational activity on Port Phillip Bay when done so within the current regulations.

**4.3 Resource Implications**

The preparation of a letter to the relevant State Government Agencies and Ministers outlining the community feedback received can be accommodated within existing operational budgets. Council continues to be a member of the ABM and can utilise the feedback from the community in further putting forward a clear position on its communities view on this topic.



**4.4 Legal / Risk Implications**

There is no identified legal or risk implications in writing a letter to the State Government Agencies or relevant Ministers, however, there may be some minor risk to organisational reputation if the survey Council has completed is not followed up.

**Appendices**

Appendix 1 - Consultation Report - Personal Watercraft - August 2022 (Ref 22/266982)



Appendix 2 - ABM Position Statement - Personal Watercraft 2021 (Ref 22/119947) [!\[\]\(17413706fd4997a1a4bdf85c6864eee1\_img.jpg\)](#)

Appendix 3 - ABM Position Statement - Coastal LG Priorities for State Election 2022  
(Ref 22/287436) [!\[\]\(faf942dc3e59ce8eb64b4ac481eca7e0\_img.jpg\)](#)

Appendix 4 - DRAFT Letter re Personal Watercraft Advocacy (Ref 22/294853) [!\[\]\(cf531ed27e91483460120fcc057b3901\_img.jpg\)](#)

Author/s:	Yenni Lim, Manager Compliance and Amenity Brad Lewis, Acting Manager Open Space
Reviewed and Approved By:	Jonathan Guttmann, General Manager Planning and Place

## 8.2

### COMMUNITY ENGAGEMENT OUTCOME - PERSONAL WATERCRAFT (JET SKI BOATS)

1	Consultation Report - Personal Watercraft - August 2022.....	27
2	ABM Position Statement - Personal Watercraft 2021 .....	33
3	ABM Position Statement - Coastal LG Priorities for State Election 2022.....	35
4	DRAFT Letter re Personal Watercraft Advocacy .....	39

# Personal watercraft usage in our bay

**We've been listening to our community and know that personal water craft ownership is increasing in Kingston and many residents would like to have a say on how personal water craft usage is regulated.**

Whilst Council is not the regulator, there are advocacy opportunities to Maritime Safety Victoria and Parks Victoria via the Association of Bayside Municipalities, of which Kingston City Council is a member, and to the responsible Ministers.

Community consultation for this project started on 9 August 2022 and closed on 9 September 2022.

During this time, we invited the Kingston community to share their thoughts on issues relating to personal water craft usage in our bay.

This summary outlines what we heard and some of the key themes that will assist our communications in future.



## *A snapshot of the methodology*

**Community consultation was promoted widely via a variety of channels to build awareness of the proposal and multiple opportunities were provided for the community to give feedback.**



### **Website**

**2804**

Total  
pageviews

**79**

Total media  
release views



### **Social Media**

**1483**

Accounts reached  
via Instagram

**794**

Reached via  
Facebook



### **Kingston Newsletter**

**1689**

Kingston Newsletter  
readers (email opens)

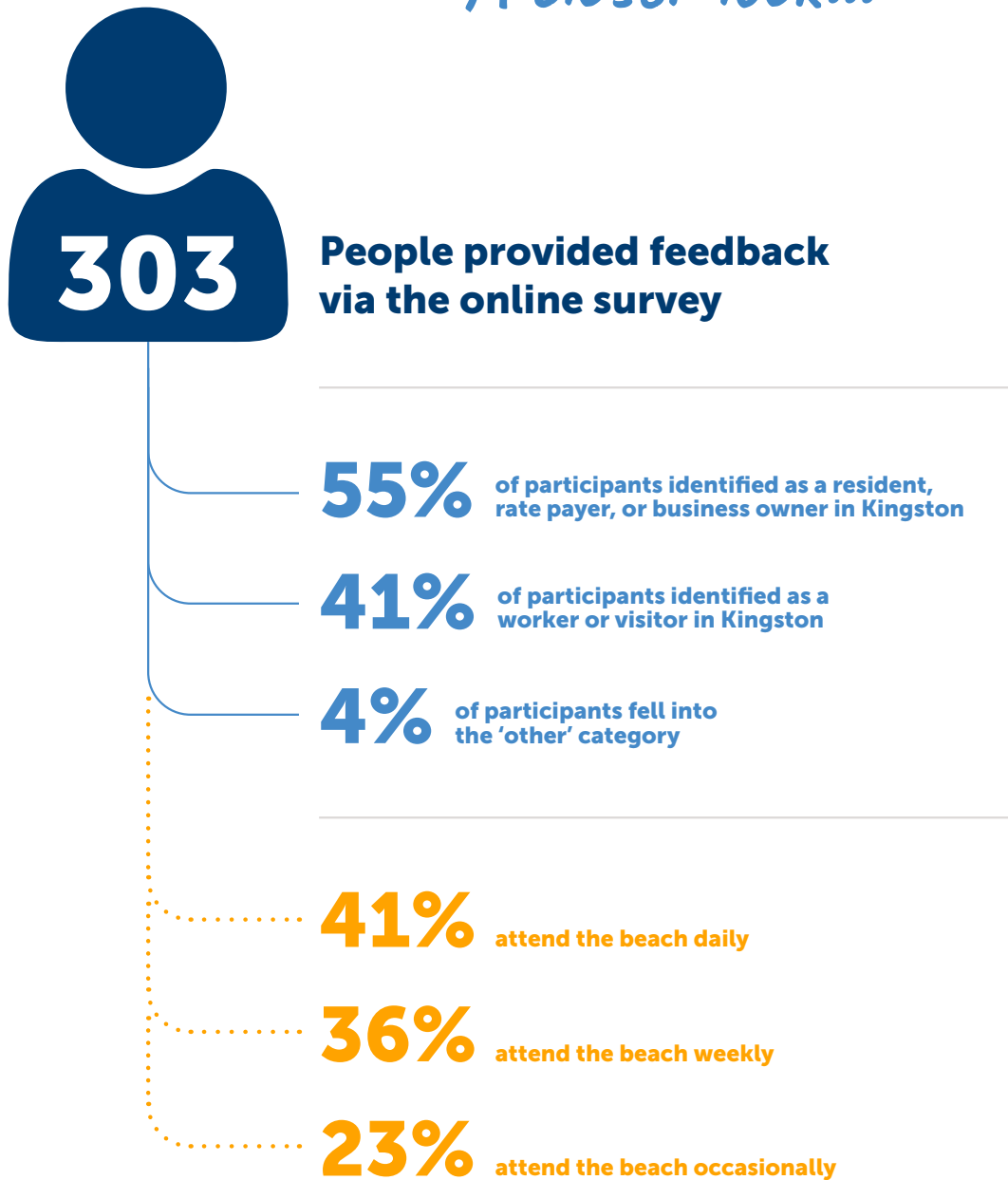


### **Stakeholder engagement**

**We undertook one-on-one  
engagement with:**

- ✓ **Kingston Advisory  
Committees**
- ✓ **Association of Bayside  
Municipalities**
- ✓ **Maritime Safety Victoria (MSV)**
- ✓ **Parks Victoria**
- ✓ **Victoria Police**
- ✓ **Life Saving Clubs**
- ✓ **Friends of Foreshore Groups**
- ✓ **Better Boating Victoria**

## Who provided feedback? A closer look...



## *A snapshot of the feedback*

**Survey results and comments suggest personal water craft usage and regulation currently has a negative social impact on the community visiting beaches in Kingston, primarily due to noise.**

**82%** Do not think personal water craft usage in Kingston is regulated appropriately.

**73%** Do not think personal watercraft should be allowed at Kingston beaches

**65%** Believe personal water craft usage along Patterson River should be reviewed

### *What else did we hear?*

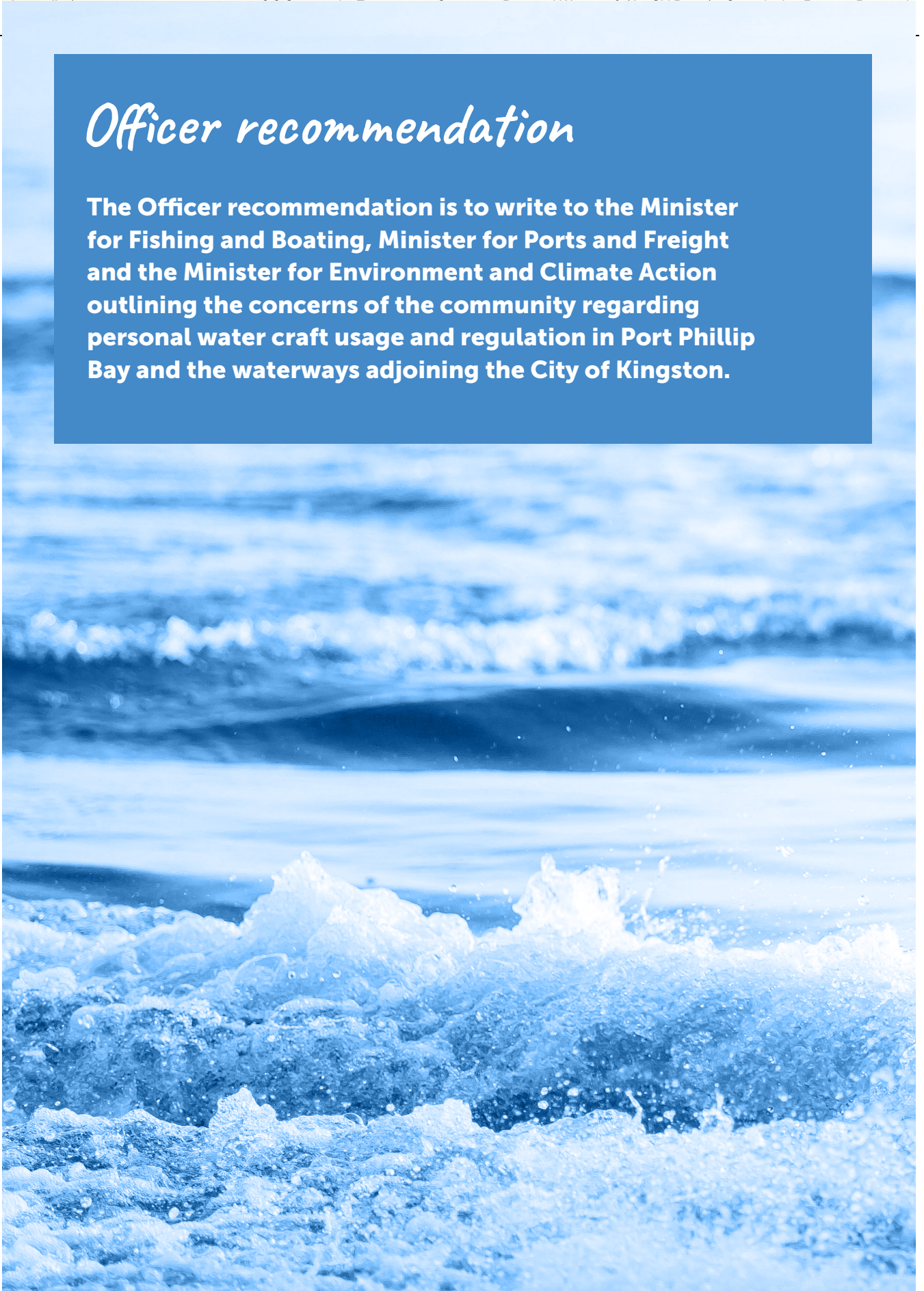
#### **Environmental implications**

Whilst acknowledging some comments received from the community indicate concerns of environmental impacts cause by personal water craft usage, this was outside the scope of the consultation.



## *Officer recommendation*

**The Officer recommendation is to write to the Minister for Fishing and Boating, Minister for Ports and Freight and the Minister for Environment and Climate Action outlining the concerns of the community regarding personal water craft usage and regulation in Port Phillip Bay and the waterways adjoining the City of Kingston.**





ASSOCIATION OF BAYSIDE MUNICIPALITIES

## POSITION STATEMENT

The Association of Bayside Municipalities (ABM) is calling on Maritime Safety Victoria, Parks Victoria and Water Police to increase education, patrolling and enforcement of personal watercraft (jet skis); and undertake a review of existing boating and swimming zones to improve safety across the Bay.

The ABM represents the ten councils of Port Phillip Bay. Member Councils are acutely aware of the impacts of increased numbers of personal water craft (PWC) on our beaches, particularly during the summer, with issues such as:

- Non-compliance with designated swimming zones.
- Excessive speed, exceeding the 5-knot limit in shared boating and swimming zones.
- Unsafe behaviour poses risks to swimmers and beach-goers, with councils and lifesaving clubs reporting frequent 'near-miss' incidents.
- Interference with marine life such as dolphins, and the inability to issue on-the-spot fines for breaching proximity to wildlife rules.
- Visual amenity with increased numbers of PWCs on the foreshore.

**The ABM supports MSV's proposed zone review, including:**

- Gathering baseline data over the 2018/19 summer from known hotspots around the Bay to inform zone review
- Implementation of a 'trial zone' project at known hotspots to inform future zone review.
- Comprehensive review of the boating and swimming zones to improve safety across Port Phillip Bay.

**The ABM call for greater action, through:**

Education

- Targeted education campaign each summer, raising awareness of zones, compliance, patrols and enforcement programs.

Patrolling and enforcement

- Increased patrols over summer
- Targeted patrols at known hotspots around Port Phillip Bay such as Rye and Safety Beach on

The Association of Bayside Municipalities comprises the ten councils of Port Phillip Bay  
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**ABM Position Statement: Personal Water Craft**

the Mornington Peninsula, along with Elwood, St Kilda, Middle Park, South Melbourne, Port Melbourne and Sandridge beaches in the Port Phillip municipality, and Werribee South Boat Ramp. There are ongoing issues and incidents reported at all these beaches by lifesaving volunteers, council officers, boating and beach users.

- Enforcement of existing boating and swimming zone
- Issuing of on-the-spot fines for breaching proximity to wildlife rules

The ABM recognises that effective management of PWCs in Port Phillip Bay requires collaboration and coordination across multiple agencies and organisations. The Association welcomes the opportunity to work with Maritime Safety Victoria, Parks Victoria and Water Police to implement a trial zone project; develop and deliver an effective education and enforcement campaign across the Bay.



Councillor Steve Toms  
Frankston City Council  
President



Councillor Tim Baxter  
Port Phillip City Council  
Vice President

**On behalf of ABM Member Councils, represented by:**

Cr. Steve Toms, Frankston City Council (President)  
Cr. Tim Baxter, Port Phillip City Council (Vice President)  
Cr. Laurie Evans, Bayside City Council  
Cr. Sarah Mansfield, Greater Geelong City Council  
Cr. Jonathon Marsden, Hobsons Bay City Council  
Cr. Rosemary West, Kingston City Council  
Toby Kent, Chief Resilience Officer, Melbourne City Council  
Cr. Rosie Clark, Mornington Peninsula Shire Council  
Cr. Tony Francis, Queenscliffe Borough Council  
Cr. Heather Marcus, Wyndham City Council

Prepared by: Association of Bayside Municipalities [www.abm.org.au](http://www.abm.org.au)  
Contact: Jacquie White, Executive Officer Ph. 9667 5536 or [jwhite@mav.asn.au](mailto:jwhite@mav.asn.au)

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*About the Association of Bayside Municipalities*

*The ABM represents the ten councils with frontage to Port Phillip Bay.  
Together these councils represent 1,287,938 people (22% of Victoria's population).*

*ABM councils play an active and integral role in the management and protection the environmental, social and economic values of Port Phillip Bay, with a proud history of working closely with Bay stakeholders through its advocacy and projects. In recent times the ABM has focused on coastal climate adaptation, working towards a whole-of-bay approach to planning for and responding to the impacts of climate change on the coast. The ABM invests in ongoing data analysis, modelling and on ground projects to strengthen knowledge and understanding to inform the protection and management of the environmental, social and economic values of the Bay*

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June 2022



ASSOCIATION OF BAYSIDE MUNICIPALITIES

## 2022 Victorian Election Advocacy Priorities ABM POSITION STATEMENT

The coastal councils of Port Phillip Bay call on major parties and candidates to lead a new era for marine and coastal management – driving strategic investment; commitment to climate change adaptation on the coast; and moving beyond traditional fix-on-fail hard engineering approaches.

Priorities for ABM Member Councils of Port Phillip Bay are:

1. State leadership and strategic investment in coastal climate change adaptation
2. Improve safety, access and shared use of Port Phillip Bay
3. Address the coastal asset management crisis
4. Fund Traditional Owner engagement



We welcome the opportunity to discuss these priorities further.

The Association of Bayside Municipalities represents the councils of Port Phillip Bay. Together these councils represent 1.4 million people (21% of Victoria's population). Founded in 1974, the ABM is recognised as the voice of local government for the Port Phillip Bay. We respect and acknowledge Traditional Owner aspirations for the land and sea Country, and through our advocacy and action we aim to uphold the community's vision and values for the Bay's marine and coastal environment.

ABM councils play an active and integral role in the management and protection of the environmental, social and economic values of Port Phillip Bay, working closely with Bay stakeholders through our advocacy and projects.

The ABM acknowledge the Traditional Owners and custodians of the lands and waters of Port Phillip Bay:  
the Wadawurrung and Bunurong Boon Wurrung peoples of the Kulin Nation.  
We pay respect to their Elders past, present and emerging and value their deep knowledge and care of the Bay.

## 1. State leadership and strategic investment in coastal climate change adaptation

Coastal climate change adaptation requires a holistic and whole of Victorian government response, enabling localised models and solutions to be implemented. State Government leadership and commitment is required to respond appropriately to future climate change impacts and adaptation.

The ABM are acutely aware of the effects of climate change on the coast. The impacts of sea level rise, inundation and coastal erosion have direct impact on the health of Port Phillip Bay ecosystems, coastal assets and the 1.3M people that live and work and interact with the marine and coastal environment. The preservation and regeneration of the Bay ecosystems this critical to supporting the environmental, cultural, social and economic values of the Bay.

The protection and management of Port Phillip Bay requires evidence-based adaptive planning and strategic investment across all levels of government, industry and community.

The ABM call on candidates and parties to support and lead tangible actions to address the impacts of climate change in Port Phillip Bay:

- **Enable consistent state-local planning.** Councils call for the State Government to assert their responsibility through clear and concise planning guidance – establishing a coastal hazard planning overlay for Port Phillip Bay.
- **Invest in on ground coastal climate adaptation actions** – partnering with local government and communities to address priority coastal hazards and manage future coastal climate change risks. Councils are concerned there is an expectation within State Government that local government will and can do more with less funds. It is unreasonable to expect that additional funds will be found within existing budgets, in a rate-capped environment.
- **\$2M committed funding per annum to the *Victoria's Resilient Coast program*** directly supporting climate hazard and risk planning and co-investment with local government.
- **Lead a new era for coastal management** beyond traditional engineering solutions by supporting, promoting and investing in nature-based methods and integrated coastal zone management; continuing to build the evidence base and knowledge around coastal climate hazards and adaptive management solutions for Port Phillip Bay.
- **Set the tone and lead conversations with communities about coastal hazard risks,** coastal climate adaptation and asset management, and debunk the expectation that assets will be protected at all costs.

## 2. Improve safety, access and shared use of Port Phillip Bay

Port Phillip Bay is renowned for its array of beaches and valued for its diversity uses, such as swimming, fishing, water sports, etc. Communities expect safe access and use of beaches and the water, which includes the water quality and amenity of the waterways, foreshores, and bay.

This often means there are multiple, competing uses that impact safety, access, shared use, and amenity. Addressing this challenge demands strong partnerships between all levels of government, industry groups and communities, establishing strategic priorities for investment.

The ABM is seeking commitment from candidates and major parties to:

- **Address the growing impacts of personal watercraft (jet skis)** on Port Phillip Bay beaches. Work with councils to improve the management of multiple and often competing uses on beaches and in the Bay, where it impacts on environmental values, cultural values and community safety and amenity.
- **Delivery a regulatory reform program** including resources for enforcement and education by government agencies (eg. Maritime Safety Victoria, Parks Victoria, Better Boating Victoria and local governments) to ensure safety is effectively managed for all Bay users eg. competence-based licencing for jetskis and a dedicated compliance/enforcement and education program during summer in jetski hot spots.
- **Improve water quality** in Port Phillip Bay – reducing the impacts from boat discharges, stormwater pollution and water outfalls, reducing beach closures and impacts on the environmental health of the bay.

### The Association of Bayside Municipalities

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### 3. Address the coastal asset management crisis

Built and natural coastal assets are an important part of Port Phillip Bay. For example, sea walls and dunes protect the foreshore environment and infrastructure along the coast against coastal inundation and erosion hazards. Piers and jetties enable access to support a variety of recreational and economic activities such as boating and fishing.

Many of the built assets in Port Phillip Bay are ageing, nearing the end of the lifespan, or have already become unsafe or unsuitable in the face of current and future coastal climate hazards. The cost of addressing this growing risk is well beyond the financial capability of an individual council, in a rate capped environment.

- **Address the coastal asset (aging infrastructure) crisis.** Significant community engagement and targeted investment is required to ensure that coastal structures (eg. piers, jetties, seawalls, etc) are appropriately maintained or managed in accordance with the Marine and Coastal Policy 2020.
- **Shift the 'fix on fail' approach to coastal asset management.** Work with local governments to understand the asset value and service it provides, its level of use and the risks it faces from hazards, such as coastal inundation and erosion, informing strategic management and investment.
- **Expectations:** The ABM call for commitment from State Government to lead public communication and engagement shifting perceptions and expectations that all coastal assets can/will be protected. Partner with local government to invest and support demonstrations of nature-based defence and integrated coastal management solutions for coastal protection.

### 4. Fund Traditional Owner engagement

Recognition of Traditional Owner rights and aspirations is at the forefront of State policy. This requires local government and other agencies to engage, seek advice and actively support culture and cultural heritage protection. However, Registered Aboriginal Parties and Traditional Owner groups do not have the resource capacity to meet the ever-increasing demands for strategic engagement and on ground works.

The ABM demand committed funding to adequately resource Registered Aboriginal Parties and Traditional Owner groups in Port Phillip Bay, and across Victoria, to ensure engagement in marine and coastal issues and cultural heritage protection moves beyond recognition to tangible application.

In conclusion, the ABM are committed to working with State Government to protect the marine and coastal environment of Port Phillip Bay. The risks of climate change, aging infrastructure and increasing competing uses require a strong leadership stance now, for the benefit of Victorians and the national and international visitors to the iconic Port Phillip Bay. We look forward to hearing from you. Please contact the ABM Executive Officer, Jacquie White at [abm@mav.asn.au](mailto:abm@mav.asn.au).

Regards,



Councillor Jonathon Marsden  
Hobsons Bay City Council  
ABM President



Councillor Jim Mason  
Greater Geelong City Council  
ABM Vice President

#### On behalf of ABM Member Councils, represented by:

Cr Fiona Sitfold, Bayside City Council  
Cr Kris Bolam, Frankston City Council  
Cr. Belinda Moloney, Greater Geelong City Council  
Cr Jenna Davey-Burns, Kingston City Council  
Cr Steve Holland, Mornington Peninsula Shire  
Cr Lisa Dixon, Mornington Peninsula Shire Council

Cr Tim Baxter, Port Phillip City Council  
Cr Heather Cunsolo, Port Phillip City Council  
Cr Fleur Hewitt, Queenscliffe Borough Council  
Cr Michael Grout, Queenscliffe Borough Council  
Cr Robert Szatkowski, Wyndham City Council

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City of  
**KINGSTON**

25 October 2022

Addressee

Dear

**Re: Personal Watercraft Advocacy – Port Phillip Bay, City of Kingston**

I write to inform you of the results of recent public consultation Council undertook to garner the community's views on the use and regulation of Personal Watercraft (PWC) in Port Phillip Bay, in areas abutting the Kingston foreshore (including Patterson River).

As the results of the consultation indicate the feedback received shows a preference for improvements to the regulation and enforcement of PWC usage in the Bay and as such I write to request this be considered by the relevant regulatory and enforcement agencies.

Council considered the feedback received from the community in its Ordinary Council Meeting on 24 October 2022 and resolved as follows:

*That Council:*

1. *Receive the results of the recent Personal Watercraft (PWC) community consultation.*
2. *Forward the letter prepared as Appendix 4 to this report to the responsible State Government Agencies and Minister for Fishing and Boating, Minister for Ports and Freight and the Minister for Environment and Climate Action outlining the feedback Council has received from its community seeking increased education and awareness campaign, increased regulatory capacity and enforcement to enhance public safety and amenity and a further review of existing regulations and engagement associated with the use of Personal Watercraft.*

The community consultation survey ran for almost 5 weeks from August to September 2022 and received 303 responses to 11 questions. A summary of the results is provided below:

- 55% of respondents knew which beaches in Kingston are swimming only zones and which are shared zones
- 73% do not think PWC should be allowed at Kingston beaches
- 76% do not think, for the most part, people using PWC do so respectfully
- 81% do not think PWC usage in Kingston is regulated appropriately
- 65% do not think PWC should be allowed to launch from the shoreline in zones where usage is allowed
- 72% do not think PWC should be allowed within 1km of the shoreline in zones where usage is allowed
- 79% believe if PWC remain close to the shoreline, their regulation should be reviewed
- 65% believe PWC usage along Patterson River should be reviewed

I have attached copies of the survey material received which includes verbatim comments as well as a summary of the overall results.

community inspired leadership

22/294853 PAGE 1

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 @kingstoncouncil kingstoncc

Considering the clear views of respondents, Council advocates for the following regarding PWC usage and regulation:

- Increase community education and awareness of PWC regulation, including but not limited to:
  - Improved regulatory signage (including increased sizing and plain-English wording)
  - Improve Licencing Requirements
  - Greater awareness of permitted PWC zones & swimming only zones
- Improve public safety and amenity by:
  - Restricting use within 1km of the shoreline (including launching from, and landing on, the beach)
  - Considering the impact to other users caused by noise pollution which impacts the quiet enjoyment of the foreshore
  - Increasing regulatory capacity and patrol frequency by responsible agencies including Maritime Safety Victoria, Parks Victoria and the Water Police Branch
- a further review of existing regulations and engagement with the Association of Bayside Municipalities (ABM).

Finally, I wish to make clear it is not the Councils position that PWC's be banned from Port Phillip Bay, but we note with the significant number of informal and formal recreation water based activities in heavily populated parts of our coastline a much greater focus on the use of PWC's is required.

I welcome the opportunity to meet with you to discuss the significant community feedback on this matter and what action can be taken to improve the issues expressed through the process.

Yours sincerely

**Cr Steve Staikos**  
MAYOR

## **9. Community Strengthening Reports**

Agenda Item No: 9.1

## MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN: YEAR 1 ACHIEVEMENTS AND YEAR 2 HEALTH PLAN ACTION PLAN

**Contact Officer:** Susan Quach, Coordinator Community Development  
Erin Pattie, Coordinator Planning Development  
Gillian Turnbull, Coordinator Community Wellbeing

### Purpose of Report

The purpose of this report is to present the Year 1 Achievements and Year 2 Health Plan Action Plan for the Municipal Public Health and Wellbeing Plan 2021-25.

### Disclosure of Officer / Contractor Conflict of Interest

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

### RECOMMENDATION

That Council:

1. Note the achievements from the Year 1 implementation of the Municipal Public Health and Wellbeing Plan 2021-25; and
2. Endorse the Year 2 Health Plan Action Plan for the Municipal Public Health and Wellbeing Plan 2021-25.

### 1. Executive Summary

Council adopted the Municipal Public Health and Wellbeing Plan (MPHWP) 2021-25 in October 2021. A broad range of strategies and action plans across the organisation have contributed to the delivery of the goals and objectives set out in the MPHWP.

Key achievements from the Year 1 implementation of the MPHWP include:

- Delivery of the Enough is Enough play to raise awareness of the harms of gambling
- Kingston Seniors Festival to connect and celebrate seniors
- Delivery of 16 Days of Activism Campaign to reduce violence against women
- Digital Literacy program at Kingston Libraries to increase online skills of people aged 55+
- Elder Law Workshop to increase financial literacy of older people
- Kingston Women of the Year Awards to celebrate women in Kingston.

For a list of full achievements refer to Appendix 1.



Moving forward, an annual MPHWP Action Plan (Health Plan Action Plan) will be developed to enable the goals and objectives in the MPHWP to continue being achieved in an integrated and coordinated way.

The Health Plan Action Plan brings together actions through an intersectional lens. Population groups identified in the actions include, but are not limited to, multicultural people, older people, Aboriginal and Torres Strait Islander people, people identifying as LGBTQIA+ and young people.

The annual Health Plan Action Plan will also fulfill Kingston Council's commitment to developing an LGBTQIA+ Action Plan which is a requirement of the Rainbow Local Government commitment which was endorsed at the Council Meeting in May 2021.

The Year 2 Health Plan Action Plan was developed utilising the extensive work undertaken for the development of the MPHWP which was developed in conjunction with the Community Vision and Council Plan 2021-25. Further consultation was held with partners and staff across the organisation regarding actions for the MPHWP. With the development of an integrated annual action plan, an annual consultation process will be implemented to inform the development of the Year 3 and Year 4 Health Plan Action Plans.

## **2. Background**

### **Municipal Public Health and Wellbeing Plan 2021-25**

The *Victorian Public Health and Wellbeing Act 2008* requires all Councils to prepare a Municipal Public Health and Wellbeing Plan (MPHWP) every four years. It must be consistent with the Council Plan and have regard for the Victorian Public Health and Wellbeing Plan, climate change and family violence. Kingston's MPHWP was adopted by Council and submitted to the Victorian Government in October 2021. The MPHWP provides the overarching strategic framework that identifies key health and wellbeing priorities for Kingston.

### **Year 1 MPHWP Implementation**

Year 1 implementation of the MPHWP was undertaken through the implementation of a broad range of Council strategies and action plans.

### **Year 2 MPHWP Implementation**

Moving forward, an annual Health Plan Action Plan will be developed to ensure the goals and objectives in the MPHWP continue to be achieved in an integrated and coordinated way.

The Health Plan Action Plan brings together actions through an intersectional lens. Population groups identified in the actions include, but are not limited to, multicultural people, older people, Aboriginal and Torres Strait Islander people, people identifying as LGBTQIA+ and young people.

The annual Health Plan Action Plan will also fulfill Kingston Council's commitment to developing a LGBTQIA+ Action Plan which is a requirement of the Rainbow Local Government commitment which was endorsed at the Council Meeting in May 2021.

It is important to note that the annual Health Plan Action Plan is not an exhaustive list of every health and wellbeing action delivered within Kingston. Health and wellbeing actions are embedded in the day to day operations of many Council departments and that of our partners. As such, the actions in the annual Health Plan Action Plan are either new, high profile/impact or have a significant budget.

The Disability Action Plan (which is currently being redeveloped) and Reconciliation Action Plan, which was adopted in April 2022, are standalone strategic documents and their implementation will continue to contribute to achieving the goals and objectives in the MPHWP.

### **3. Discussion**

#### **3.1 Year 1 Achievements**

Following adoption of the MPHWP in October 2021, Council and its partners have implemented actions that contribute to achieving the goals and objectives of the MPHWP. A summary of Year 1 Key Achievements is provided in Table 1 below. For a full list of achievements refer to Appendix 1.

Table 1: Year 1 Key Achievements

<b>Goal</b>	<b>Year 1 Key Achievements</b>
<b>1. A healthy and well community</b>	<p><b>Healthy eating</b> has been increased in Council's after school hours care programs through guidance from the Vic Kids Eat Well program and partnership with Central Bayside Community Health Services.</p> <p><b>Reducing Harm from Gambling</b> - The Enough is Enough community play was shown at Chelsea Activity Hub and Shirley Burke Theatre in November 2021. The play was developed to highlight the issue of gambling harm in our community, advocate for change, and raise community support to address gambling harm.</p>
<b>2. A safe and secure community</b>	<p>The annual <b>16 Days of Activism campaign</b> included: A public webinar and panel discussion, 'Equality, Respect and Youth'; Breakfast workshop with anti-violence campaigner and former VFA player, Phil Cleary at the Garden Boulevard Depot; Social media campaign; Virtual Storytime readings by library staff of books challenging traditional gender stereotypes and promoting equality, respect and inclusion.</p> <p>Three prominent sportsgrounds featuring oval stencilling of campaign theme, Respect Women: Call it Out; and, Kingston City Hall clock tower illuminated orange for the duration of the campaign.</p> <p>The <b>Elder Law workshop</b> was organised in partnership with the Peninsula Community Legal Centre and the Commissioner for Seniors to support people aged 55+ to increase their financial literacy as they head into retirement and prevent financial abuse and exploitation.</p> <p>The <b>Billion Stars Neighbourhood House Project</b> was a collaboration between Kingston and 10 Neighbourhood Houses to deliver community-wide workshops which promoted inclusion, safe places and shared storytelling during and after COVID lockdowns. The project resulted in the safe return to community spaces for isolated residents, and improved understanding about the impact of violence, in particular family violence, through sharing stories in safe place.</p>

<b>3. A kind and connected community</b>	<p>The <b>Kingston Women of the Year Awards</b> celebrate and promote the outstanding contributions of women to our community. In 2022 the Awards received strong community interest and support with more than 400 people attending the awards ceremony.</p> <p><b>Kingston Seniors Festival</b> celebrates ageing positively and recognises the important contributions people aged 55+ make to our community. In 2021 a range of online activities were made available due to a COVID-19 lockdown.</p>
<b>4. A liveable community</b>	<p><b>Establishment of a Kingston employment services providers local network.</b> Through partnering with an employment service, a visiting program of 1:1 consultation with a Jobs Advocate was established at Westall and Patterson Lakes Community Hubs. Several work placements have been made through the mentoring and job advice provided by the Jobs Advocates.</p> <p>The <b>Start Now Program</b> is designed to accelerate the process of validating a startup business idea and helping entrepreneurs develop and scale a startup or idea into a sustainable model. Fourteen applications from Kingston were received and 11 were accepted into the program.</p>
<b>5. An informed and empowered community</b>	<p>Delivery of <b>transport information educational sessions</b> (Safe Driver Program, Walk with Care, Older adult bike education) to increase the ability and confidence of the community to use all modes of transport safely and to maintain independence and social connections.</p> <p><b>Kingston Digital Literacy Program</b> focused on developing the skills of people aged 55+ to increase their confidence in understanding the digital world. Small workshops were initially delivered at two Library Branches over an 8-week period to cover the basics to support older people to get online. The program is now available every term at four Kingston library branches.</p>

### **3.2 Year 2 Health Plan Action Plan**

The preparation of the MPHWP included research and analysis of data through an intersectional lens. Intersectionality refers to the way that different characteristics of a person can potentially expose them to multiple layers of discrimination and marginalisation<sup>1</sup>. Aspects of a person's identity can include social characteristics such as age, gender identity, ethnicity, mental health and socioeconomic status. This can then lead to inequities such as poorer access to services and health outcomes.

The Year 2 Health Plan Action Plan (refer to Appendix 2) was developed utilising the extensive work undertaken to develop the MPHWP 2021-25 which was done in conjunction with the Community Vision and Council Plan 2021-25.

This included an analysis of data and demographic information, policy and legislative contexts, and staff, stakeholder and community consultation.

The Year 2 Health Plan Action Plan brings together actions for different population groups and priorities of our community to help Kingston be a connected, resilient and sustainable community.

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<sup>1</sup> State Government of Victoria, 2021, *Understanding intersectionality*, <https://www.vic.gov.au/understandingintersectionality>

#### **4. Consultation**

Following the integrated approach to developing the Community Vision, Council Plan and MPHWP throughout 2020 and 2021, a more focused approach was used to consult on the actions related to the MPHWP.

##### **4.1 Consultation**

A range of community engagement activities were undertaken during November 2021 to January 2022. Community, health and wellbeing organisations, Councillors and Council staff were consulted with the aim to better understand community experiences, needs and wants in relation to the actions required to achieve the MPHWP objectives. Overall, 406 people participated in the engagement activities.

<b>Group</b>	<b>Method</b>
Key Stakeholders: Various community groups including seniors and the multicultural community.  Deakin University, Victorian Local Government Association, Gamblers Help Southern, Alliance for Gambling Reform, Our Place, South East Community Links, Kingston Family Violence Working Group, Central Bayside Community Health Service, Brotherhood of St Laurence, Aspies: Find Your Tribe, Women's Health in the South East, Art Day South, Chelsea Community Church of Christ – Careworks, Make a Difference, Neighbourhood Watch, Peninsula Community Legal Centre, Transition Kingston, Victoria Police, Chelsea Traders Association.	<ul style="list-style-type: none"><li>• Community and seniors' groups – focus group discussions and individual consultations.</li><li>• Stakeholder workshop with staff and external organisations.</li><li>• Organisations and staff – individual consultations.</li></ul>
General community	<ul style="list-style-type: none"><li>• Your Kingston Your Say Engagement Portal - community survey and ideas wall</li><li>• Community pop-ups</li></ul>
Advisory Committees	<ul style="list-style-type: none"><li>• The Preventing Family Violence Working Group provided advice in relation to actions to prevent family violence.</li><li>• The Access and Equity Advisory Committee.</li></ul>

An annual consultation process will be implemented to inform the development of the Year 3 and Year 4 Health Plan Action Plans.

## **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 our community's physical wellbeing

The Year 2 Health Plan Action Plan is an important strategic document for Council and the community. It applies to our whole community and operates across the whole organisation. It's development and implementation are integral for Council to be a responsive organisation helping Kingston to be a healthy, safe and inclusive 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 (c) - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

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

Principle (e) - innovation and continuous improvement is to be pursued.

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

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

Principle (h) - regional, state and national plans and policies are to be taken into account in strategic planning and decision making.

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

The Year 2 Health Plan Action Plan was developed to guide implementation of the legislatively required Municipal Public Health and Wellbeing Plan 2021-25. The MPHWP prioritises social, economic and environmental sustainability through relevant objectives. Community members, organisations and Council staff were involved in development of the actions.

The MPHWP aims to achieve the best outcomes for the Kingston community, prioritising an intersectional and equality approach. The annual action planning process will enable a continuous improvement approach to be taken, whereby review and redevelopment occur at least once every 12 months of the 4-year MPHWP cycle.

### **5.3 Financial Considerations**

#### **Budget**

Delivery of the Year 2 Health Plan Action Plan will be accommodated within existing Council resources.

#### **Staff Resources**

Committed actions can be delivered within existing staff resources.

**5.4 Risk considerations**

Risk is considered within the detailed planning of each action documented within the Year 2 Health Plan Action Plan.

**Appendices**

Appendix 1 - Public Health and Wellbeing Plan 2021 - 2025 - Year 1 Key Achievements  
- September 2022 - pdf (Ref 22/265356) [↓](#)

Appendix 2 - Public Health and Wellbeing Plan - Year 2 Action Plan - pdf - October  
2022 (Ref 22/286790) [↓](#)

Author/s:	Susan Quach, Coordinator Community Development Erin Pattie, Coordinator Planning Development Gillian Turnbull, Coordinator Community Wellbeing
Reviewed and Approved By:	Kate Waters, Manager Inclusive Communities Sally Jones, General Manager Community Strengthening

# 9.1

## MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN: YEAR 1 ACHIEVEMENTS AND YEAR 2 HEALTH PLAN ACTION PLAN

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2	Public Health and Wellbeing Plan - Year 2 Action Plan - pdf - October 2022.....	69

# City of Kingston

## Public Health and Wellbeing Plan 2021-2025

### Year 1 Key Achievements

#### Priority 1. A healthy and well community

##### 1.1 Increase participation in physical activity

###### Walk or Wheels Program

The Walk or Wheels Program encouraged students to walk or ride to school at least one day a week for a period of 6 weeks. The project provided opportunities for primary school students to choose different ways of travelling to school and increase their physical movement. 28 schools participated in the program.

###### Renew Dolamore Athletic Track

The redevelopment of the athletics facilities including the new running track surface, extension to the pole vault runway and covers and other improvements are now complete, and we are welcoming people "back to the track".

###### Active Recreation and Playspace Strategy

Investigations have commenced with a full analysis of the current playgrounds across the municipality and a scoping document developed to explore the provision and future need for active recreation facilities and services.

##### 1.2 Increase healthy eating

###### Fussy Eating Workshop

A fussy eating workshop was delivered to provide practical information for parents and childcare educators to introduce new and diverse healthy food to young children aged 0-14 years. The workshop was delivered in partnership with Central Bayside Community Health Services and Mordialloc Neighbourhood House. 30 people attended and provided very positive feedback, with most reporting they felt they learnt useful skills they can implement to improve their children's diet.

###### Healthy Eating Project

The healthy eating project promotes healthy eating to reduce the intake of discretionary foods in both childcare and primary school settings. Central Bayside Community Health Service worked closely with all 5 Kingston managed Outside School Hours Care services to assess their menus. Two services have met all benchmarks for Vic Kids Eat Well program.

###### Fresh Fruit After School

Partnership was sought from the Woolworths Clarinda store to provide a basket of fresh fruit daily to children that attend the Westall Library. The fresh fruit has been embraced no fruit left in the basket at the end of each day. The fruit is being enjoyed by primary and secondary school children and the occasional preschool children.

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1.3 Improve mental wellbeing	
	<p><b>Mental Health Working Group</b></p> <p>A Mental Health Working Group has been developed by Kingston Council to bring together 11 local agencies that support the health and wellbeing of the community. The working group will work in collaboration to improve wellbeing in Kingston.</p> <p><b>Wellbeing and Mental Health Expo</b></p> <p>The Mental Health Working Group has completed planning for the first collaborative project. The Wellbeing and Mental Health Expo will be held on Wednesday 28 September at Derrimut Weelam Gathering Place. Each agency is promoting the expo to their clients. Further outcomes will be known at the completion of the Expo.</p> <p><b>Mental Health First Aid Workshops</b></p> <p>Mental Health First Aid workshops were delivered to sporting clubs and the LGBTQIA+ community from January to June 2022. The workshops were facilitated by Central Bayside Community Health, Brotherhood of St Laurence and Uniting Cheltenham Mental Health Hub.</p>
1.4 Reduce harm from alcohol and other drugs, smoking and gambling	
	<p><b>Enough is Enough Community Play</b></p> <p>The Enough is Enough community play was produced in collaboration with local playwright Kieran Carroll and shown at Chelsea Activity Hub and Shirley Burke Theatre in November 2021. The aim was to highlight the issue of gambling harm in our community, advocate for change, and raise community support to address gambling harm. A campaign for reduced opening hours of licensed EGM venues ran alongside this as a way for the community to act on the issue. The Chelsea Activity Hub showing had 30 attendees and the Shirley Burke Theatre showing had 70 attendees.</p> <p><b>Chelsea Twilights</b></p> <p>Chelsea was identified as an area with high availability of pokies venues and particularly at risk to the harms of gambling. Chelsea Twilights is a partnership project between the Social Development Team and Kingston Libraries to provide alternative activities to gambling in the local area. The Chelsea Library provides various activities on Tuesday nights, extending the closing time to 8pm. Attendance has ranged from 2 to 20 with special guests resulting in greater attendance.</p>
Priority 2. A safe and secure community	
2.1 Improve safety in the home and community	
	<p><b>Elder Law Workshop</b></p> <p>The Elder Law workshop was organised in partnership with the Peninsula Community Legal Centre and the Commissioner for Seniors to support people aged 55+ to increase their financial literacy as they head into retirement. Elder Abuse, particularly financial abuse, is on the rise and there is a need for older people to receive accurate information about their finances as they age to prevent financial abuse and exploitation. The workshop was live streamed and has been viewed 179 times (as of 13 September 2022).</p>

	<p><b>Community Safety Forum</b></p> <p>Planning for a Community Safety Forum is underway, to be held in October 2022. The forum will bring Kingston Council, Victoria Police and the community together to identify, discuss and explore solutions to issues related to safety in public spaces and homes. The forum will enhance resident's knowledge of current crime trends and ways to improve safety in their homes and in public spaces, strengthen relationships between the public and Police, and increase perceptions of safety.</p> <p><b>Foreshore CCTV infrastructure project (pioneer within Kingston)</b></p> <p>Kingston City Council has over 250 CCTV cameras with 150 installed on its own buildings and 100 capturing images of public areas. This project is enabling integration to be set up between Council's cameras and the Victoria Police surveillance system. 41 cameras will be linked, including 17 cameras in public areas and 24 new cameras. The project is partially funded by a Department of Justice grant and involves community development activities with local community organisations and businesses.</p> <p><b>Online Safety</b></p> <p>Kingston Libraries has delivered training programs to alert internet users of the potential risks, scams and safety available online. The programs have raised awareness of potential risks and scams that can happen via internet access.</p>
<b>2.2 Improve feelings of safety in the home and community</b>	
	<p><b>Solar Powered Lighting Installed</b></p> <p>Solar powered lighting has been installed at Gertrude McKenzie Reserve and the laneway between Parkers Road and Eighth Street Parkdale. The lighting will improve the connectivity and feelings of safety in sites that are heavily used after dark by pedestrians and bike riders.</p>
<b>2.3 Reduce the prevalence of family violence</b>	
	<p><b>16 Days of Activism Campaign</b></p> <p>The annual 16 Days of Activism campaign forms part of Council's commitment to preventing family violence and promoting gender equality. Collaborating across departments and with local partner organisations, activities included:</p> <ul style="list-style-type: none"> <li>• A public webinar and panel discussion, 'Equality, Respect and Youth'; Breakfast workshop with anti-violence campaigner and former VFA player, Phil Cleary at the Garden Boulevard Depot</li> <li>• Social media campaign</li> <li>• Virtual story time readings by library staff of books challenging traditional gender stereotypes and promoting equality, respect, and inclusion</li> <li>• Three prominent sportsgrounds featuring oval stencilling of the campaign theme, Respect Women: Call it Out</li> <li>• Kingston City Hall clock tower illuminated orange for the duration of the campaign</li> <li>• Digital resources including Microsoft Teams background and email signature banner available to staff.</li> </ul> <p><b>Kingston Family Violence Working Group</b></p> <p>Since 2019, the aim of the Kingston Family Violence Working Group (FVWG) is to serve as a key advisory and consultation mechanism of Council, provide advice on the development and implementation of Council's Prevention of Family Violence (PFV) Action Plans and act as a conduit between community and Council.</p> <p>The FVWG produced a set of primary prevention resources for distribution across Council and community, including a poster series in English and other languages, social</p>

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	<p>media tiles, and 'Help is Here' mental health and family violence support services postcard for young people. One partner organisation, Emerge Women &amp; Children's Support Network, also engaged their Art Therapy team to work with Libraries and South Eastern Centre Against Sexual Assault (SECASA) to support the inclusion of stories in Council's Short Story Dispensers.</p> <p><b>Family Violence Staff Support Officer Network</b></p> <p>The Family Violence Staff Support Officer Network established in 2019, trains voluntary staff representatives to support staff disclosures of family violence, provide information about Kingston's Family Violence Staff Support Policy and referral information. This year, 12 staff again worked closely with the Prevention of Family Violence Officer to participate in quarterly meetings, hear from a guest speaker from The Orange Door and undertake training on providing a trauma-informed response to staff disclosures.</p> <p><b>Staff and Community Awareness of Elder Abuse</b></p> <p>Council's AccessCare team provided elder abuse information to the community and clients, and elder abuse training for staff. World Elder Abuse Awareness Day was publicised on Council's Facebook page (9 June) with a link to an article on the topic. Information was sent to all staff about elder abuse and staff were encouraged to wear purple on June 16. Two elder abuse training sessions for staff were also provided, one through Elder Rights Advocacy and another by Orange Door.</p>
<b>Priority 3. A kind and connected community</b>	
<b>3.1 Increase participation in community activities and volunteering</b>	
	<p><b>Recruitment, Volunteer &amp; HR Project Lead</b></p> <p>People Support have recently appointed a Volunteer Lead to support the strategic direction of volunteering in Kingston Council. This person is responsible for the development of policies, initiatives, and documents to support volunteer management and grow the volunteer programs across Council.</p> <p>The following has been developed:</p> <ul style="list-style-type: none"> <li>• A Volunteer Strategy</li> <li>• A suite of documents used across all internal volunteer programs to support the recruitment, selection, onboarding, and management of volunteers.</li> <li>• An interim volunteer management system to house volunteer information and checks (Council's employee management system).</li> <li>• Approval has been sought for the implementation of a new Volunteer Management System (Better Impact). Implementation is due to commence by the end of 2022.</li> <li>• A new Child Safe e-module training program has been approved and will be live from October 2022. Following a needs analysis, this will be rolled out to the volunteer network.</li> </ul> <p><b>Kingston Volunteer Expo</b></p> <p>The Kingston Volunteer Expo brought volunteer organisations in Kingston together to promote their volunteer programs to the community. It created network opportunities between community groups, not for profit organisations and service clubs. The event promoted the importance of volunteering in the community and highlighted the programs available to community members who are interested in volunteering.</p>

	<p><b>Pathways for Carers</b></p> <p>Pathways for Carers - Kingston Walk, is a support group for carers of a person with a disability, mental illness, or older person. The program involves a monthly nature walk, followed by a complimentary morning tea at a local café. This walking activity will be an ongoing event on the third Thursday of each month. Carers will have the opportunity to create connection, friendships, and learn from others in a safe environment. The program was launched with an information session on 15 September at Mordialloc Neighbourhood House. The event included morning tea and establishment of the regular catch up.</p> <p><b>Strategic Advisory Committees</b></p> <p>The Strategic Advisory Committees were re-established to provide high level advice and feedback to Council from the community and local organisations/agencies in relation to matters aligned with the Council Plan and the achievement of Council's goals. The Committees are made up of community volunteers and are supported by Council staff. They have provided Council with insightful community feedback on matters relating to sport and recreation, open space, arts, youth issues, community safety, access and equity and our local business sector.</p> <p><b>Home Library Service Volunteers</b></p> <p>The Home Library Service currently has 208 members who require varying levels of service from a book drop to a social interaction and book drop. Volunteers are matched with each Home Library Service member depending on the level of service required. Then a regular delivery/visit day is established and monitored to ensure both parties are happy/satisfied. There are 208 home library members, 27 volunteers and deliveries are made by volunteers and library staff. The service has received very positive feedback and makes a positive impact.</p>
<b>3.2 Reduce social isolation and loneliness</b>	
	<p><b>Kingston Seniors Festival</b></p> <p>The Kingston Seniors Festival celebrates ageing positively and recognises the important contributions people aged 55+ make to our community. The festival is an opportunity for older people to get out and about, pick up new skills, learn what activities and services are available in the community, join local clubs and groups, meet others, and most importantly, have fun. The festival is designed to reduce social isolation.</p> <p><b>Elders Yarning Circle</b></p> <p>The fortnightly Elders Yarning Group of Derrimut Weelam Gathering Place aims to support elders to reduce social isolation, support cultural identity and cultural connection, promote wellbeing and support with service referrals to health services. A culturally safe space has been created where Elders are able to culturally connect and celebrate their first nations culture. It provides a place of belonging where participants can discuss past traumas with Elders with similar experiences.</p> <p>The Elders have passed on their knowledge to the younger generation, new friendships have been formed, wellbeing has been promoted and social and emotional isolation has been reduced. Elders have been empowered with opportunities to make decisions and access health services through referrals which were not easily accessible previously. They are offered new experiences via monthly outings that have resulted in an overall improvement in mental health.</p>

	<p><b>Social Inclusion Individual Assistance</b></p> <p>Personal support is provided by Council staff to link vulnerable and/or isolated seniors to events, activities, services, and integration opportunities within the City of Kingston. Response is provided to individual enquiries, carer requests and referrals from service providers. More than 160 seniors and/or their representatives were provided with comprehensive information about activities, programs, and services in the last financial year.</p> <p><b>Transport information sessions</b></p> <p>Transport information sessions promote assistance with transport options and other associated programs available to seniors and adults with disabilities. Seniors are empowered through the provision of comprehensive information to increase their use of different forms of transport and reduce and prevent their social isolation.</p> <p>11 sessions were delivered in the last financial year with more than 300 seniors and their carers attending the sessions. Seniors became aware of assistance with transport options and programs supporting them and their carers. Seniors and carers, who were eligible, applied for appropriate programs that improved their access to community activities and maintained their independence.</p> <p><b>Review of the Community Bus</b></p> <p>Council's Community Bus Service is reviewed and monitored to ensure the current and emerging needs of the community are being met. As a result of the review survey the community bus now:</p> <ul style="list-style-type: none"> <li>• Has an increased focus on active outings with added carpet/10 pin bowling and swimming trips.</li> <li>• Has a new leisure centre on the regular bus runs as this swim centre better meets client needs for a pool with a ramp into it rather than stairs.</li> <li>• Has new regular bus runs to Dandenong Market due to client demand.</li> <li>• Supports youth programs with some of their transport needs.</li> <li>• Makes the bus available to the wider Kingston community groups, who now have access to the bus for their group members throughout the year when they have outings planned.</li> </ul>
<b>3.3 Reduce discrimination</b>	
	<p><b>Back Your Neighbour Campaign</b></p> <p>Support of the Back Your Neighbour Campaign, a coalition of Australian local councils, community services, unions and individual Australians who support people seeking asylum. It is auspiced by the Local Government Mayoral Taskforce Supporting People Seeking Asylum.</p> <p><b>MATE Training Program</b></p> <p>Four MATE Training Program sessions were delivered by Griffith University. The sessions were Promoting Gender Equality in the Workplace and Beyond, Becoming an Effective Bystander, Becoming Anti-Racist, and Building your Personal Leadership. Staff now have a better understanding of how to be inclusive and call out negative behaviour.</p> <p><b>Speak Up! Platform</b></p> <p>The Speak Up! Platform provides an anonymous reporting platform for staff to report negative behaviour including sexual harassment, bullying, discrimination, corruption.</p>

	Reports have been made through the platform indicating staff now feel safer to speak up.
<b>3.4 Increase inclusion, respect and belonging</b>	
	<p><b>Kingston Women of the Year Awards</b></p> <p>The Kingston Women of the Year Awards aim to celebrate and promote the outstanding contributions of women whose achievements positively influence the social, environmental or business landscape and make them leaders (or emerging leaders) in their field. The Awards ceremony received strong community interest and support with more than 400 people attending this event. This support is reiterated by the media coverage and uptake from local media outlets (Chelsea Mordialloc News, National Tribune, Mirage News, Bayside News, Frankston Times, Channel 31 and more). The annual event increases nominees' presence within our community and provides council with the opportunity to increase community awareness of our commitment to promote gender equality and challenge the gendered drivers of family violence by celebrating women's contribution and leadership in the community.</p> <p><b>Centenarian Event 2022</b></p> <p>Kingston's Centenarian Event celebrates and acknowledges the contribution Kingston's centenarians make to the community. This event creates an opportunity for our centenarians to share their stories, wisdom and memories. 33 centenarians and 11 seniors who will turn 100 in coming months were identified in Kingston.</p> <p>The event was delivered on 9 September 2022 and 17 centenarians and their families attended the event. Their stories and photos were shared during the event. Centenarians were presented with a certificate and gift by the Kingston Mayor. Seniors who were not able to attend the event will receive their certificate and gift at their place of residence.</p> <p><b>Kingston Arts Programs</b></p> <p>The Kingston Arts team support, deliver and promote events celebrating diverse communities. Kingston Arts programs, events and activities are accessible to the broad range of diverse communities. They provide venues for community and commercial organisations to host their events and activities, plus offer discounted venue hire and costs to not-for-profit community organisations within Kingston.</p> <p><b>Billion Stars Project</b></p> <p>The Billion Stars Project is a collaboration between Kingston Council and 10 neighbourhood houses to deliver community-wide workshops to promote inclusion, safe places, and shared storytelling during and after Covid. The project improved collaboration between the neighbourhood houses and supported a safe return to community spaces for isolated residents. It also helped improve understanding about the impact of violence, in particular family violence, through sharing stories in a safe place, and raised awareness of the important role local neighbourhood houses play for residents.</p> <p><b>Work Placement Opportunities</b></p> <p>Kingston has started creating work placements for people facing barriers to employment. Currently we have facilitated three placements for people living with a disability and we are organising a fourth now. These placements give people living with a disability the opportunity to gain valuable employment experience.</p>

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**Gender Equality Act 2020**

In line with the Gender Equality Act 2020, Council has completed the People Matter Survey, Workplace Gender Audit and Gender Equality Action Plan. This work will reduce discrimination in the workplace, increase inclusion/respect/belonging in the workplace and indirectly reduce the prevalence of family violence in the community. Staff have also completed 9 Gender Impact Assessments (with 11 more in progress).

GIAs have been completed on:

- Learn to Swim Program
- Animal Registration Process
- Urban Cooling Community Education Program
- Hosing Strategy Consultation
- Urban Forest Strategy
- Prevention of Graffiti Communications Campaign
- Web Portal (for complaints related to construction management plans)
- Child Safe Standards Strategy

**Blak Markets**

The Derrimut Weelam Gathering Place Blak Markets are held seasonally throughout the year to increase inclusion within the community. They showcase First Nations culture and increase awareness of the Aboriginal and Torres Strait Islanders belonging.

A space was created during the May 2022 market where all community were able to engage with First Nation peoples. There were many opportunities to purchase and discuss stories around wares, enabling inclusion. Each stall made a profit on the day.

**Derrimut Bubups**

This project provides families/caregivers and bubups with a culturally safe space to focus on connection to Aboriginal and Torres Strait Islanders culture. We support our families/caregivers by providing a positive impact of cultural identity and belonging, cultural awareness and wellness, reducing social isolation and supporting social and emotional development.

Through play and cultural activities, the Bubups have learnt basic cultural foundations such as foraging for natural materials, dreamtime stories, kinships relationships, traditional owner groups information, ancestral beings, the importance of nature, our connection to country and native plants and animals. Overall, a healthy sense of respect and belonging, and inclusion into the community has been developed.

**Senior and Probus Clubs Networks**

Network meetings are held with seniors and Probus clubs to strengthen senior community groups in Kingston. Quarterly Probus Clubs Network meetings and biannual Senior Clubs network meetings are held with individual support also provided to clubs. The Network meetings and individual contact strengthen the clubs, build relationships between the clubs and provide clubs with a space to express their needs and concerns which then can be addressed.

Representatives of more than 50 clubs attend the Network meetings and are in regular contact via email or post (clubs have from 20 to 300 members). Outcomes for the clubs include:

- Linking to the AccessCare Social Support Program to receive support workers assistance to set up meeting spaces, cooking and cleaning.
- Two clubs who were unable to elect committees and at risk of closing transitioned to Kingston U3A and the members have successfully continued their activities under U3A management.

	<ul style="list-style-type: none"> <li>Provision of information on services, activities, transport, and other relevant topics to enable members of the Clubs to continue to participate in Club activities.</li> </ul> <p><b>Your Voice Kingston Senior's Newsletter</b></p> <p>Quarterly editions of the Your Voice newsletter provide information about activities, services, transport, support options and other relevant articles related to younger and older seniors and adults with disabilities. The newsletter also promotes senior clubs and recognises individual achievements. Each edition is posted to approximately 5,300 seniors including AccessCare clients, 23 nursing homes, 2 supported residential care services, 7 retirement villages and 65 senior and Probus clubs. Electronic copies are distributed to community centres, activity hubs, some medical centres, various religious and faith groups through the Kingston Interfaith Network, and to individual community members on request. The newsletter is available on Kingston's website.</p> <p>More than 5000 seniors receive regular updates on aged care services, options for assistance with transport, activities, events, and Council projects. Disadvantaged seniors learn about discounts, subsidies, low-cost activities, programs supporting their safety at home and are encouraged to participate in consultations about Council projects. Available programs and services are promoted to ensure effective utilisation of existing resources.</p> <p><b>Tinsel Trail and Mordi Movies</b></p> <p>Tinsel Trail was facilitated at 12 shopping strips and activity centres throughout Kingston in December 2021 to spread festive cheer and encourage the community to support local businesses when shopping during the festive season. Held in outdoor spaces, these activities encouraged the community to come together in a safe space following many months of separation and isolation. The activities were selected to celebrate the festive season to ensure inclusivity and provide something for people of all ages, cultures and religions.</p> <p>Mordi Movies was held at Peter Scullin Reserve Mordialloc from 10-14 March 2022. This outdoor cinema series involved 8 sessions (3 x day and 5 x night) where attendees could enjoy a selection of food and drink options, music, and children's entertainment before settling into a bean bag to watch a movie. This event promoted inclusion and belonging by encouraging the community to come together in a safe outdoor space after many months separated by COVID restrictions.</p> <p>It was inclusive by showing a wide range of movie genres ranging from blockbuster to classic. The event was also low cost at \$5 per ticket redeemable at the candy bar, and attendees were supported to BYO food, drink, chairs etc. to make the experience comfortable without considerable cost. While facilitated in a reserve, the event was designed to support access for all community members with provision made for disability parking, access, and bathroom facilities.</p> <p>Both of these projects brought the community together in an inclusive and respectful environment and encouraged reconnection after many months of separation due to COVID restrictions.</p>
<b>Priority 4. A liveable community</b>	
<b>4.1 Increase community understanding and resilience for health impacts of climate change</b>	
	<p><b>SECCCA Resilient Communities Project</b></p> <p>A collaborative project with councils of the South Eastern Climate Change Councils Alliance and other external partners aimed at understanding community vulnerability to</p>



	<p>the impacts of climate change and building resilience to these impacts through a co-design process with the community and other groups.</p> <p>The project is in its initial stages where information on vulnerable groups across SECCCA are being identified and researched. Kingston has identified its top vulnerable groups, which will be incorporated with the rest of SECCCA councils to form a top 10 most vulnerable list. Spatial representation of vulnerability will be developed as well as a toolkit of actions to address this vulnerability and increase resilience.</p> <p><b>Green Wall at the Depot</b></p> <p>Planning is underway for a green wall to be installed at the Depot building in Dingley Village as a pilot to test its effects on cooling the immediate surrounds. The depot was chosen due to its location in a "hot spot", as well as being home to Council's Horticulture team who will be maintaining the wall. This project is still in the preparation stage and has not been installed yet.</p> <p><b>Cool Roads Project</b></p> <p>A section of Kembla Street in Cheltenham was selected for the trial of a light-coloured road surface. Kembla Street is located in an identified "hot spot", where temperatures reach up to 15 degrees higher than a non-urban baseline. The objective of the trial is to observe any differences in surface and ambient temperature of the light-coloured surface, compared to traditional dark coloured asphalt.</p> <p>The surface was applied in March 2022 and so far, community feedback has been positive. Temperature testing will be conducted over the summer months. If successful, light-coloured roads may be applied to other identified hot spots to help cool the environment, where other cooling interventions may be difficult to achieve.</p> <p>This project has shown that a light-coloured surface:</p> <ul style="list-style-type: none"> <li>• Is accepted by the community</li> <li>• Does not negatively impact driving or walking conditions</li> <li>• Can be a good economic as well as environmental and social alternative to traditional asphalt</li> <li>• Can reduce surface temperature by up to 11 degrees.</li> </ul> <p><b>Preparing for Extreme Weather Workshops</b></p> <p>Wellbeing workshop series planning has commenced in partnership between Council, Community Centres and Neighbourhood Houses. The workshops will occur throughout the year from July 2022 to June 2023 to the local community across the municipality. An intersectional lens is being applied to the planning to reach vulnerable community members. The workshops will cover the following:</p> <ul style="list-style-type: none"> <li>• Preparing for Extreme Weather – Storms and Floods</li> <li>• Preparing for Extreme Weather – Heat Waves</li> </ul>
<b>4.2 Increase availability of social and affordable housing</b>	
	<p><b>Housing Opportunities</b></p> <p>Officers continue to explore opportunities on key Victorian Government landholdings in Kingston including the level crossing removal development sites in Cheltenham and Mentone, Development Victoria's Highett Gasworks Site, and the Suburban Rail Loop project.</p> <p>A section 173 agreement was developed for a significant project in Chesterville Road, Cheltenham that has been approved.</p>

	<p>Council officers have supported a modular home project in Clarinda Road, Oakleigh South. The project will provide temporary housing and support for people experiencing homelessness.</p> <p><b>Community Connections Program Linking Homeless People into Housing</b></p> <p>Kingston Council partnered with the Department of Families, Fairness and Housing and Launch Housing to build 6 transitional housing units in Clarinda. The project has relocated 6 unused housing units to Clarinda to provide transition housing for vulnerable people, older or women with children, supported by Kingston's Community Connections Program and Home and Community Care program.</p>
<b>4.3 Increase equitable participation in the workforce and local economy</b>	
	<p><b>Employment opportunities for people with a disability through the Jobs Victoria Advocates Program</b></p> <p>Partnerships with employment service providers who cater to the special needs of job seekers with a disability increases the success of work placement. The collation of a Directory of Employment Support Services aims to increase the promotion and availability of targeted support for job seekers with a disability in local jobs. Feedback from these specialised employment agencies has indicated this service is needed and is achieving a level of success. This collaboration with Council's business team facilitates job opportunities for jobseekers with a disability.</p> <p><b>Kingston Employment Services Providers Local Network</b></p> <p>Partnering with employment service providers was an objective to strengthen Council's Jobs website and provide additional support to job seekers. A program of 1:1 consultations with a Jobs Advocate was established at Westall and Patterson Lakes Community Hubs. This provided job seekers with an opportunity to access support services that would assist them to find work. Feedback from the program has indicated a number of work placements have been made through the mentoring and job advice given by the Jobs Advocates. In addition, service providers have actively connected local job vacancies with their job seeker networks on websites and jobs boards.</p> <p><b>Start Now Program</b></p> <p>The Start Now Program was designed to accelerate the process of validating a start-up business idea. It has helped entrepreneurs to develop and scale the start-up or idea into a sustainable model. Embedding a strong entrepreneurial mindset into people with a bright business idea will not only improve the chances of business success but also increases the chance of an individual finding purpose within their career.</p> <p>14 applications were recieved from Kingston and 11 were accepted into the program. A Kingston participant was the program winner and won a small business award. The financial prize enabled the business to scale up and market their digital offer. Other participants gained the necessary skills and abilities to take their business ideas to the next step and establish a web presence.</p>
<b>4.4 Increase accessible and equitable supply of facilities, services and activities</b>	
	<p><b>Communication Access Project</b></p> <p>Customer facing staff at Council's Community Centres, Customer Service Desks and Libraries participated in communication access training delivered by Scope. Following the training sessions Scope will carry out anonymous face to face assessments at Council's facilities, and if successful Council will be awarded the Communication Access Symbol. The project supports Council's aim to create and provide an environment where</p>

people who have communication difficulties can communicate successfully with everyone.

#### **Scout Hall DDA Compliance**

DDA compliance has been achieved on all scout halls included within stage 1 and 2. Stage 3 buildings will be considered as part of reserve master plans (Bricker Reserve Moorabbin and Bonbeach Scout Hall).

#### **Westall Community Hub Partnerships**

Service delivery partnerships continue to be established at the Westall Community Hub. The planning continues for the Our Place project and new Westall connector corridor from the Hub to Westall Primary. The Our Place project is connecting Council, education and local services to work together in supporting the education, health and development of the local community.

#### **Chadwick Reserve Park Plan**

The Chadwick Park Plan has been delivered, with sports fields and play spaces completed and the new pavilion nearing its final stages of construction. Path works will be undertaken in the next stage of works to commence at the reserve.

#### **Outdoor activations - Highett Common and Owen Street Piazza**

The Highett Common and Owen Street Piazza are pop-up outdoor activation spaces which came about thanks to the Victorian Government Outdoor Activation Grants program in 2021. These areas were designed to provide the community a safe, engaging and inviting space to gather outdoors in close proximity to local shopping and dining precincts.

The Highett Common provided an outdoor space for visitors to the Highett road shopping and dining precinct which is open to the whole community, something that was otherwise missing from the precinct. The Owen Street Piazza provided an accessible space for visitors to Mordialloc to gather and socialise in an inviting and safe space.

Both projects were well received by the community and local traders alike, with usage exceeding expectations. Feedback was so positive on both projects that the temporary activations have become permanent. Highett Common remains as initially installed in November 2021, while Owen Street Piazza is undergoing a permanent transformation from roadway to public space lead by the Public Places team.

#### **Chelsea Yacht Club**

The Chelsea Yacht club is an existing two-story building located along the beachfront on Kelvin Grove, Chelsea. An accessibility report has been commissioned to increase accessibility and included a lift to make it accessible to anyone with mobility issues.

Significant upgrades are on the first floor with most of the level undergoing works including:

- Maintenance works to the main hall and construction of new adjoining male, female and accessible toilets.
- Significant building works to include a member's room with an adjoining balcony area and male, female and accessible toilets.
- A commercial kitchen and bar located in between the main hall and member's room.
- An observation area on the roof/second floor of the building which will be accessed by a stairway and a vertical platform lift.

**4.5 Increase access to and improve amenity of open spaces and the natural environment****Roy Dore Dog Off-leash Park**

A new dog off-leash park has been constructed at Roy Dore Reserve to provide better separation between dogs and other park users. This has improved the safety of the site and function for dog owners and other users. Roy Dore Off-Leash Dog Park will be the first fenced dog park in the southern area of Kingston City Council. This has improved the safety of the site and function for dog owners and other users.

**Horscroft Reserve Pocket Park**

This newly constructed pocket park provides a great pedestrian and cycle connection between Moorabbin station and Moorabbin Reserve (home of St Kilda Football Club and AFLW football games). The pocket park not only improves and expands on the existing throughfare, but also creates a new community park for existing and future residents to enjoy – including picnic table, seating options, large open grass space and landscaped garden beds. The safe connection this reserve now provides is highly used and very popular. The site also provides an opportunity to sit down, relax and connect to nature.

**Foreshore DDA Access Report**

Disability Discrimination Act access audits of 6 locations along the foreshore in Mordialloc, Parkdale and Mentone were completed to inform future access improvement opportunities and priorities. The report establishes the need for access improvements along the foreshore from Mordialloc to Mentone and is being used as an evidence base to secure funding for projects such as the Parkdale Yacht Club access ramp (planned for construction in April 2023).

**Suburban Rail Loop Design Advocacy**

The Suburban Rail Loop design advocacy was developed to influence the design outcomes of the suburban rail loop project at Sir William Fry Reserve and in Heatherton including:

- The offset and provision of open space and recreation facilities
- The design of the public realm
- Connectivity to and within the precincts
- Provision of broader community benefit
- The Minister decision included a number of requirements that aligned with Council's advocacy (summary in TRIM 22/237195).

**Priority 5. An informed and empowered community****5.1 Improve provision of accessible health and wellbeing information, programs and services****Corporate Website Project**

The corporate website was updated to be concise and accurate, providing everyone in our community access to online services and information. Ensuring everyone in our community had access to important council information was paramount, and so we set about addressing each of the following:

- The information architecture was completely re-thought and based heavily on user testing. Simplification of the main navigation menu was critical to improving organic search and finding information in a logical way.
- The new website delivers a more intuitive search function with a built-in thesaurus to assist with council-speak.

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	<ul style="list-style-type: none"> <li>• In line with demographic data, the new website can be translated into Kingston's top languages. This, combined with overall simplification of the content allows for a more accurate translation and better access for our community who speak a language other than English.</li> <li>• The website was entirely re-written in plain English removing jargon and council-speak where possible. Lists and step-by-step guides have been utilised to break up complex processes.</li> <li>• Overall simplification and clean-up of the visual elements. Images are used to support navigation and are not relied upon to communicate key information.</li> <li>• All document links are checked to be accessible before being uploaded.</li> <li>• The new site meets Web Content Accessibility Guidelines 2.1 standards for accessibility.</li> </ul> <p><b>NAIDOC Family Day</b></p> <p>This project encouraged all Aboriginal Torres Strait Islanders within the community to attend a family day in celebration of NAIDOC week. The day was filled with children's activities yet aiming to take the opportunity to support First Nations families with easier access to health and wellbeing services.</p> <p>A culturally safe space was created for families to connect culturally and celebrate NAIDOC week. Families had opportunities to access directly to health services and organisations that were in attendance. These services were able to engage with around 200 community members.</p> <p><b>Prevention of Family Violence Community Resources</b></p> <p>This project engaged the Kingston Family Violence Working Group and relevant Council departments to deliver a key action under the Prevention of Family Violence Action Plan 2019-2021, 'Develop and promote an effective community communication campaign with a clear 'no to violence' message'. A range of resources were developed, initially targeted to expecting and new parents and young people. The resources included a primary prevention poster series in English and other languages and social media tiles, and development of a 'Help is Here' mental health and family violence support postcard for young people.</p> <p>Posters have been distributed across a range of Council sites including Cheltenham, libraries and hubs, the Depot, Arts Centre and maternal and child health sites. An online digital toolkit is also being developed, to share with a wide range of community groups and partners. The posters and social media tiles feature a values-based message that promotes 'A future free from violence starts with equality and respect', and include a diverse range of images that reflect the aspirational behaviours we are wanting to call forward. The youth support postcard has also been distributed publicly, including through Youth Services' direct engagement with local schools and Kingston libraries and hubs.</p>
<b>5.2 Increase participation in lifelong learning and education</b>	
	<p><b>Community Road Safety</b></p> <p>Deliver transport information educational sessions to increase the ability and confidence of community to use all modes of transport safely and to maintain independence and social connections. The following programs have been completed to increase the ability and confidence of older people to travel safely:</p> <ul style="list-style-type: none"> <li>• Safe Driver Program</li> <li>• Walk with Care</li> <li>• Older adult bike education</li> </ul>

Based on community focus group feedback the programs were introduced and tailored to the needs of the community. The programs have been highly successful showcasing very positive evaluation feedback resulting in further booking requests.

**Kingston Digital Literacy Program for People Aged 55+**

The focus of the program was to develop the skills of people aged 55+ to increase their confidence in understanding the digital world and to gain skills to become socially active online, thereby reducing their social isolation. Small workshops were initially delivered at 2 library branches over an 8 week period to cover the basics to support older people to get online, including online safety, introduction to devices, data and wifi, being social online (Facetime, Facebook, ZOOM) and important Government websites and apps (MyGov, QR Codes and checking in).

The program was a great success and there was a large waiting list to participate. Evaluations were very positive, and the program was expanded in 2022 in response to overwhelming demand by people aged 55+ to participate. The program now occurs every term at 4 library branches over the year.

**Review of Kingston's Kindergarten Service Delivery Model**

The current Kindergarten program service model offered at the three Family and Children's Centres has been reviewed to assess if it meets the needs of the community and complies with recent Government reforms. Consultation with community and employees, and benchmarking against services provided within the boundaries of Kingston Council was undertaken. A new service model was developed and will be implemented in 2023. Prior to this model being introduced 2023 kindergarten projected utilisation was 75%. Utilisation now sits at 100% with waiting lists at all three services.

# City of Kingston

## Municipal Public Health and Wellbeing Plan 2021-25 Year 2 Action Plan

Priorities of Council's Municipal Public Health and Wellbeing Plan (MPHWP) 2021-2025 closely align with the Council Plan 2021-25. As such, a broad range of strategies and action plans across the organisation, work towards delivering on the goals and objectives set out in the MPHWP.

This Year 2 Action Plan combines Council's social action plans into one. It brings together actions for different population groups and priorities of our community to help Kingston be a connected, resilient and sustainable community.

Council's Disability Action Plan and Reconciliation Action Plan remain standalone plans to meet the requirements of the plans. Relevant actions from these plans have been included in this Action Plan and other Council plans and strategies to detail a whole of Council response.

It is important to note that the Year 2 Action Plan is not an exhaustive list of every health and wellbeing action that Council delivers. Health and wellbeing actions are embedded in the day to day operations of many Council departments and their partners. As such, the actions in the Year 2 Action Plan are either new, high profile/impact or have a signature budget.

### Intersectional approach

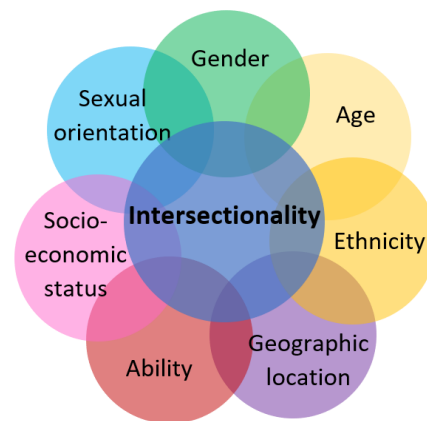
The preparation of the MPHWP 2021-2025 included research and analysis of data through an intersectional lens.

The action plan identifies target groups for actions based on this intersectional analysis.

Intersectionality refers to the way that different characteristics of a person can potentially expose them to multiple layers of discrimination and marginalisation<sup>1</sup>.

Aspects of a person's identity can include social characteristics such as age, gender identity, ethnicity, mental health and socioeconomic status. This can then lead to inequities such as poorer access to services and health outcomes.

The intersectional lens and inequities experienced by different population groups will be factored into the planning and delivery of the actions. This enables specific approaches to be implemented to ensure barriers are reduced and equitable access for participation is provided.



### Monitoring and reporting

Yearly reviewing and reporting on the progress of the actions in this Action Plan will be implemented. Outputs and outcomes will be reviewed to understand where change in our community has been made under the MPHWP objectives. We will learn from our successes and challenges experienced, and adapt our actions in the next year's Action Plan to respond to emerging community needs.

<sup>1</sup> State Government of Victoria, 2021, *Understanding intersectionality*, <https://www.vic.gov.au/understandingintersectionality>

## Goal 1. A healthy and well community

Kingston is a place that creates opportunities for all people to achieve optimal mental, physical and social wellbeing throughout all stages of life.

<b>Objective 1.1 Increase participation in physical activity</b>			
<b>Actions</b>	<b>Lead</b>	<b>Partner</b>	<b>Target groups</b>
Create accessible and inclusive public spaces where people feel encouraged to move through new outdoor fitness stations.	<ul style="list-style-type: none"> <li>Open Space</li> <li>Active Kingston</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Whole community</li> <li>Older people</li> <li>People with disabilities</li> <li>People on low incomes</li> </ul>
Support groups to provide physical activity opportunities to the community including new walking groups and activity classes.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Better Health Network</li> <li>Heart Foundation</li> <li>Active Kingston</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>Men</li> <li>Low socio-economic status</li> </ul>
Support Kingston's sporting clubs to participate in the 'Healthy Sports Clubs Framework' in partnership with the Better Health Network.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Active Kingston</li> <li>Better Health Network</li> <li>Sporting Clubs</li> </ul>	<ul style="list-style-type: none"> <li>Young people</li> <li>People with poor mental health</li> <li>LGBTQIA+</li> <li>People with disabilities</li> </ul>
Support sporting clubs and other community organisations to become more inclusive of diversity and provide programs for people with a disability.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>		<ul style="list-style-type: none"> <li>People with disabilities</li> <li>LGBTQIA+</li> </ul>
Promote sporting options and inclusive sporting clubs to diverse communities through targeted promotional campaigns and networking with community groups and local services.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Active Kingston</li> <li>Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>LGBTQIA+</li> <li>Multicultural people</li> <li>People with disabilities</li> </ul>
Promote health and wellbeing messages and local activities linked to significant health weeks such as 'Are you ok? Day' and 'Men's Health Week' through Council's media channels.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> <li>Better Health Network</li> <li>Women's Health in the South East</li> </ul>	<ul style="list-style-type: none"> <li>Whole community</li> <li>Men</li> <li>Women</li> </ul>
Develop the draft Active Recreation and Playspace Strategy for community consultation.	<ul style="list-style-type: none"> <li>Active Kingston</li> </ul>		<ul style="list-style-type: none"> <li>Children</li> <li>Young people</li> <li>People with disabilities</li> </ul>



<b>Objective 1.2 Improve healthy eating</b>			
<b>Actions</b>	<b>Lead</b>	<b>Partner</b>	<b>Target groups</b>
Work with Neighbourhood Houses, Community Centres and welfare organisations to deliver healthy eating workshops.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Neighbourhood Houses &amp; Community Centres</li> <li>Community welfare organisations</li> </ul>	<ul style="list-style-type: none"> <li>Whole community</li> <li>Multicultural people</li> <li>Low income</li> </ul>
Build capacity of Council event organisers to provide healthy food options as outlined in the Healthy Choices guidelines.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Arts, Events &amp; Libraries</li> <li>Procurement and Contracts</li> <li>Governance</li> </ul>	<ul style="list-style-type: none"> <li>Whole community</li> </ul>
Provide healthy food options at Council run After School Hours Care programs, guided by the Vic Kids Eat Well program.	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>School age children</li> </ul>

<b>Objective 1.3 Improve mental wellbeing</b>			
<b>Action</b>	<b>Lead</b>	<b>Partner</b>	<b>Target groups</b>
Establish a community focused Kingston Mental Health Working Group with relevant stakeholders to support collaboration.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> <li>Derrimut Weelam Gathering Place</li> <li>Uniting (Mental Health Hub Cheltenham)</li> <li>Brotherhood of St Laurence (NDIS Area Coordinator)</li> <li>Danny Frawley Centre at St Kilda FC</li> <li>Better Health Network</li> <li>Family Life</li> <li>Alfred Carers</li> <li>Southeast Suicide Prevention Network</li> <li>Victoria Police</li> <li>EACH</li> </ul>	<ul style="list-style-type: none"> <li>Whole community</li> <li>People living with poor mental health</li> </ul>

Provide mental health and wellbeing education, training and wellness sessions to diverse community groups.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Derrimut Weelam Gathering Place</li> <li>Mental Health Working Group</li> <li>Sporting clubs</li> <li>Women's Health in the South East</li> </ul>	<ul style="list-style-type: none"> <li>People living with poor mental health</li> <li>Young people</li> <li>Women</li> <li>Multicultural people</li> <li>Aboriginal &amp; Torres Strait Islander people</li> </ul>
Provide training to enable Community Centres, Neighbourhood Houses and sporting clubs to better engage people with mental health issues.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Sporting clubs</li> </ul>	<ul style="list-style-type: none"> <li>People with poor mental health</li> </ul>

<b>Objective 1.4 Reduce harm from alcohol and other drugs, smoking and gambling</b>			
<b>Actions</b>	<b>Lead</b>	<b>Partner</b>	<b>Target groups</b>
Lead localised Kingston advocacy campaigns aligned with the Alliance for Gambling Reform advocacy agenda to prevent and reduce gambling harm.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> <li>Alliance for Gambling Reform</li> </ul>	<ul style="list-style-type: none"> <li>People experiencing harm from gambling</li> </ul>
Increase awareness and knowledge in the community about gambling harm and the affects it has on the community by supporting local organisations and providing customised education.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> <li>Arts, Events &amp; Libraries</li> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Gambler's Help Southern</li> </ul>	<ul style="list-style-type: none"> <li>Multicultural people</li> <li>Young people</li> <li>Older people</li> <li>Low socio-economic status</li> <li>People experiencing harm from gambling</li> </ul>
Develop partnerships with and provide support to organisations, services and the community to address the impacts of gambling harm in Kingston and improve pathways to gambling support services.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Gambler's Help Southern</li> </ul>	<ul style="list-style-type: none"> <li>People experiencing harm from gambling</li> </ul>
Work with community groups and sporting clubs to reduce reliance on funding or support received from the gambling industry.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>		<ul style="list-style-type: none"> <li>Community groups</li> <li>Sporting clubs</li> </ul>
Promote information about Council's Alcohol-Free Zones and partner agency health messages to reduce harmful alcohol and drug use through Council's media channels.	<ul style="list-style-type: none"> <li>Compliance &amp; Amenity</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> <li>Family, Youth &amp; Children's Services</li> </ul>	<ul style="list-style-type: none"> <li>Whole community</li> <li>Young people</li> <li>Multicultural people</li> </ul>

Educate the community about smoking laws and no-smoking areas through Council's media channels and local signage to reduce tobacco-related harm.	<ul style="list-style-type: none"> <li>Compliance &amp; Amenity</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Whole community</li> </ul>
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## Goal 2. A safe and secure community

Kingston is a safe, respectful and supportive place for all to live, work and play, that is free from all forms of inequality and violence.

Objective 2.1 Improve safety in the home and community			
Actions	Lead	Partner	Target groups
Raise awareness about safety in the community through promotion and provision of information related to scams, vehicle security, home safety, business safety and online safety.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> <li>Community Centres &amp; Neighbourhood Houses</li> <li>Arts, Events &amp; Libraries</li> <li>Customer Service</li> <li>Neighbourhood Watch</li> <li>Victoria Police</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> <li>People with disabilities</li> <li>Aboriginal &amp; Torres Strait Islander peoples</li> <li>Young people</li> </ul>
Support services to prevent, respond and recover from crime and emergencies through the Community Safety Advisory Committee and delivery of Council emergency management activities.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Management</li> <li>Compliance &amp; Amenity</li> <li>State Emergency Service (SES)</li> <li>Fire Rescue Victoria (FRV)</li> <li>Country Fire Authority (CFA)</li> <li>Ambulance Victoria &amp; St John Ambulance</li> <li>Lifesaving Victoria</li> <li>VicRoads</li> <li>Victoria Police</li> <li>Department of Justice &amp; Community Safety (DoJ&amp;CS)</li> </ul>	

Develop a communications plan to promote accessible and inclusive home safety and security planning information to our diverse communities.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> <li>People with disabilities</li> </ul>
Partner with Victoria Police and other stakeholders to coordinate responses to safety concerns in Kingston.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Victoria Police</li> <li>Other partners as relevant</li> </ul>	

Objective 2.2 Improve feelings of safety in the home and community			
Actions	Lead	Partner	Target groups
Design public spaces using safer design principles in Council planning (such as visible sightlines and passive surveillance) to promote personal safety and public confidence in neighbourhoods i.e. through activity centre structure plans.	<ul style="list-style-type: none"> <li>City Strategy</li> <li>Open Space</li> <li>Active Kingston</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure</li> <li>City Works</li> </ul>	
Maintain public spaces to enhance feelings of safety through graffiti prevention and removal.	<ul style="list-style-type: none"> <li>City Works</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure</li> <li>Open Space</li> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Women</li> <li>People with disabilities</li> <li>People who identify LGBTQIA+</li> <li>Students</li> </ul>
Work with Common Cause Australia to develop values-based messages that increase young people's understanding of the value of public assets and the importance of not defacing them with graffiti.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Common Cause</li> <li>Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Young people</li> </ul>
Prioritise locations that are affected by crime and anti-social behaviour for public art installations through the implementation of Kingston's Public Art Strategy and Public Art Policy.	<ul style="list-style-type: none"> <li>Arts &amp; Cultural Services</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>City Works</li> </ul>	
Implement Kingston's CCTV camera program in compliance with legislation and Council Policy.	<ul style="list-style-type: none"> <li>City Works</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	

Objective 2.3 Reduce the prevalence of family violence			
Actions	Lead	Partner	Target groups
Improve community understanding of family violence, prevention and support through workshops, events and promotional campaigns (such as the Kingston Women of the Year Awards, International Women's Day civic event, 16 Days of Activism Against Gender-Based Violence and	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>Celebrating Inclusion Working Group</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> <li>Arts, Events &amp; Libraries</li> <li>Open Space</li> </ul>	<ul style="list-style-type: none"> <li>Aboriginal and Torres Strait Islander people</li> <li>People with disabilities</li> <li>LGBTQIA+</li> <li>Multicultural people</li> </ul>

promoting healthy masculinities through programs such as Modelling Respect and Equality).		<ul style="list-style-type: none"> <li>• AccessCare</li> <li>• Active Kingston</li> <li>• Family, Youth &amp; Children's Services</li> <li>• Kingston Family Violence Working Group</li> <li>• Community Centres &amp; Neighbourhood Houses</li> </ul>	<ul style="list-style-type: none"> <li>• Older people</li> <li>• Women</li> <li>• Young People</li> </ul>
Provide training to build knowledge and capacity of community, organisations and businesses to increase understanding about family violence and gender equity, and support people who have experienced family violence.	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Advocacy, Communications &amp; Engagement</li> <li>• AccessCare</li> <li>• Active Kingston</li> <li>• Open Space</li> <li>• Family, Youth &amp; Children's Services</li> <li>• Kingston Family Violence Working Group</li> <li>• Community Centres &amp; Neighbourhood Houses</li> </ul>	<ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander people</li> <li>• People with disabilities</li> <li>• LGBTQIA+</li> <li>• Multicultural people</li> <li>• Older people</li> <li>• Women</li> <li>• Men</li> <li>• Young People</li> </ul>
Provide training to build knowledge and capacity of staff to increase understanding about family violence and gender equity, and support people who have experienced family violence.	<ul style="list-style-type: none"> <li>• People Support</li> <li>• Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Family Violence Staff Support Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander people</li> <li>• People with disabilities</li> <li>• LGBTQIA+</li> <li>• Multicultural people</li> <li>• Older people</li> <li>• Women</li> <li>• Men</li> <li>• Young People</li> </ul>
Explore opportunities to enhance community leadership skills of women and people from diverse community groups to reduce common barriers for them to participate in leadership opportunities.	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Governance</li> <li>• Local Government Victoria</li> <li>• Municipal Association of Victoria</li> <li>• Safe and Equal</li> </ul>	<ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander people</li> <li>• People with disabilities</li> <li>• LGBTQIA+</li> <li>• Multicultural people</li> <li>• Older people</li> <li>• Women</li> </ul>

		<ul style="list-style-type: none"> <li>Victorian Local Governance Association</li> </ul>	<ul style="list-style-type: none"> <li>Young people</li> </ul>
Increase awareness of community members and staff who work with older people about recognising, preventing and responding to elder abuse through education, information provision and staff training.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>AccessCare</li> </ul>	<ul style="list-style-type: none"> <li>Peninsula Community Legal Centre</li> <li>Department of Families, Fairness &amp; Housing (Commissioner for Senior Victorians)</li> <li>Respect Victoria</li> <li>Seniors Rights Victoria</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> </ul>
Foster strong collaboration with local and regional strategic partners and networks, including coordination of the Kingston Family Violence Working Group as a key advisory and consultation mechanism of Council.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Community partners and organisations</li> <li>Women's Health in the South East</li> </ul>	<ul style="list-style-type: none"> <li>Aboriginal and Torres Strait Islander peoples</li> <li>People with disabilities</li> <li>LGBTQIA+</li> <li>Multicultural people</li> <li>Older people</li> <li>Women</li> <li>Young people</li> </ul>
Advocate for policy, legislative and institutional reform to support gender equality and family violence prevention. Such as advocating for reproductive rights, childcare accessibility and preventing violence against sex industry workers.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> <li>Kingston Family Violence Working Group</li> <li>Community partners and organisations</li> </ul>	<ul style="list-style-type: none"> <li>Aboriginal and Torres Strait Islander peoples</li> <li>People with disabilities</li> <li>LGBTQIA+</li> <li>Multicultural people</li> <li>Older people</li> <li>Women</li> <li>Young people</li> </ul>
Advocate for and support increased services for community members at risk of choosing to use violence, to receive education and interventions that promote respectful relationships and help prevent (re)offending.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> <li>Kingston Family Violence Working Group</li> <li>Community partners and organisations</li> </ul>	<ul style="list-style-type: none"> <li>People at risk of perpetrating violence</li> </ul>
Support family violence victim survivors to feel safe, connected, heard and empowered, including through inclusion of their stories in Council activities.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Teams engaged with community</li> <li>Family Violence Staff Support Officer network</li> </ul>	<ul style="list-style-type: none"> <li>Aboriginal and Torres Strait Islander peoples</li> <li>People with disabilities</li> <li>LGBTQIA+</li> </ul>

		<ul style="list-style-type: none"> <li>• Council Advisory Committees</li> <li>• Emerge Women &amp; Children's Support Network</li> <li>• South Eastern Centre Against Sexual Assault</li> <li>• Community Centres &amp; Neighbourhood Houses</li> </ul>	<ul style="list-style-type: none"> <li>• Multicultural people</li> <li>• Older people</li> <li>• Women</li> <li>• Young people</li> </ul>
Deliver place-based programs, projects, interventions and other initiatives in places identified as higher risk for violence and harassment (such as public messaging on signs, bins and public toilets, and targeted programs).	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Arts, Events &amp; Libraries</li> <li>• Open Space</li> <li>• City Works</li> <li>• Family, Youth &amp; Children's Services</li> <li>• Community partners and organisations</li> <li>• Community Centres &amp; Neighbourhood Houses</li> </ul>	<ul style="list-style-type: none"> <li>• Women</li> <li>• People with disabilities</li> <li>• LGBTQIA+</li> </ul>

### Goal 3. A kind and connected community

Kingston is a welcoming and inclusive place with strong social connections across generations. Reconciliation, culture and diversity are embraced, valued and celebrated.

Objective 3.1 Increase participation in community activities and volunteering			
Actions	Lead	Partner	Target groups
Support the delivery of programs to address the needs of multicultural residents including English classes, employment and career counselling, family violence support, housing advice and L2P driving program.	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>• South East Community Links</li> </ul>	<ul style="list-style-type: none"> <li>• Multicultural people</li> </ul>
Support volunteering in the local community through provision of volunteer training, building capacity of community groups and matching skilled volunteers to support groups.	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>		<ul style="list-style-type: none"> <li>• Multicultural people</li> <li>• Older people</li> <li>• Young people</li> <li>• People with disabilities</li> </ul>

Develop a feature on the new Council website for community groups and organisations to promote local volunteering opportunities to the community.	• Inclusive Communities	• Advocacy, Communications & Engagement	• Community groups and organisations
Implement an online volunteering recruitment system to support recruitment of Council volunteers.	• People Support	• AccessCare • Inclusive Communities • Arts, Events & Libraries • Open Space • Family, Youth & Children's Services	• Whole population
Improve processes and training for Council volunteers to meet Child Safe Standards requirements.	• People Support	• Family, Youth & Children's Services	• Council volunteers
Share information about opportunities for people with a disability to engage in arts, culture, recreation and leisure programs through Council's networks and media channels.	• Inclusive Communities • Advocacy, Communications & Engagement	• Active Kingston • Arts, Events & Libraries • Family, Youth & Children's Services	• People with disabilities
Encourage the participation of people from diverse backgrounds and under-represented groups on Councils Advisory Committees through targeted promotional campaigns and networking with community groups and local services.	• Inclusive Communities • Governance	• Advocacy, Communications & Engagement • Access and Equity Advisory Committee	• Multicultural people • Older people • Young people • People with disabilities • LGBTQIA+ • Aboriginal & Torres Strait Islander people
Provide information about the community grants program to encourage community groups, organisations and sporting clubs to apply.	• Inclusive Communities	• Advocacy, Communications & Engagement	• Whole population
Establish an LGBTQIA+ community reference group to provide advice to Council.	• Inclusive Communities	• People Support	• LGBTQIA+
Promote and participate in the annual Pride March.	• People Support	• Inclusive Communities	• LGBTQIA+
Explore opportunities to acknowledge and celebrate the LGBTQIA+ community via the community grants program.	• Inclusive Communities	• Advocacy, Communications & Engagement	• LGBTQIA+



Objective 3.2 Reduce social isolation and loneliness			
Actions	Lead	Partner	Target groups
Encourage and support the community to engage in social activities through promotion of social opportunities (e.g. Your Voice newsletter) and individual support to connect people into social groups.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>AccessCare</li> <li>Arts, Events &amp; Libraries</li> </ul>	<ul style="list-style-type: none"> <li>Multicultural people</li> <li>Older people</li> </ul>
Provide support to local services, community groups, senior groups and multicultural clubs to build their capacity to deliver opportunities for social connection.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Multicultural people</li> <li>Older people</li> </ul>
Strategically review and plan for changes to community group operations expected in the future.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>		<ul style="list-style-type: none"> <li>Older people</li> </ul>
Promote Kingston Libraries as a safe place for people to 'be' and connect with their community.	<ul style="list-style-type: none"> <li>Arts, Events &amp; Libraries</li> </ul>		<ul style="list-style-type: none"> <li>People who are lonely</li> <li>People with disabilities</li> <li>Older people</li> <li>Families</li> <li>Young people</li> </ul>
Provide spaces and opportunities for young people to meet and form friendships and connections through programs such as the FreeZa Committee and Aspendale Youth Cove.	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>		<ul style="list-style-type: none"> <li>Young people</li> </ul>
Facilitate the weekly Queer in Kingston support group to provide social support to young people who may identify as same sex attracted, gender diverse or questioning their sexuality and gender.	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>		<ul style="list-style-type: none"> <li>Young people</li> <li>LGBTQIA+</li> </ul>
Create stronger connection with the LGBTQIA+ 55+ community through the annual Seniors Festival.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>AccessCare</li> <li>Arts, Events &amp; Libraries</li> </ul>	<ul style="list-style-type: none"> <li>LGBTQIA+</li> <li>Older people</li> </ul>

Objective 3.3 Reduce discrimination			
Action	Lead	Partner	Target groups
Improve Kingston's recruitment procedures and processes to minimise bias and create more equal opportunities.	<ul style="list-style-type: none"> <li>People Support</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Multicultural people</li> <li>LGBTQIA+</li> <li>People with disabilities</li> <li>Older people</li> </ul>
Contribute to a more inclusive work environment through training and celebration of key days, such as Cultural Diversity Week, IDAHOBIT, NAIDOC Week, Wear it Purple day and International Day of People with a Disability.	<ul style="list-style-type: none"> <li>People Support</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Multicultural people</li> <li>LGBTQIA+</li> <li>Faith groups</li> <li>Aboriginal &amp; Torres Strait Islander people</li> </ul>

			<ul style="list-style-type: none"> <li>• People with disabilities</li> </ul>
Advocate for asylum seekers by supporting the Back Your Neighbour campaign to deliver advocacy activities for people seeking asylum to access vital health and welfare services.	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Multicultural people</li> </ul>
Implement Council's Reconciliation Action Plan to work toward a unified community through respecting and embracing Aboriginal and Torres Strait Islander peoples.	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>• People Support</li> <li>• Advocacy, Communications &amp; Engagement</li> <li>• Open Space</li> <li>• Arts, Events &amp; Libraries</li> <li>• Procurement and Contracts</li> <li>• Family, Youth &amp; Children's Services</li> </ul>	<ul style="list-style-type: none"> <li>• Aboriginal and Torres Strait Islander people</li> </ul>
Commence work to attain Rainbow Tick accreditation to provide a safe and inclusive workplace and services for the LGBTQIA+ community.	<ul style="list-style-type: none"> <li>• People Support</li> </ul>	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>• LGBTQIA+</li> </ul>
Identify locations and LGBTQIA+ awareness days to fly the rainbow flag at Council buildings.	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>		<ul style="list-style-type: none"> <li>• LGBTQIA+</li> </ul>
Identify Kingston facilities, services and events as LGBTQIA+ friendly through inclusion of the rainbow flag and other means.	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Advocacy, Communications &amp; Engagement</li> <li>• Youth Services</li> </ul>	<ul style="list-style-type: none"> <li>• LGBTQIA+</li> </ul>
Provide and promote LGBTQIA+ educational resources to increase community awareness and inclusion.	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>• Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• LGBTQIA+</li> </ul>
Develop an updated Disability Action Plan for Council to reduce and remove barriers experienced by people with a disability.	<ul style="list-style-type: none"> <li>• Inclusive Communities</li> </ul>		<ul style="list-style-type: none"> <li>• People with disabilities</li> </ul>
Implement Council's Gender Equality Action Plan to address systemic barriers that create gender inequality.	<ul style="list-style-type: none"> <li>• People Support</li> </ul>	<ul style="list-style-type: none"> <li>• Advocacy, Communications &amp; Engagement</li> <li>• Inclusive Communities</li> <li>• Governance</li> <li>• Customer Experience</li> <li>• Information Services and Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Women</li> <li>• Men</li> <li>• Non-binary people</li> </ul>

Objective 3.4 Increase inclusion, respect and belonging			
Actions	Lead	Partner	Target groups
Build the capacity of representatives from diverse communities to promote inclusion, respect and belonging in the community through participation on Kingston's Interfaith Network.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>		<ul style="list-style-type: none"> <li>Multicultural people</li> <li>Faith groups</li> </ul>
Support, deliver and promote events focused on awareness and celebration of our diverse community to increase knowledge about all cultures, faiths, human rights and discrimination (such as Cultural Diversity Week, IDAHOBIT, NAIDOC Week, LGBTQIA+ discrimination, International Day of People with a Disability, Kingston Women of the Year Awards and the Spring Fair).	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>Arts, Events &amp; Libraries</li> <li>Celebrating Inclusion Working Group</li> </ul>		<ul style="list-style-type: none"> <li>Multicultural people</li> <li>LGBTQIA+</li> <li>Faith groups</li> <li>Aboriginal &amp; Torres Strait Islander people</li> <li>People with disabilities</li> <li>Women</li> </ul>
Include images of people from diverse backgrounds in a positive way in Council documents and promotional materials to foster respect and inclusion in the community.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>Advocacy, Communications &amp; Engagement</li> </ul>		<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> <li>LGBTQIA+</li> <li>Faith groups</li> <li>Aboriginal &amp; Torres Strait Islander people</li> <li>People with disabilities</li> </ul>
Develop a leadership program for young leaders to support inclusion and belonging of young people from diverse backgrounds in community life.	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>		<ul style="list-style-type: none"> <li>Multicultural people</li> <li>Young people</li> <li>LGBTQIA+</li> </ul>
Support women's participation in sport through support for female teams, showcasing female competitions and providing the appropriate facilities.	<ul style="list-style-type: none"> <li>Active Kingston</li> </ul>		<ul style="list-style-type: none"> <li>Women</li> </ul>
Facilitate a fortnightly gathering for local Aboriginal and Torres Strait Islander Elders at the Derrimut Weelam Gathering Place to promote social connection and belonging.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Derrimut Weelam Gathering Place</li> </ul>	<ul style="list-style-type: none"> <li>Aboriginal &amp; Torres Strait Islander people</li> </ul>
Engage with international students through tertiary institutions to encourage greater participation in community life and awareness of community responsibilities.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>International students</li> </ul>
Investigate information needs and gaps of newly arrived residents, including international students, regarding community responsibilities and life in Australia.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>		<ul style="list-style-type: none"> <li>Newly arrived residents</li> </ul>

## Goal 4. A liveable community

Kingston is a sustainable and resilient place where people have equitable access to natural, built, social and economic environments.

Objective 4.1 Increase preparedness and resilience for the impacts of climate change			
Actions	Lead	Partner	Target groups
Develop skills and knowledge of community members who are most vulnerable to the impacts of climate change through delivery of targeted education sessions and information provision.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>City Strategy</li> <li>AccessCare</li> </ul>	<ul style="list-style-type: none"> <li>Multicultural</li> <li>Older people</li> <li>People with disabilities</li> </ul>
Develop and adopt a Climate Adaptation Plan to serve as a guide for supporting Council staff and community members to adapt to the impacts of climate change.	<ul style="list-style-type: none"> <li>City Strategy</li> </ul>		<ul style="list-style-type: none"> <li>Older people</li> <li>People with disabilities</li> <li>People who are homeless</li> <li>Children under 5 years old</li> <li>People with chronic health conditions</li> </ul>
Participate in the South East Councils Climate Change Alliance project to increase community resilience to the impacts of climate change.	<ul style="list-style-type: none"> <li>City Strategy</li> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>People with disabilities</li> <li>People who are homeless</li> <li>Children under 5 years old</li> <li>People with chronic health conditions</li> </ul>

Objective 4.2 Increase availability of social and affordable housing			
Actions	Lead	Partner	Target groups
Implement the Social and Affordable Housing Strategy and continue to explore housing opportunities with private developers on key government sites and provide support to the Homes for Homes initiative.	<ul style="list-style-type: none"> <li>City Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>AccessCare</li> </ul>	<ul style="list-style-type: none"> <li>Low socio-economic status</li> <li>People who are homeless</li> </ul>
Deliver the Community Connection Program to connect community members who are homeless or at risk of homelessness with relevant housing programs.	<ul style="list-style-type: none"> <li>AccessCare</li> </ul>		<ul style="list-style-type: none"> <li>People who are homeless</li> </ul>

<b>Objective 4.3 Increase equitable participation in the workforce and local economy</b>			
<b>Actions</b>	<b>Lead</b>	<b>Partner</b>	<b>Target groups</b>
Evaluate the small food business pilot program utilising Council's commercial kitchen facilities.	<ul style="list-style-type: none"> <li>City Economy &amp; Innovation</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Women</li> <li>Multicultural people</li> </ul>
Establish a partnership with a start-up support provider to support local entrepreneurs.	<ul style="list-style-type: none"> <li>City Economy &amp; Innovation</li> </ul>		<ul style="list-style-type: none"> <li>Young people</li> <li>General population</li> </ul>
Establish a Kingston employment services providers local network to pursue and enhance regional collaborative opportunities.	<ul style="list-style-type: none"> <li>City Economy &amp; Innovation</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>Wellsprings for Women</li> <li>Outlook Australia</li> <li>Holmesglen Tafe</li> </ul>	<ul style="list-style-type: none"> <li>Multicultural people</li> <li>Unemployed people</li> <li>People with disabilities</li> <li>Young people</li> </ul>
Deliver the work ready program to equip young people with skills and knowledge for employment.	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>		<ul style="list-style-type: none"> <li>Young people</li> </ul>
Deliver the financial literacy program to increase knowledge about how to be financially responsible.	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>		<ul style="list-style-type: none"> <li>Young people</li> </ul>
Support employment opportunities for people who are unemployed through the Jobs Victoria Advocates Program (particularly people with a disability and people from non-English speaking backgrounds).	<ul style="list-style-type: none"> <li>City Economy &amp; Innovation</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>AccessCare</li> <li>Brotherhood of St Laurence</li> </ul>	<ul style="list-style-type: none"> <li>People with disabilities</li> <li>Multicultural people</li> </ul>

<b>Objective 4.4 Increase the accessible and equitable supply of facilities, services and activities</b>			
<b>Actions</b>	<b>Lead</b>	<b>Partner</b>	<b>Target groups</b>
Map and benchmark the provision of community and health facilities and services in Kingston to identify gaps in provision.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Active Kingston</li> </ul>	
Deliver transport information sessions to increase the ability and confidence of community to use all modes of transport safely, and to maintain independence and social connections.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>Infrastructure</li> </ul>		<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> </ul>
Review and monitor Council's Community Bus service to ensure current and emerging needs of the community are considered.	<ul style="list-style-type: none"> <li>AccessCare</li> </ul>		<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> <li>People with disabilities</li> </ul>

Ensure accessibility is considered in the planning and maintenance of facilities, infrastructure and places to support access for people of all abilities.	<ul style="list-style-type: none"> <li>Infrastructure</li> <li>Open Space</li> <li>Project Management Office</li> <li>Active Kingston</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>People with disabilities</li> <li>Older people</li> </ul>
Identify signage requirements through the Wayfinding Strategy to inform future installations.	<ul style="list-style-type: none"> <li>Open Space</li> </ul>		
Undertake research to identify vulnerable community groups in Kingston and any structural barriers experienced.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>		<ul style="list-style-type: none"> <li>Vulnerable people</li> </ul>

Objective 4.5 Increase access to and improve amenity of open spaces and the natural environment			
Actions	Lead	Partner	Target groups
Engage with targeted community groups, the Access and Equity Advisory Committee and Interfaith Network to gain information for the draft Open Space Strategy to improve the accessibility and inclusion of outdoor public spaces.	<ul style="list-style-type: none"> <li>Open Space</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> <li>People with disabilities</li> <li>LGBTQIA+</li> <li>Women</li> </ul>
Plan upgrades of open spaces through development of the Open Space Strategy to improve quality, safety and accessibility of existing facilities.	<ul style="list-style-type: none"> <li>Open Space</li> </ul>		<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> <li>People with disabilities</li> <li>LGBTQIA+</li> <li>Women</li> </ul>
Ensure master plans provide for accessible, quality public open spaces for passive and active recreation.	<ul style="list-style-type: none"> <li>Open Space</li> <li>Active Kingston</li> </ul>		<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> <li>People with disabilities</li> <li>LGBTQIA+</li> </ul>
Investigate opportunities to improve public access and connectivity along the coastline, while recognising and protecting culturally and environmentally sensitive areas.	<ul style="list-style-type: none"> <li>Open Space</li> </ul>		<ul style="list-style-type: none"> <li>Whole community</li> </ul>
Develop maps identifying locations and features of accessible infrastructure and promote this information to the community to improve access to Kingston's beaches, parks, playgrounds and recreation facilities.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Open Space</li> <li>Active Kingston</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> <li>People with disabilities</li> <li>LGBTQIA+</li> <li>Women</li> </ul>

## Goal 5. An informed and empowered community

Kingston is a place that ensures all members of the community have access to appropriate information to make informed decisions about their diverse health, education and lifelong learning needs.

Objective 5.1 Improve provision of accessible health and wellbeing information, programs and services			
Actions	Lead	Partner	Target groups
Redevelop Kingston Youth Services website and social media platforms to ensure it is accessible, secure, and customer focused.	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>	<ul style="list-style-type: none"> <li>Young people</li> </ul>
Support community groups through training and information to develop accessible website content for the new integrated community directory.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>		<ul style="list-style-type: none"> <li>Community groups and organisations</li> </ul>
Identify printed materials for conversion into easy English and/or translated materials to ensure non-digital community members have access to key information.	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Multicultural people</li> <li>People with disabilities</li> <li>Non-digital community members</li> </ul>
Promote initiatives and services of local community health organisations to the broader community via Council's networks and media channels such as Probus Network meetings, Kingston Your City and Your Voice newsletters.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> <li>Better Health Network</li> <li>Community groups</li> </ul>	
Investigate opportunities for Council provided information displays at local shopping precincts to promote health and wellbeing information.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> <li>City Economy &amp; Innovation</li> <li>Local Traders Associations</li> <li>Local health providers</li> </ul>	
Provide culturally sensitive health and wellbeing information and service referrals to local Aboriginal and Torres Strait Islander community members.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Derrimut Weelam Gathering Place</li> </ul>	<ul style="list-style-type: none"> <li>Aboriginal &amp; Torres Strait Islander people</li> </ul>
Promote and celebrate the diverse range of programs, services, events and activities provided by Kingston Council in new ways to reach community members that are unaware.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Advocacy, Communications &amp; Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Whole community</li> </ul>

Objective 5.2 Increase participation in lifelong learning and education			
Actions	Lead	Partner	Target groups
Review mix of long day care, sessional and full-day kindergarten programs provided by the Family and Children's Centres to ensure services continue to meet community needs.	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>		<ul style="list-style-type: none"> <li>Pre-school aged children</li> <li>Families</li> </ul>
Support families to have equitable access to kindergarten education for their children through delivery of the Kindergarten Central Registration Scheme.	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>		<ul style="list-style-type: none"> <li>Families with pre-school aged children</li> </ul>
Provide supported playgroups for vulnerable families to engage in developmentally appropriate play-based learning and learning parenting skills for engaging in their child's development at home.	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>		<ul style="list-style-type: none"> <li>Vulnerable families with pre-school aged children</li> </ul>
Support young people to develop soft employability skills through short courses aligned to their interests and hands on experience through Youth Services committees.	<ul style="list-style-type: none"> <li>Family, Youth &amp; Children's Services</li> </ul>		<ul style="list-style-type: none"> <li>Young people</li> </ul>
Provide programs and information to the community regarding life transitions such as retirement planning, financial literacy, transport and entry into aged care.	<ul style="list-style-type: none"> <li>Inclusive Communities</li> </ul>	<ul style="list-style-type: none"> <li>Arts, Events &amp; Libraries</li> <li>AccessCare</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> <li>People with disabilities</li> </ul>
Provide digital literacy programs with access to computers and iPads to enable people to better access services and connect socially online.	<ul style="list-style-type: none"> <li>Arts, Events &amp; Libraries</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Communities</li> <li>AccessCare</li> </ul>	<ul style="list-style-type: none"> <li>Older people</li> <li>Multicultural people</li> </ul>
Review and refresh the mix of library services and programs across the municipality to ensure they continue to meet community needs.	<ul style="list-style-type: none"> <li>Arts, Events &amp; Libraries</li> </ul>		



# Ordinary Council Meeting

24 October 2022

**Agenda Item No: 9.2**

## **RESPONSE TO NOTICE OF MOTION 13/2021 - CR HOWE - PUBLIC ART BUDGET**

**Contact Officer: Simon Doyle, Manager Arts, Events and Libraries**

### **Purpose of Report**

To ensure Council is strategically positioned to effectively meet the requirements of items 2,3,4,5 & 6 of the Notice of Motion (10.3) from the November 2021 Council meeting at best practice standards, this report recommends that Council endorse the development of a new Public Art Policy, Public Art Strategic Placement Plan (including the Patterson River Art Trail as a priority) and the development of public art curatorial and commissioning guidelines to inform the acquisition and collection management process for all Council public art assets.

### **Disclosure of Officer / Contractor Conflict of Interest**

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

### **RECOMMENDATION**

That Council note that the following documents will be presented for adoption by the July 2023 Ordinary Council Meeting:

1. A revised Public Art Policy.
2. A Public Art Strategic Placement Plan, highlighting the Patterson River Art Trail as a priority with consideration of the following:
  - a) Provision of a series of interconnected art trails (including Patterson River)
  - b) Identification of high priority and high stature public art zones across the municipality (including Patterson River)
  - c) Provision of forecasted financial commitments for public art investment into identified public art zones; and
3. Public art curatorial and commissioning guidelines to inform the acquisition and collection management process for public art assets.

### **1. Executive Summary**

In response to items 2,3,4,5 & 6 of the 10 November 2021 Notice of Motion (10.3) Council Officers undertook early investigation work with key stakeholders regarding the installation of public art outcomes at the Patterson River site. Through this process several gaps have become apparent in relation to Council's strategic readiness to deliver a high number of prominent public art outcomes with specific reference to Patterson River but also more broadly across the municipality.

To strategically position the organisation to deliver best practice outcomes that align with the significant investment secured by Council for the Public Art Program over the next five years, it is recommended that the organisation improve its strategic positioning through the renewal of the Public Art Policy and development of a Public Art Strategic Placement Plan. To enable an agreed best practise and effective public art process and to assist operational readiness the endorsement of a set of public art curatorial and commissioning guidelines will also be sought.

## **2. Background**

At a Council Meeting held on 10 of November 2021 Council endorsed the following:

*That Council:*

1. *Acknowledge that 2% of the Kingston capital budget for open space and building projects over \$1,000,000 in value, provides a base level of funding for public art over the coming 5 years that may require further supplementation; and that this funding be considered in the 2022-23 budget and future capital program:*
2. *Endorse the staged delivery of a series of new interconnected public art trails across Kingston commencing at the Patterson River with up to 11 artworks, with 50% of those artworks to be commissioned following detailed planning, being undertaken prior to work commencing on other areas of the trails, subject to approved funding in the 2022/23 budget and forward capital program.*
3. *Endorse Option 1 guiding a mixed approach for commissions, with latitude provided to make the Patterson River sculpture trail iconic and responsive to its unique environment, including at least three (3) commissioned, major pieces and three (3) leased sculptures with the support of cultural organisations such as McClelland Gallery and Sculpture Park;*
4. *Endorse that officers initiate a cultural partnership with McClelland Gallery and Sculpture Park to develop a proposal and costings for Option 1 and exceptions as described above to the Patterson River sculpture trail;*
5. *Receive a report in 2022 on the costings and options for installation, including proposed funding in Council's budget to provide for at least one (1) sculpture to be installed at Patterson River by December 2022; and*
6. *Receive a report in 2022 that considers the development and adoption of a Public Art Strategy, and ongoing annual budget for public art across the municipality with scoping including sculpture, projection and visual art.*

The City of Kingston Public Art Policy was adopted in September of 2015 and was due for renewal in 2019. This document no longer supports contemporary public arts practice and is in need of renewal to support a future focused Public Art Program.

There is no collections management policy in place for the management of Kingston cultural assets, including public art.

## **3. Discussion**

### **3.1 Patterson River Art Trail Project update**

Council endorsed Officers to initiate a cultural partnership with McClelland Gallery and Sculpture Park and allocated \$200,000 for the installation of at least one artwork along the Patterson River as part of the 2022/23 budget before December 2022.

Through investigations relating to this project, it has become apparent that the strategic policy and procedural framework for public art needs to be updated before a project of this scale is undertaken by Council to ensure best practice service delivery

Discussions with key stakeholders at Patterson River, (including DEWLP, Parks Victoria and Melbourne Water), have highlighted the need for wider consultation with local residents and the community with relation to the installation of public art

Anecdotally it was communicated that there are resident concerns around obstructed site lines to the Patterson River and the addition of extra lighting which has further highlighted the need for wider community consultation around the project and the overall strategic direction of public art in the municipality

DEWLP is scheduled to launch a master plan survey of the Patterson River to determine the best community outcomes around the use of the region in early to mid-2023

### **3.2 Kingston's Public Art Policy due for review**

Kingston's current Public Art Policy, adopted in September 2015, is no longer reflective of the current complexities and demand for public art within the municipality. Scheduled for review in 2019, this policy review is overdue and needs to be redeveloped to ensure contemporary public art standards. This process will need to include community consultation to provide feedback on the planning and delivery of public art within the municipality

### **3.3 Kingston currently has no Public Art Strategic Placement Plan**

Kingston does not currently have a Public Art Strategic Placement Plan, the creation of this document is essential to ensure the community's expectations and outcomes are met through the inclusion of well-planned and integrated artworks.

Connection to place and the community's focus on art in open spaces was reflected in the 2021 Community Visioning results and requires further community consultation.

The Public Art Strategic Placement Plan will ensure the ability to strategically identify key priority locations (public art zones) across the municipality for public art investment.

As per the November 2021 Notice of Motion, Patterson River would be a priority through this process

### **3.4 There are no existing public art curatorial and commissioning guidelines**

The development of public art curatorial and commissioning guidelines will provide a curatorial framework based on Council strategy and industry best practice to guide the acquisition and collection management of public art. Given the significant financial investment of Council into the Public Art Program, the development of robust and clear processes with relation to acquisition and management of the public art is highly recommended

### **3.5 Item 2 of the November 2021 NOM: Endorse the staged delivery of a series of new interconnected public art trails across Kingston commencing at the Patterson River with up to 11 artworks, with 50% of those artworks to be commissioned following detailed planning, being undertaken prior to work commencing on other**

**areas of the trails, subject to approved funding in the 2022/23 budget and forward capital program.**

This item will be reflected in the Public Art Strategic Placement Plan as a priority pending the broad outcomes of community engagement relating to the site

- 3.6 Item 3 of the November 2021 NOM: Endorse Option 1 guiding a mixed approach for commissions, with latitude provided to make the Patterson River sculpture trail iconic and responsive to its unique environment, including at least three (3) commissioned, major pieces and three (3) leased sculptures with the support of cultural organisations such as McClelland Gallery and Sculpture Park;**

This item will be reflected in the Public Art Strategic Placement Plan as a priority pending the broad outcomes of community engagement relating to the site. The approach for commissioning and acquiring public art will be managed through the public art curatorial and commissioning guidelines

- 3.7 Item 4 of the November 2021 NOM: Endorse officers to initiate a cultural partnership with McClelland Gallery and Sculpture Park to develop a proposal and costings for Option 1 and exceptions as described above to the Patterson River sculpture trail;**

This item will be reflected in the public art curatorial and commissioning guidelines. As indicated Patterson River will be included as a priority in the Public Art Strategic Placement Plan

- 3.8 Item 5 of the November 2021 NOM: Receive a report in 2022 on the costings and options for installation, including proposed funding in Council's budget to provide for at least one (1) sculpture to be installed at Patterson River by December 2022;**

This item will be reflected in the Public Art Strategic Placement Plan. Due to this proposed strategic work the December 2022 deadline will not be met

- 3.9 Item 6 of the November 2021 NOM: Receive a report in 2022 that considers the development and adoption of a Public Art Strategy, and ongoing annual budget for public art across the municipality with scoping including sculpture, projection and visual art;**

This item will be reflected in the renewed Public Art Policy

## **4. Consultation**

### **4.1 Internal Consultation**

There are several teams within Council that currently value and include public art as part of their project envelopes. Internal consultation will be undertaken with a view to providing a consistent all of Council approach to the commissioning and management of public art projects and outcomes

#### **4.2 External Consultation**

In line with Council's adopted Community Engagement Policy, Council is required to consult with community in the event of new, or changes to, adopted Council policies and/or strategies

A community engagement plan will be developed for the Public Art Policy and Public Art Strategic Placement Plan

### **5. Compliance Checklist**

#### **5.1 Council Plan Alignment**

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

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

#### **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.

#### **5.3 Financial Considerations**

##### **Projected costings**

Yr1	Yr2	Yr3	Yr4	Y5	Y6	Y7	Y8	Y9	Y10	Total 10 Yr Cost
200k (Patterson River Art Trail), \$460k (2% for Public Art)	\$200k (Patterson River Art Trail, \$TBA (2% for Public Art)	\$TBA (2% for Public Art)	\$TBA (2% for Public Art)	\$TBA (2% for Public Art)						\$TBA

##### **Budget**

Council has allocated \$200,000 in the 22/23 & 23/24 Financial Year budgets for installation of public artworks along the Patterson River

As per the 10 November 2021 NOM (10.3, item 1) 2% of the City of Kingston Capital Works budget for Open Space and Building Projects over the value of \$1,000,000 has provided a \$460,000 allocation for the 22/23 Financial Year. Any unexpended funds due to the strategic work being proposed from this allocation will be carried into the 23/24 financial year

Future percent approval for Public Art allocations are yet to be determined. According to the November 2021 NOM this allocation process will continue for the next 5 years (including the 22/23 Financial Year)

**Staff Resources**

1 EFT with administration and contractor support will be required to deliver the current public art project load and the development of strategic documents. This resource will be included in a review of the current staffing structure of the Arts and Cultural Services Team.

**5.4 Risk considerations**

Through extensive community consultation with key stakeholders around public art implementation, approaches and priorities, Council can mitigate the key risk of public backlash or displeasure with Council's placement and delivery of artworks within the municipality.

Through the development of a best practice public art acquisition framework Council will increase its ability through project controls to ensure safe, engaged, and high-quality public art outcomes.

Author/s: Simon Doyle, Manager Arts, Events and Libraries  
Reviewed and Approved By: Sally Jones, General Manager Community Strengthening

# Ordinary Council Meeting

24 October 2022

Agenda Item No: 9.3

## DRAFT 2022-2026 KINGSTON YOUTH STRATEGY

Contact Officer: Zorica Djuric, Youth Participation and Development Officer  
Tanya Marques, Team Leader Youth Services

### Purpose of Report

The purpose of this report is to seek endorsement of the draft 2022-2026 Kingston Youth Strategy and 2022-2023 Action and Evaluation Plan before seeking public comment and feedback.

This report is an overview of the Strategy that will provide Council with a youth participation framework and key priority areas of service delivery over the next four years. The Strategy considers 947 voices from our community that was collected between February and May 2022.

### 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. Proceed to community consultation on the draft 2022 – 2026 Kingston Youth Strategy, Action Plan and Evaluation Plan; and
2. Receive a further report at the December Council Meeting to consider adoption.

## 1. Executive Summary

A draft Kingston Youth Strategy has been developed based on research and community consultation, which has informed the Strategy's themes, priority areas, key directions and actions.

The draft Strategy outlines how Kingston City Council will support, acknowledge, connect young people to their community and prepare our young people (12-25 years) for the future. The strategy will guide the design and delivery of youth services provided by Council.

Officers are seeking endorsement of the draft Kingston Youth Strategy and Action and Evaluation Plan before seeking public comment and feedback. Please refer to *Attachment 1: 2022-2026 Draft Kingston Youth Strategy* and *Attachment 2: 2022-2023 Action and Evaluation Plan*.

## 2. Background

Council has traditionally had a youth strategy in place to guide planning and service delivery, and to inform service responses by other organisations within the municipality. The current strategy's term has expired and provides an opportunity to review the current strategy considering new research, emerging trends and community need.

Some key statistics about young people in Kingston drawn from several sources including population data, research and a survey carried out while developing the new Strategy include:

- **Many of Kingston's 159,567 residents are young people.** In 2021, **22,533** (over 14%) of residents are young people aged 12 to 24 years (<https://profile.id.com.au/kingston/service-age-groups>).
- **27,137 households in Kingston have children.** In 2021, 33% of households comprise couples with children and around 11% are one parent families. (<https://profile.id.com.au/kingston/households>).
- **70% of young people reported** mental health as an important issue impacting young people (2022 Kingston Youth Strategy Survey).
- Rates of mental ill-health can be high or very high for **LGBTIQA+ young people** when compared with the general population, particularly in the areas of psychological distress and suicidal ideation for young people aged 16 to 17 years (*Writing Themselves In 4, Hill et al., 2021*)
- Coronavirus restrictions impacted the health and wellbeing of **young people aged 15 to 29 years**. Psychological distress was prevalent, **29%** experienced severe or extremely severe symptoms of depression, **27%** of anxiety, and **18%** of stress (*Young people coping with coronavirus: interim report, VicHealth, 2020*)
- **37% of young people identified** physical health as an important issue impacting young people (2022 Kingston Youth Strategy Survey).
- **34% of young people said** body image is an important issue impacting young people (2022 Kingston Youth Strategy Survey).
- **33% of young people reported** bullying as an important issue impacting young people (2022 Kingston Youth Strategy Survey).
- **26% of young people reported** they are responsible for caring for other people (2022 Kingston Youth Strategy Survey).
- **Top 5 issues for young people recognised by parents and carers:** mental health, body image, coping with stress, physical health, and lack of positive self-esteem and confidence (2022 Kingston Youth Strategy Survey).
- **Top 5 issues for young people recognised by Education and service providers:** mental health, relationships (parents, family, friends), physical health, family violence, lack of positive self-esteem and confidence (2022 Kingston Youth Strategy Survey).

The new four-year Strategy is informed by consultation with young people, parents, service providers and educators, a thorough data analysis, and a literature review including current policy context and research.

### 3. Discussion

#### 3.1 Priority areas

Four priority areas for actions were identified:

##### 1. Supported

Wellbeing and resilience are drawn from positive experiences and qualities that assist young people to becoming caring, responsible, and productive adults. We want to support young people, so they feel confident and equipped to face the challenges that come their way.

Actions proposed for Youth Services include:

- providing more targeted resources and information nights for parents, carers and educators,
- using social media to encourage positive choices,



- creating new pathways to access support and
- introducing a regular drop-in session at Platform 81.

**2. Acknowledged**

Young people in Kingston are “creative, resilient, adaptable, enthusiastic, and kind”. These are the themes that emerged from educators and service providers when asked what is great about young people. Many young people have a social conscience, are positive, inclusive, and accepting. We want to create an environment where young people feel welcome and their individuality and contributions are acknowledged, valued, and celebrated.

Key directions and actions for Youth Services include:

- continuing to provide and create new spaces to build social connections,
- facilitating youth leadership and consultation including exploring external partnerships such as Hawks Community Foundation,
- promoting the achievements and impact of young people and encouraging inclusion.

**3. Connected**

Young people benefit from having positive connections with their family, at school and within the community. Young people told us they want to feel empowered. We want to create an environment where young people feel safe, engaged and heard.

Actions proposed for Youth Services include:

- partnering internally and externally to increase visibility in the community,
- ensuring young people have a genuine voice and input with programs and services, and
- increasing our engagement with young people aged 18-25 years.

**4. Prepared**

Young people experience many significant changes and transitions including commencing Year 7, leaving school, starting work and becoming an independent young adult. We want to create an environment where young people feel optimistic, hopeful, and confident to take the next step and understand what that might look like.

Key directions and actions for youth services include:

- delivering work ready and financial literacy workshops,
- providing fully funded accredited training and
- expanding youth volunteering opportunities.

**3.2 Key directions and actions**

Kingston Youth Services has developed a draft 2022-23 Action and Evaluation Plan. Please refer to *Attachment 2: 2022-2023 Action and Evaluation Plan* for a full scope of activities that will be delivered supporting the draft Strategy. The draft Action and Evaluation Plan will provide new opportunities for young people to engage with Council’s Youth Services team and outlines relevant programs, events, services and networks that young people and the community can access.

The draft Action and Evaluation Plan outlines Council’s commitment to hearing from and collaborating with young people. The Youth Services team will oversee and coordinate the implementation of the key directions and actions. Youth Services will monitor, and report progress made on an annual basis.

## **4. Consultation**

### **4.1 Internal Consultation:**

The draft Youth Strategy and Action Plan provides greater scope to work more intentionally with Council's internal departments. Kingston Youth Services works closely with:

- Active Kingston
- Arts, Events and Libraries
- Communications and Engagement
- Economy and Innovation
- Governance
- Inclusive Communities

New opportunities have recently emerged to work with Open Space following a recent consultation that took place with Youth Advisory Committee (18-25 Years). Key findings from the Youth Strategy consultation will be fed into the review of the Open Space Strategy.

### **4.2 Community Consultation:**

*Refer to Attachment 3 for the Youth Strategy Consultation Summary Report*

Group	Method
<b>Key Stakeholders</b>	<u>Schools with greatest scope of engagement</u> (engagement with young people and educators)
Young people	- Kilbreda College
Parents / carers	- Mentone Girls Secondary
Educators and Service Providers	- Mentone Girls Grammar
	- Mentone Grammar
	- Mordialloc College
	- Westall Secondary
	<u>Community sources for engaging young people:</u>
	- BGKLLN Industry Expo
	- Le Page Park Master Plan Community Consultation session
	- Kingston Youth Services participants across support and programs
	- Skate of Mind community event
	<u>Parents and Carers:</u>
	- Junior Mayor Elections
	- Parent Information Nights (2 sessions offered by Kingston Youth Services)
	- Service providers via existing networks
	- Schools listed above
	<u>Key Networks (in person and online):</u>
	- Kingston Youth Services newsletter database
	- Headspace Elsternwick/Bentleigh Consortium
	- L2P Steering Committee
	- Bayside, Glen Eira, Kingston Youth Network
	- Local Organisations, sporting clubs (internal Youth Services contact list) - 130+ contacts (database)

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

Group	Method
	<ul style="list-style-type: none"> <li>- Sport and recreational newsletter (Other Council Department database)</li> <li>- Student Wellbeing Network</li> <li>- School Focused Youth Service Network (database)</li> </ul>
<b>General community</b>	<p><u>Schools provided with information:</u></p> <ul style="list-style-type: none"> <li>- Cheltenham Secondary College</li> <li>- Heatherton Christian College</li> <li>- Oakwood School</li> <li>- Parkdale Secondary College</li> <li>- Patterson River Secondary College</li> <li>- St Bede's College</li> <li>- Holmesglen TAFE</li> </ul> <p><u>Online:</u></p> <ul style="list-style-type: none"> <li>- Your Kingston Your Say</li> <li>- School Newsletters (multiple databases)</li> <li>- Social Media – both Kingston Youth Services platforms and Kingston Council platforms</li> </ul>
<b>Advisory Committees</b>	<ul style="list-style-type: none"> <li>- Youth Advisory Committee (12-17 years)</li> <li>- Youth Advisory Committee (18-25 years)</li> </ul>
<b>Targeted groups</b>	<ul style="list-style-type: none"> <li>- Additional consultation took place at Westall Secondary College to engage multicultural youth voices.</li> <li>- Key contacts at Derrimut Wheelam Gathering Place were utilised to engage Aboriginal and Torres Strait Islander people.</li> </ul>

### 4.3 Results/Findings:

A total of 947 people participated and provided feedback via three online surveys:

#### Young people survey (830 responses)

- 77% live, 58% study, 27% play or socialise, and 9% work in Kingston
- 58% Girl/Woman, 34% Boy/Man, 4% Non-binary, 3% Prefer not to say, 2% Prefer to self-identify
- 93% aged 12 to 17 years, 7% aged 18 and 25 years
- 28% speak a language other than English with family or community
- 26% have responsibility for caring for other people
- 19% identify as same sex attracted/ intersex/ gender diverse or questioning
- 7% identify as a person with a disability
- 4% identify as Aboriginal and/or Torres Strait Islander

#### Parents/carers survey (49 responses)

- 80% live, 27% socialise, 18% work, 14% study, and 10% volunteer in Kingston
- 69% Woman, 31% Man
- 20% speak a language other than English with family or community (German, Hindi, Hindi Marathi, Italian, and Samoan)

#### Education and service providers survey (68 responses)

#### *Representation of educators and service providers (final responses)*

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

- Alfred Health - Headspace HYEEP
- Aspendale Gardens Community Centre
- Aspendale Gardens Primary School
- Aspendale Primary
- Bayside City Council
- Beaumaris Secondary College
- Berendale School
- Carrum Primary School
- Chelsea Heights Primary School
- Chelsea Primary School
- Christ Church Dingley
- Derrimut Weelam Gathering Place
- headspace
- Heatherton Christian College
- Highett Youth Club
- St Andrews Calisthenics
- Kingston Heath Primary School
- Kingston City Council
- Le Page Primary School
- Le Page Tennis
- Mentone Park
- Mentone Girls Secondary College
- Mentone Grammar
- Mission Australia
- Moorabbin Primary School
- Mordialloc Beach Primary
- Mordialloc Secondary College
- Neami YRR Moorabbin
- Our Lady of the Assumption
- Outlook Employment/ Jobs Victoria
- Parkdale Primary School
- Patterson Lakes Primary School
- Southmoor Primary School
- St Joseph's
- St Louis de Montforts Primary School
- St Patricks Mentone
- Victoria Police
- Waves Leisure Centre
- Westall Secondary College
- Yet Kieu Sea Scouts

**Youth Advisory Committee**

A deliberative consultation for the draft 2022-26 Kingston Youth Strategy including a discussion on key directions and actions was held on Thursday 21 July 2022 for Youth Advisory Committee (18-25 years) and Thursday 28 July 2022 for Youth Advisory Committee (12-17 years).

The consultation provided an opportunity to show young people the key findings, hold a discussion on the proposed key directions and actions and seek feedback from young

people. Key discussions were held and records of these discussions can be found on HPE references: 22/251440 and 22/251510.

The young people provided great insight into the use of language and provided input into identifying approaches in which Officers could engage with young people to address key actions. Suggested language and engagement strategies have been incorporated in the draft Strategy and Action and Evaluation Plan.

## **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: Prioritise our community's mental wellbeing

The draft Youth Strategy and action plan links directly to Council's strategic objective 4.1, in particular strategic indicator 48 measuring satisfaction with Kingston's youth services support and counselling.

### **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 development of the draft Strategy and Action and Evaluation Plan provides an opportunity for Council to publicly demonstrate its support for young people and the services and programs available to young people and the wider community.

### **5.3 Financial Considerations**

#### **Budget**

The Strategy actions will be implemented within current budget allocations.

Kingston Youth Services was successful in securing three years of funding from the Minister for Multicultural Affairs, Community Sport and Youth through the Department of Families, Fairness and Housing. City of Kingston received a grant of \$105,000 through the FReeZA 2022-2024 program and \$135,000 through Engage! 2022-2024. Both State programs are designed to offer young people 12-25years, skill development, mentoring, training and youth-led activities and events across the municipality.

FReeZA and Kingston Youth Services have received its first funding boost in over a decade. Engage! was highly competitive and our organisation's application demonstrated strong alignment with program objectives to meet the needs of young Victorians and provide them opportunities to engage and contribute within the Kingston community.

Kingston Youth Services received a \$2,000 grant to assist in activating a month-long of celebrations as part of the Victorian Youth Festival.

Any further external funding opportunities will be pursued to strengthen service delivery where appropriate throughout the delivery and commitment to this strategy.

#### **Staff Resources**

Kingston Youth Service comprises of the following structure that will be responsible for delivering the services, programs and activities identified in the draft Strategy and action plan:

- Team Leader: 1.0 FTE
- Youth Work team (including Youth Work Coordinator): 5.0 FTE
- Youth Engagement Officers (casuals)

- Youth Participation and Development Officer: 1.0 FTE
- Youth and Family Counsellors: 1.0 FTE (comprising of two part time psychologists)

#### **5.4 Risk considerations**

The draft Strategy and Action and Evaluation Plan has taken into consideration changes in the legislative and regulatory context for youth service provision, in particular newly revised Child Safe Standards in Victoria and the implementation of the Gender Impact Assessment framework when implementing new programs and services.

### **Appendices**

Appendix 1 - Draft 2022-2026 Kingston Youth Strategy - 2022.09.02 (Ref 22/252312) [↓](#)

Appendix 2 - 2022-23 Action and Evaluation Plan - Youth Strategy - Youth Services - 2022.09.02 (Ref 22/252315) [↓](#)

Appendix 3 - Youth Strategy Consultation Summary Report 2022 (Ref 22/291264) [↓](#)

Author/s: Zorica Djuric, Youth Participation and Development Officer  
Tanya Marques, Team Leader Youth Services

Reviewed and Approved By: Tiffany Smith, Acting Manager Family Youth and Children's Services  
Sally Jones, General Manager Community Strengthening

## 9.3

### **DRAFT 2022-2026 KINGSTON YOUTH STRATEGY**

<b>1</b>	<b>Draft 2022-2026 Kingston Youth Strategy - 2022.09.02 .....</b>	<b>103</b>
<b>2</b>	<b>2022-23 Action and Evaluation Plan - Youth Strategy - Youth Services - 2022.09.02.....</b>	<b>131</b>
<b>3</b>	<b>Youth Strategy Consultation Summary Report 2022 .....</b>	<b>167</b>

# 2022-2026 Kingston Youth Strategy

Supported | Acknowledged | Connected | Prepared

Draft September 2022

*community inspired leadership*







## Aboriginal Acknowledgement

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.

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## Mayor's Foreword

It is with great pleasure that I present our new Youth Strategy for 2022-2026. This document is a strategic plan for the City of Kingston to support, empower and advocate on behalf of young people aged 12 to 25 years in Kingston.

This Strategy was developed with young people and for young people because

- the process empowers young people to actively shape the future of their City;
- young people possess unique ideas and lived experiences that may differ greatly to adults; and
- youth participation creates important partnerships between Council and young people where we better understand and learn from each other

From the many youth voices who shared their ideas and opinions during the surveying and consultation program, common themes emerged. These themes were reinforced in the views shared by parents/carers and representatives of our schools and youth services organisations.

### **The four priority areas are:**

1. Supported
2. Acknowledged
3. Connected
4. Prepared

This Strategy shows Council's commitment to support our young people to achieve their goals and aspirations. It prioritises programs, services and initiatives that support youth mental health, resilience, empowerment, and voice.

I would like to thank the 830 young people, 49 parents/carers, and 68 education and youth services providers who contributed their thoughts, concerns and ideas that have informed the development of this Strategy. Thanks also to Council's Youth Advisory Committees members who reviewed the community feedback, deliberated priorities, and assisted with the development of this Strategy.

**Cr Steve Staikos**  
**Mayor**  
**2022**

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## Our mission, commitment and approach to youth participation

### Our Mission

*"Here for young people"*

### Our commitment to young people

Kingston Youth Services is committed to ensuring when we deliver our services and programs that we:

- Provide support where needed;
- Create meaningful opportunities for participation;
- Foster independence and prepare young people for their future; and
- Acknowledge that young people come with their own aspirations.

### Our approach to genuine youth participation

Council's Youth Participation Framework (*Appendix 1*) outlines the commitment of Kingston Youth Services to the practice and principles of genuine youth participation. Youth participation has been articulated as a right in the United Nations Rights of the Child (*Source: Articles 12 to 14*) and identified as empowering to young people under Child Safe Standard 3 (*Source: Commission for children and young people*)

"Embedding the voices of children and young people in council planning yields many benefits for council. By empowering children and young people to contribute their experiences and ideas in meaningful ways, councils gain unique perspectives and benefit from new ideas coming directly from people who use council services and facilities" (*Source: VicHealth Local Government Partnership*)

Kingston Youth Services supports young people's right to be involved in decisions that affect them. We feel young people have the right to represent their own interests in decision making. This includes individual care planning and goal setting, program design and evaluation and strategic planning. Youth participation benefits both young people and our organisation.

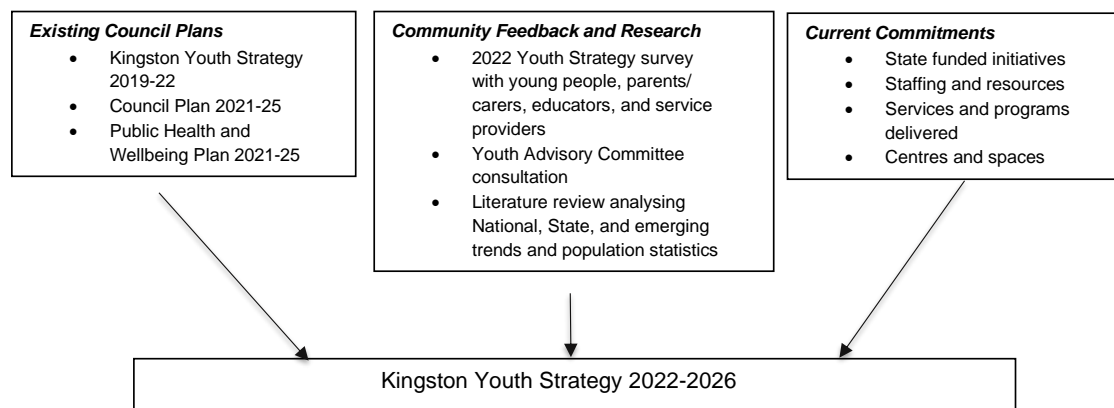
*For further information about our approach please see Appendix 1.*

## Overview of key inputs for this Strategy

### Inputs and Priorities

When determining priorities for the 2022-2026 Youth Strategy, several inputs were considered as shown below. This approach aimed to ensure the Strategy would align with existing organisational plans and current research, honour existing commitments, and encourage community ownership. *For more details, see Appendix 2: Background Information*

**Diagram 1: Key Inputs**



Subsequently, four priority areas were identified:

1. Supported
2. Acknowledged
3. Connected
4. Prepared

*Priority areas discussed in further details commencing at page 8.*

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## Some statistics about young people in Kingston

### Key Statistics

- **Many of Kingston's 159,567 residents are young people.** In 2021, **22,533** (and over 14% of) residents are young people aged 12 to 24 years (<https://profile.id.com.au/kingston/service-age-groups>).
- **27,137 households in Kingston have children.** In 2021, 33% of households comprise couples with children and around 11% are one parent families. (<https://profile.id.com.au/kingston/households>).
- **70% of young people reported** mental health is an important issue impacting young people (2022 Kingston Youth Strategy Survey).
- **37% of young people identified** physical health is an important issue impacting young people (2022 Kingston Youth Strategy Survey).
- **34% of young people said** body image is an important issue impacting young people (2022 Kingston Youth Strategy Survey).
- **33% of young people reported** bullying is an important issue impacting young people (2022 Kingston Youth Strategy Survey).
- **26% of young people reported** they are responsible for caring for other people (2022 Kingston Youth Strategy Survey).
- **Top 5 issues for young people recognised by parents and carers:** mental health, body image, coping with stress, physical health, and lack of positive self-esteem and confidence (2022 Kingston Youth Strategy Survey).
- **Top 5 issues for young people recognised by Education and service providers:** mental health, relationships (parents, family, friends), physical health, family violence, lack of positive self-esteem and confidence (2022 Kingston Youth Strategy Survey).

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## Priorities, key directions and actions

### Our plan

These priorities and underpinning key directions aim to address the challenges facing our young people. To achieve these objectives, we will review and refine our existing commitment to services, programs, spaces and activities. We will also partner with education providers, youth support agencies, community organisations, parents and carers to enhance greater outcomes for young people.

A supporting Action Plan will set out the annual program of youth programs, services, initiatives and activities to track our progress against each key direction. Outcomes will be reported at the end of each financial year.

The following information is presented for each of the four priorities:

- high level description
- snapshot of what young people, parents and carers, educators and youth services organisations have said
- key points from research around Australia
- key directions and actions for Kingston Youth Services

### Four Priority Areas

1. Supported
2. Acknowledged
3. Connected
4. Prepared

## PRIORITY 1:

### Kingston's young people are supported

Feeling supported is integral to good physical and mental health, youth resilience and a quality life. It is important that young people feel supported and can access support in a way, and at a time, that works for them. Wellbeing and resilience are drawn from positive experiences and qualities that assist young people to becoming caring, responsible, and productive adults. We want to support young people, so they feel confident and equipped to face the challenges that come their way. We want to create an environment where young people, parents and carers can readily access quality mental health support and resources, as well as reputable youth services and information when needed.

#### What our young people told us

Findings from the 2017 Resilience Survey for secondary students showed that some young people could strengthen their health and resilience in several areas:

- **70%** reported mental health is an important issue
- **37%** reported physical health is an important issue
- **34%** reported body image is an important issue
- **24%** reported lack of positive self-esteem and confidence is an important issue
- **23%** reported coping with stress is an important issue

#### In the consultation for this Strategy we heard

- *"A lot of people suffer with mental health and don't get the help they need"* - **Young person aged 17**
- *"Myself and several people I know struggle with mental health and support can be hard to access"* - **Young person aged 18**
- *"Confidence and self-esteem are key to addressing so many other issues"* - **Educator/Service Provider**
- *"Physical health links to your overall health and wellbeing. It builds positive attitudes, healthy habits and builds resilience both physically and mentally"* - **Educator/Service Provider**
- *"Mental health services for the youth are critical for the individual and the community"* - **Parent/Carer**

#### What the research says

Research from around Australia highlights the importance of good youth mental health and resilience as well as health challenges and impacts relating to COVID-19 restrictions:

- The National vision is to support young people to navigate life's challenges and be engaged and active citizens who productively contribute to society. Young Australians have been among the hardest hit by the COVID-19 pandemic, with significant disruptions to their education, major life events, family, and social interactions. A priority area identified in the youth consultation is health and wellbeing (*Department of Health and Aged Care, 2021*)
- The VicHealth vision is a place where no young person is denied a future that is healthy. Victoria will have vibrant communities where young people and children are connected, active, enjoy nutritious food and feel great (*VicHealth, 2022*)
- Rates of mental ill-health can be high or very high for LGBTQA+ young people when compared with the general population, particularly in the areas of psychological distress and suicidal ideation for young people aged 16 to 17 years (*Hill et al., 2021*)

CITY OF KINGSTON • PAGE 9



- Coronavirus restrictions impacted the health and wellbeing of young people aged 15 to 29 years. Psychological distress was prevalent, 29% experienced severe or extremely severe symptoms of depression, 27% of anxiety, and 18% of stress (*VicHealth, 2020*)
- A heavy burden of youth mental health is falling onto schools. Schools must have adequate wellbeing staff, but better local service provision is also needed, from prevention to tertiary intervention (*Youth Affairs Council Victoria, 2018*)

#### Key directions and actions for Kingston Youth Services

Key directions	Actions
<b>1.1 Young people are supported when facing a set-back</b>	<ul style="list-style-type: none"> <li>• <b>Providing more targeted resources and information nights:</b> Providing further information and support to raise the awareness for parents, carers and educators about current issues affecting young people in Kingston.</li> <li>• <b>Continue to provide a free counselling and youth work support service:</b> Providing access to short-term youth work support and access to medium/long-term counselling at no cost to young people.</li> </ul>
<b>1.2 Partnering with organisations and sporting clubs to enhance wellbeing opportunities for young people.</b>	<ul style="list-style-type: none"> <li>• <b>Creating new pathways to accessing support:</b> Leveraging existing and new partnership opportunities to strengthen young people's access to support and advice.</li> <li>• <b>Providing further opportunities to support sporting and recreational clubs:</b> Providing access to information talks and programs to meet the needs of young people.</li> </ul>
<b>1.3 Young people have access to mental health support and resources in times that are challenging or stressful</b>	<ul style="list-style-type: none"> <li>• <b>Increasing understanding and awareness of mental health:</b> Strengthening partnerships with schools, community agencies and sporting clubs to raise awareness of mental health, stress, anxiety and body image issues and reduce the stigma around seeking support.</li> <li>• <b>Provide regular drop-in sessions at Platform 81:</b> Providing a regular point of contact for young people seeking information and services.</li> </ul>
<b>1.4 Young people and their families have easy access to youth-related information and resources</b>	<ul style="list-style-type: none"> <li>• <b>Using social media to encourage positive choices:</b> Regularly providing information to young people about emerging health and wellbeing issues.</li> <li>• <b>Strengthening our online and social media presence:</b> Increasing and improving Youth Services' online and social media presence (i.e., Facebook, Instagram and emerging platforms). Establishing a profile for young people and adults supporting young people to locate credible youth-related facts, tips and resources.</li> <li>• <b>Enhancing and expanding the Kingston Youth Services website:</b> Reviewing and improving the capacity and user-friendliness of the Kingston Youth Services website, ensuring mental health resources and information is current and relevant.</li> </ul>

## PRIORITY 2:

### Kingston's young people are acknowledged

Young people in Kingston are “*creative, resilient, adaptable, enthusiastic, and kind*”. These are the themes that emerged from educators and service providers when asked what is great about young people. Many young people have a social conscience, are positive, inclusive, and accepting. We want to create an environment where young people feel welcome and their individuality and contributions are acknowledged, valued, and celebrated.

#### What our young people told us

Findings from the 2022 Youth Strategy Survey for young people aged 12 to 25 years showed some young people are participating, but this could be increased:

- **24%** reported discrimination (racism, sexism, homophobia, transphobia, ableism) is an important issue
- **8%** reported disability/inclusion is an important issue
- **6%** reported access to recreational activities is an important issue

#### In the consultation for this Strategy we heard

- “*Discrimination affects a lot of people negatively and I believe we should put more effort to make people feel included*” - **Young person aged 16**
- “*We should be celebrating difference and the unique people in our community; we need different voices and perspectives to create a better society*” - **Young person aged 23**
- “*Recreational activities are important to the community and can make the community more vibrant. It's good to get out of the house and be part of the community*” - **Young person aged 22**
- “*Young people who are marginalized do not feel safe at schools and our community. We need more programs to teach young people about diversity. Most of the young people I work with experience some forms of discrimination or bullying. This contributes to poor mental health*” - **Educator/Service Provider**
- “*Disability support and inclusion can help community*” **Educator/Service Provider**

#### What the research says

Research from around Australia highlights the importance of inclusion and young people being accepted, valued, recognised, acknowledged, and celebrated.

- A priority area identified in the youth consultation for the National Youth Policy Framework is youth empowerment and engagement (*Department of Health and Aged Care, 2021*)
- 63% of LGBTIQA+ survey respondents had accessed an in-person professional counselling or support service, 21% had accessed a professional text or webchat support service, and 13% had accessed a professional telephone support service in their lifetime. Overall, 63% of participants who accessed an LGBTIQA+-specific service reported that it had made the situation ‘better/ much better’ (*Hill et al., 2021*)
- Victorian Youth Week is a week-long celebration of young people aged 12 to 25 years that takes place annually. The week provides young people with an opportunity to express their ideas and views, and act on issues that affect their lives. It also celebrates the positive contributions that young people make to their communities (*Youth Central, 2022*)

- Children and young people are active members of communities and experts in their own lives. All children and young people should have a voice in identifying problems and finding solutions that impact their health and wellbeing. By empowering children and young people to contribute their experiences and ideas in meaningful ways, Councils gain unique perspectives and new ideas directly from people who use services and facilities and ultimately more efficient, democratic decision-making (*VicHealth, 2021*)

#### Key directions and actions for Kingston Youth Services

Key directions	Actions
<b>2.1 Young people feel welcome and accepted</b>	<ul style="list-style-type: none"> <li>• <b>Encouraging inclusion:</b> Providing youth events and programs that meet the needs of our diverse community. Encouraging young people to participate in planning and delivery of activities and events.</li> <li>• <b>Providing places and spaces to socialise and build social connections:</b> Exploring new ways that young people can socialise, participate in hobbies/activities and be comfortable with their uniqueness and diversity.</li> <li>• <b>Ensuring youth friendly service provision:</b> Working with young people to ensure Kingston Youth Services continues to be welcoming and easy to reach.</li> </ul>
<b>2.2 The efforts and contributions of young people are recognised and rewarded</b>	<ul style="list-style-type: none"> <li>• <b>Celebrating young people's talents, achievements and contributions:</b> Delivering a series of events which celebrates the talents, achievements and contributions of young people in our local community.</li> <li>• <b>Showcasing positive stories about young people through media channels:</b> Using new and current media channels to regularly share a variety of stories about the efforts and journeys of young people.</li> <li>• <b>Facilitating youth leadership and consultation:</b> Ensure that young people have a genuine voice and contribution when participating in Kingston Youth Services leadership programs and consultation processes.</li> </ul>
<b>2.3 Young people are valued and acknowledged in their community</b>	<ul style="list-style-type: none"> <li>• <b>Promoting the achievements and impact of young people:</b> Highlighting the valuable impact of young people's contributions across programs and services.</li> </ul>

### PRIORITY 3:

#### Kingston's young people are connected

Being connected and having a sense of belonging is important to overall resilience, mental health, and well-being. Young people benefit from having positive experiences with their family, at school, within the community and online. Young people told us they want to feel empowered. They want to feel safe and supported to get involved. We want to create an environment where young people feel safe and engaged and heard.

#### What our young people told us

Findings from the 2022 Youth Strategy Survey for young people aged 12 to 25 years showed some young people are feeling connected, safe, and involved, although this could be increased:

- **33%** reported bullying is an important issue
- **27%** reported relationships (parents, family, friends) is an important issue
- **15%** reported environment and climate change is an important issue
- **10%** reported personal safety in public spaces is an important issue
- **9%** reported loneliness and social connection is an important issue
- **5%** reported online technologies (social media) is an important issue
- **3%** reported identity and connection to culture is an important issue

#### In the consultation for this Strategy we heard

- *"Bullying is not okay, and I experience it and I don't want people to go through it"* - **Young person aged 12**
- *"I like having trust and relationships with family"* - **Young person aged 14**
- *"If young people don't have a safe home life they can't be expected to concentrate at events like school"* - **Educator/Service Provider**
- *"Loneliness has been a huge issue during COVID. Helping people feel more connected in hugely protective of their overall health and happiness levels"* - **Educator/Service Provider**
- *"The positive relationships that a child grows up in impacts their whole life and vice versa if it's negative"* - **Parent/Carer**

#### What the research says

Recent research from around Australia on young people focuses on student engagement and wellbeing as well as the safety and protection of children, young people, and families.

- Two priority areas identified in the youth consultation for the National Youth Policy Framework are Opportunity and security and Safety, inclusion, respect, and acceptance (*Department of Health and Aged Care, 2021*)
- Every school in Victoria is required to have a student engagement policy (*State of Victoria, 2021*)
- The Local Government Partnership Model aims to address local factors directly affecting the daily lives of children and young people. Children and young people aged 0 to 25 years are more vulnerable to inadequacies in the food system, have inadequate access to suitable physical activity opportunities, and have inadequate exposure to suitable social and physical environments which support social connection. This Model emphasises building capacity within councils to authentically

engage and use systems thinking approaches to guide the development, prioritisation, and implementation of actions (*VicHealth, 2021*)

- Coronavirus restrictions impacted the health and wellbeing of Australian young people aged 15 to 29 years between April and July 2020. While social media was used to stay connected, 68% felt they were using too much social media. Many young people described feeling lonely and 37% disagreed with the statement, "I feel connected with others." Young people aged 15 to 19 years and non-binary gender participants reported the highest average loneliness scores (*VicHealth, 2020*)
- There is a National plan supported by action plans to achieve a significant and sustained reduction in violence against women and their children (*Commonwealth of Australia [Department of Social Services], 2016*).

#### Key directions and actions for Kingston Youth Services

Key directions	Actions
<b>3.1 Young people feel safe, connected and a sense of belonging</b>	<ul style="list-style-type: none"> <li>• <b>Ensuring young people have a genuine voice and input:</b> Providing opportunities for young people to have direct input into Council plans, programs and services and ensuring that youth participation principles are applied.</li> </ul>
<b>3.2 Young people have multiple points of access</b>	<ul style="list-style-type: none"> <li>• <b>Partnering with others to increase visibility in the community:</b> Increasing outreach efforts, having a visible presence at Council events, partnering and co-branding youth events and communicating via school and community newsletters.</li> </ul>
<b>3.3 Young people are involved and have a voice in local matters that affect them</b>	<ul style="list-style-type: none"> <li>• <b>Partnering with teams across Council departments:</b> Having a visible presence in the community and building organisational capacity to consistently access and engage with young people.</li> <li>• <b>Increasing our engagement with young people aged 18 to 25:</b> Increased efforts in understanding the needs of 18-25 year old and providing additional services.</li> </ul>

## PRIORITY 4:

### Kingston's young people are prepared

Many young people told us they feel unsure about the future which can lead to feelings of anxiety and stress. Young people experience many significant changes and transitions including commencing Year 7, the next step after VCE/VCAL (Year 13), starting work, and becoming an independent young adult. We want to create an environment where young people feel optimistic, hopeful, and confident to take the next step and understand what that might look like.

#### What our young people told us

Findings from the 2022 Youth Strategy Survey for young people aged 12 to 25 years showed some young people have concerns about their current and future situations, and there are some areas where support could be increased:

- **19%** reported education and training is an important issue
- **17%** reported COVID-19 is an important issue
- **14%** reported homelessness and housing is an important issue
- **10%** reported finances and money is an important issue
- **8%** reported employment is an important issue
- **7%** reported public transport is an important issue

#### In the consultation for this Strategy we heard

- *"My future depends on employment, and it is important to me"* - **Young person aged 16**
- *"We're not really given any training as to how to deal with our personal finances, so they seem a bit overwhelming"* **Young person aged 21**
- *"Education and training are the core foundation for growth and development of youth"* – **Parent/Carer**
- *"Everyone deserves an education or to be trained in an area they are interested in"* – **Education/Service provider**
- *"School is where young people spend most of their time"* – **Education/Service provider**

#### What the research says

Recent research from around Australia on young people focuses on being prepared for, and having support to navigate pathways, to work and independent living.

- A priority area identified in the youth consultation for the National Youth Policy Framework is navigating the system (*Department of Health and Aged Care, 2021*)
- Decision makers need to better understand the specific experiences, challenges and barriers faced by young people from migrant and refugee backgrounds (*Centre for Multicultural Youth, 2021*)
- Looking to the future of flexible work and impact of COVID-19, four pillars of good work have been identified for young people: Access and inclusion; Protection and wellbeing; Quality and control; and Growth and development (*Foundation for Young Australians, 2020*)
- In 2019-20, three of the main reasons young people aged 15–24 sought assistance from specialist homelessness services were housing crisis (17%), family and domestic violence (17%), and inadequate or inappropriate dwelling conditions (12%) (*Australian Institute of Health and Welfare, 2021*)

- In a post-COVID world, students are looking for new ways of doing things. A combination of physical and digital engagement is needed to support the post-school decision making process. By leveraging the best of both worlds young people now have an even greater ability to make, what until that point, is the most important decision of their lives. The uptake of digital engagement in the post-school journey was accelerated by the pandemic (*Walker, 2020*)

#### Key directions and actions for Kingston Youth Services

Key directions	Actions
<b>4.1 Young people are supported to make informed choices and manage transition</b>	<ul style="list-style-type: none"> <li>• <b>Partnering to deliver tailored workshops:</b> Covering life skills and general knowledge around financial literacy.</li> <li>• <b>Strengthening support to Grade 6 and Year 7 students:</b> Delivering a series of informative sessions developed to support and prepare students during peak transition times.</li> </ul>
<b>4.2 Young people to gain transferable skills to strengthen employment options</b>	<ul style="list-style-type: none"> <li>• <b>Facilitating work-ready workshops and accredited training:</b> Providing fully funded opportunities for young people to increase their capacity to seek employment.</li> <li>• <b>Collaborating with key stakeholders to enhance young people's opportunities for employment:</b> Delivering a series of community based sessions where young people have access to key opportunities for employment in their local communities.</li> <li>• <b>Increasing young people's opportunities for paid employment:</b> Providing pathways for young people to gain paid opportunities across services and programs within Kingston Youth Services.</li> </ul>
<b>4.3 Meaningful developmental opportunities are available to young people</b>	<ul style="list-style-type: none"> <li>• <b>Co-designing services and programs:</b> Providing opportunities for young people to participate in the development of new and revised programs and services provided by Kingston Youth Services.</li> <li>• <b>Creating short term internship opportunities:</b> Collaborating with others to provide opportunities that allows young people to be gain hands on experience.</li> <li>• <b>Increase local youth volunteering opportunities:</b> Facilitating volunteering options where young people can connect, interact, develop new relationships within the wider community.</li> </ul>

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## Implementing and Reporting

This Youth Strategy outlines Council's commitment to hearing from and collaborating with young people. The Youth Services team will oversee and coordinate the implementation of the key directions and actions in this Strategy. The team will also work collaboratively within Council, with external stakeholders and the community to implement or advocate for agreed key directions and actions. The team will monitor and report progress made on an annual basis. These reports will be made available online via [www.kingstonyouth.org.au](http://www.kingstonyouth.org.au)



## Young people's aspirations for their future

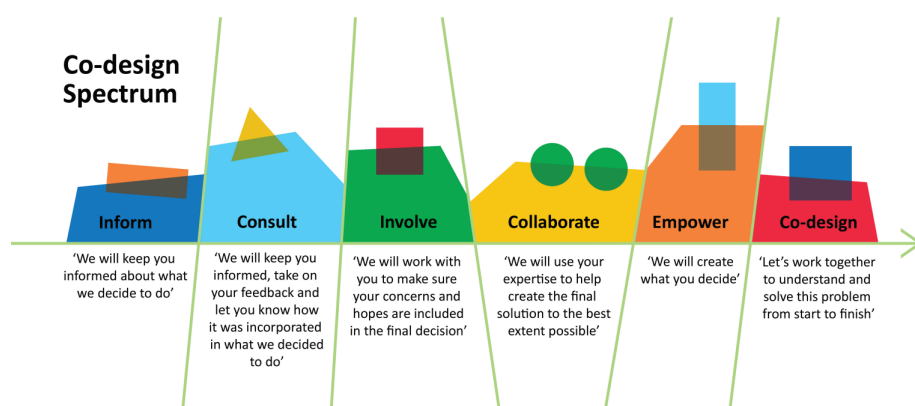
### When thinking about their future and the next five years, young people hoped for....

- Healthy and happy (*Young person aged 12*)
- I am good at school and happy and healthy (*Young person aged 12*)
- I want to be an influencer, or a famous person only known for good (*Young person aged 12*)
- A famous actress (*Young person aged 12*)
- No climate change (*Young person aged 13*)
- I will have my driver's license, be studying, own a spare pen and be looking forward to life (*Young person aged 13*)
- In 5 years, I would like to be overseas travelling and studying at university (*Young person aged 13*)
- Being an artist, having a job that I love (*Young person aged 14*)
- Construction worker (*Young person aged 14*)
- Graduated high school and going to uni (*Young person aged 14*)
- I hope I will be studying at a good university (*Young person aged 14*)
- I hope that I would've successfully finished high school and started training/studying to become a paramedic or physio (*Young person aged 15*)
- Doing the best I can (*Young person aged 15*)
- I'd like to be in a comfortable position where I can be self-sufficient / thriving financially (*Young person aged 15*)
- I hope I am happy and not stressing about my life and what it will look like (*Young person aged 16*)
- Comfortable with money and myself, anxiety less severe (*Young person aged 16*)
- Having my own business (*Young person aged 16*)
- Hopefully an A grade electrician (*Young person aged 17*)
- I want to have completed Year 12 and my certificate 2 in community services (*Young person aged 17*)
- I hope I will have a degree and possibly be studying a masters or have a job and stable relationships with my loved ones (*Young person aged 17*)
- Move out and study in Queensland (*Young person aged 17*)
- Stable job, own home, and a pet dog (*Young person aged 18*)
- I want to be rich and confident in five years (*Young person aged 18*)
- To have a good amount of stability and balance in my life. (*Young person aged 18*)
- I hope to complete a postgraduate degree and either get a full-time job or delve even further into academia (*Young person aged 19*)
- Finished university and got stable employment in a workplace that I enjoy and brings personal fulfilment (*Young person aged 20*)
- Stable income, interesting career, or uni course (*Young person aged 21*)
- I haven't thought about it before. I think I'll think about it later (*Young person aged 22*)
- Being able to afford to move out and stay in the area and not move out further. Full time job in preferred career (*Young person aged 22*)
- Hope I'm in the property market and working off debt (*Young person aged 23*)
- Continue to support my family, be there for my friends and be doing well in my job (*Young person aged 24*)
- Haven't thought about it (*Young person aged 25*)

## Appendix 1: Youth Participation Framework

### Co-Design

Children and young people are active members of communities and experts in their own lives. All children and young people should have a voice in identifying problems and finding solutions that impact their health and wellbeing. *Leading the Way – Engaging young voices for change* developed by VicHealth provides best practice and evidence-based strategies for councils to ensure children and young people are at the centre of the design, delivery and governance of initiatives that aim to improve their health and wellbeing. Kingston Youth Services is working towards deeper partnerships with young people, with co-design being the most intense form of engagement. We are well positioned and resourced to commence more elaborate co-design. (VicHealth 2021)



Taken from the International Association of Public Participation IAP2 spectrum.  
The inclusion of co-design takes participation to the next level of self determination.



Kingston Youth Services enables and promotes genuine youth participation by:

- Having a youth participation framework, action plan, policies and procedures that are clear and agreed upon as well as clear communication mechanisms so young people, families, staff and other stakeholders are aware of youth participation approaches, practices and outcomes.
- Supporting young people to understand their rights. Resources that can be accessed include: Rights and Responsibilities information, feedback and complaints mechanisms.
- Promoting and encouraging youth participation in strategic planning, program planning and review and project development.
- Dedicating resources to support and systematically monitor youth participation strategies and outcomes.
- Establishing a supportive, youth friendly environment for young people to ask questions, raise concerns and exercise their rights.
- Ensuring individual treatment, support planning and goal setting involves the young person and reflects their perspective.

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## Appendix 2: Background Information

### Development of this Strategy

Kingston's Youth Strategy 2022-2026 is a partnership between Council and our young people and builds on the current support services, programs and events offered by Youth Services. It presents our shared, priorities, key directions and actions, new initiatives, and advocacy areas to empower local young people to be the best they can be.

This Strategy has been developed by Council based on direct input from local young people, parents/carers of young people and representatives of local schools and youth service organisations. This process involved four key steps as shown below.



### Overview of consultation program and description of participants

In 2022, **947 participants** and **10 participants** were engaged via the following activities:

- **830** Youth iPad Survey responses (online and paper-based submissions)
- **49** Parent and carer online survey responses
- **68** Educators and youth services organisation online survey responses
- **10** Youth Advisory Committee participants in workshops

The demographic and descriptive features captured via engagement activity varied. However, the participation profile shows a broad cross-section of young people in Kingston participated. A variety of education and youth services representatives and organisations were engaged, and some parents/ carers were engaged.

- **2022 Youth Strategy Survey** – 830 respondents: Connections: 77% live, 58% study, 27% play or socialise, and 9% work in Kingston; Gender: 58% Girl/Woman, 34% Boy/Man, 4% Non-binary, 3% Prefer not to say, 2% Prefer to self-identify; Age: 93% aged 12 to 17 years, 7% aged 18 and 25 years; Diversity: 28% speak a language other than English with family or community; 26% have responsibility for caring for other people; 19% identify as same sex attracted/ intersex/ gender diverse or questioning, 7% identify as a person with a disability, 4% identify as Aboriginal and/or Torres Strait Islander
- **2022 Parent/Carer Survey** – 49 respondents: Connections: 80% live, 27% socialise, 18% work, 14% study, and 10% volunteer in Kingston; Gender: 69% Woman, 31% Man; Age: 26-69 years of which 67% aged 35-39 years; 20% speak a language other than English with family or community (German, Hindi, Hindi Marathi, Italian, and Samoan). Cultural identity: Australian (16), Australian - Italian background, Buddhist, Cald, Caucasian, Hindu, Mixed, New Zealand (2), Samoan, Australian/American family, and white Christian professional. Country of birth: Australia (32): Canada, England (2), India (2), Ireland, New Zealand (2), South Africa, USA, Uzbekistan, and Vietnam
- **2022 Educators and Youth Services Providers (organisations) survey** – 68 respondents: representatives worked in a variety of roles in the following school, community or service providers: Alfred health - Headspace HYEPP; Aspendale Gardens Community Centre; Aspendale Gardens PS; Aspendale PS; Bayside City Council; Beaumaris Secondary College; Berendale School; Carrum PS; Chelsea Heights PS; Chelsea PS; Christ Church Dingley; Cranbourne West PS; Derrimut Weelam Gathering Place; Headspace; Heatherton Christian College; Highett Youth Club; Kingston Heath PS; Kingston City Council; Le Page PS; Le Page Tennis Club; Mentone Park PS; Mentone Girls Secondary College; Mentone Grammar; Mission Australia; Moorabbin PS; Mordialloc Beach PS; Mordialloc College; Mordialloc Secondary College; Neami YRR Moorabbin; neighbouring Council (education/ youth sector); OLA; Outlook Employment/ Jobs Victoria; Parkdale PS; Patterson Lakes PS; St Andrews Calisthenics (volunteer); St Joseph's; St Louis de Montforts PS; St Patricks Mentone; Southmoor PS; Victoria Police; Waves Leisure Centre; Westall Secondary College; and Yet Kieu Sea Scouts

### Legislation surrounding the provision of youth services

In Australia, there is Federal and State Government legislation and regulations outlining the rights and entitlements of young people. Organisations, including the City of Kingston, providing services to, and interacting with, young people must consider establishing suitable structures and allocating sufficient resources to ensure compliant service provision.

Legislation and regulations relevant to young people Australia-wide includes:

- Australian Health Practitioner Regulatory Authority (Ahpra)
- Australian Human Rights and Equal Opportunity Commission Act 1986 - Declaration of the United Nations Convention on the Rights of the Child
- Family Law Act 1975
- Family Law Regulations 1984
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- National Disability Insurance Scheme Act 2013 (Children rules)
- Youth Allowance (Activity Test Exemption Guidelines) Determination 1998

Legislation and regulations relevant to young people in the State of Victoria includes:

- Charter of Human Rights and Responsibilities Act 2006
- Child Employment Regulations 2014
- Child Wellbeing and Safety Act 2005
- Child Wellbeing and Safety Regulations 2017
- Children, Youth and Families Act 2005
- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2017
- Education and Training Reform (School Safety) Regulations 2021
- Equal Opportunity Act 2010
- Failure to Disclose 2014
- Failure to Protect 2015
- Freedom of Information Act 1982
- Gender Equality Act 2020 (Gender Impact Assessments)
- Health Records Act 2001
- Local Government Act 2020
- Privacy and Data Protection Act 2014
- Reportable Conduct Scheme
- The Commission for Children and Youth People Act 2012
- Working with Children Act 2005

### Local government and youth services provision

The Victorian local government sector plays an important role supporting and empowering young people. There are several contemporary issues which may affect local government youth services provision.

**The Child Safe Standards of Service Delivery impact the way Council interacts with young people.** Since January 2016, all Councils have been required to meet 'child safe' standards of service delivery for children under the age of 18 years. Child safe standards apply to all staff and volunteers at organisations delivering services for children. The standards refer to cultures of child safety, commitments and codes of conduct, appropriate screening, supervision, training and staff practices, processes for reporting and responding to suspected child abuse, strategies to identify

and remove risks of abuse, and strategies to promote children's participation and empowerment. Organisations must demonstrate particular measures to protect the safety of Aboriginal children, children with disabilities, and children from diverse cultural backgrounds. To read Council's commitment to child safety visit: [Child Safe Standards - City of Kingston](#)

**The Code of Ethical Practice for the Victoria Youth Sector (YACVic)** The Code is based on human rights: things that all Victorians—including young people—can expect to enjoy, such as their right to freedom of expression or right to take part in public life. The Code was first developed by YACVic in 2007, after consultation with the Victorian youth sector. The Code includes a set of youth work principles and ethical practice responsibilities. It supports, but does not replace the sectors legal responsibilities. Any person, group or organisation that works with young people can choose to use the Code. Kingston Youth Services follows the Code of Ethical Practice.

**The new Local Government Act 2020, a principles-based Act.** The new Act aims to ensure all Victorians have the opportunity to engage with their council on local priorities and the future of their community. As the level of government closest to the community, councils have both the opportunity and the responsibility to enable participatory democracy. Many citizens, including young people, now want a stronger voice in shaping their community's future.

**Emphasis on improving the quality of public participation and engagement approaches.**

Community engagement is an important part of the good and democratic governance of local government. Councils have been leaders in the constant challenge to adapt and find new ways to engage meaningfully with their communities, including young people. Kingston Council's Community Engagement Policy outlines our commitment to provide the community with genuine opportunities to contribute to and inform projects, strategies, services and decisions that affect them. To view the full Policy visit: [Community Engagement Policy - City of Kingston](#)

**Councils play a lead role in community planning and advocacy, engage and consult with young people, provide funding for youth services, programs and events and have a compliance responsibility.** Local government is the backbone of generalist youth service delivery in Victoria, working with large numbers of young people (Youth Affairs Council Victoria, 2016). Youth Services teams promote young people's health, social inclusion, skill development and leadership, and provide young people with opportunities to engage in arts and culture, community strengthening and civic life and assist young people to navigate challenges and access specialist services where needed. Local government youth services include, but are not limited to:

- Leading community planning and advocacy for young people. Local government youth services play a vital partnership-building role, bringing together the different stakeholders that work with young people to coordinate service delivery, advocate for young people's needs, and leverage resources to meet local priorities. Many services and schools would struggle to work effectively together and access adequate resourcing without local government's support.
- Engaging and consulting with young people, and building young people's capacity as advocates and community leaders. Local government youth services are recognised as experts in youth engagement – an essential resource for councils wishing to hear young people's ideas and solutions to local problems.
- Funding, planning and delivering services, programs and events for young people. These are very diverse, ranging from holiday activities to mentoring programs, anti-discrimination campaigns, volunteering opportunities, L2P programs for novice drivers, and social supports for young people at risk of disengagement or marginalisation.
- Enabling local governments to prepare for and comply with their statutory obligations in relation to children up to the age of 18.

### Snapshot of Council's youth services provision

Council plays many roles in relation to young people in Kingston. Kingston's Youth Services team delivers a range of services, programs, spaces and activities that support young people aged 12 to 25 years who live, work, study or socialise within the municipality.



**Counselling, Youth Worker support, information and referral:** Council provides free individual support services. Youth Workers work alongside young people to support them with problem solving, advocacy, linking to other services, empowerment, decision making, practical assistance, negotiating relationships and communication. Registered psychologists located at Platform 81 provide psychological counselling aimed at reducing emotional distress and strategies to cope with life's problems.

**Community based youth programs:** Council provides a range of community based youth programs that are free, inclusive and provide young people with the opportunity to learn and develop skills. Current programs include AYC Cooking and Art Programs, FReeZA P81 Events, Universal youth magazine, Queer in Kingston, Youth Advisory Committees, Fully Funded Short Course, YA Chat in partnership with Parkdale Library, Junior Mayor Election and Junior Council Program.

**School Based Programs:** Council develops and facilitates school programs available to all secondary schools to strengthen youth resilience and address current youth issues as identified by schools and young people. Current programs include Grade 6 and Year 7 Support, School Information Talks on services and programs offered by Kingston Youth Services, lunchtime engagement sessions as well as tailored programs to meet the needs of young people.

**Youth Spaces (newly established Platform 81):** Council provides a free space at Platform 81 Mordialloc for young people to access information, services and support. A free drop-in space is located at Aspendale Gardens Community Centre.

**Youth Events and recognition:** Council provides free youth activities and events to promote drug and alcohol-free environments for young people to safely participate in. Kingston Youth Services promotes annual youth awards to recognise and celebrate the achievements and contributions of young people.

**Youth Engagement:** Council engages with young people and provides input/feedback opportunities through surveys and participant evaluations. The Youth Advisory Committees also provide feedback to Council on local youth issues and provides a platform for other Council departments wishing to seek feedback from young people.

**Parent Information Nights:** Council provides information for parents and carers about current issues affecting young people. These sessions are offered quarterly and focus on the main presenting issues facing our young people.



.....

**Youth Networks:** Council supports and participates in youth networks to increase collaboration and information sharing between local youth service providers. Networks include: Bayside, Glen Eira and Kingston Local Learning and Employment Network; Bayside, Glen Eira and Kingston Youth Network; Student Wellbeing and Teacher's breakfasts and YACVic's Youth Participation and Practice Network.

### Acknowledgments

Kingston Youth Services acknowledges the contribution of many young people, parents, carers, educators, and service providers who participated and assisted others to participate in the Youth Strategy consultation in 2022. We would like to thank the members of our Youth Advisory Committees who provided valuable input and feedback in the development of this Strategy.

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City of  
**KINGSTON**



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



1300 653 356



131 450



[info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au)



[kingston.vic.gov.au](http://kingston.vic.gov.au)

# 2022-23 Action and Evaluation Plan

## Kingston Youth Strategy

DRAFT SEPTEMBER 2022

*community inspired leadership*



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## 1. Kingston Youth Services is here for young people

### OUR MISSION

#### *Here for young people*

Kingston Youth Services is committed to ensuring when delivering our services and programs that we:

- Provide support where needed
- Create meaningful opportunities for participation
- Foster independence and prepare young people for their future
- Acknowledge that young people come with their own aspirations

## 2. Why it is important to understand and demonstrate our impact

**As a local government authority, Kingston City Council is required to demonstrate accountability for results and the responsible use of revenue. The emphasis on efficiency, effectiveness and appropriateness has increased since the introduction of a system to cap rates in 2015.**

Council has worked hard to develop a responsible Budget that secures our city's financial sustainability while also continuing to provide high-quality support services to assist our community as it continues to recover from the impacts of the COVID pandemic (*City of Kingston Adopted 2022/3 Budget*).

The new Local Government Act 2020 is also intended to create a legislative environment that embraces innovation, modern business practices and microeconomic reform. *Source:*

<https://www.localgovernment.vic.gov.au/council-governance/local-government-act-2020/principles-of-the-local-government-act-2020>

**The Kingston Youth Services team is located within the Family, Youth and Children's Services Department of the Community Strengthening division at Kingston City Council.** Council staff are responsible for providing advice, implementing Council's direction and taking action on Council decisions. Council officers also provide advice and expertise to assist Council to form policy decisions, along with delivering services and implementing decisions.

The Local Government Act 2020 is a principles-based Act removing unnecessary regulatory and legislative prescriptions. The five principles that guide the new Act include:

### 1. Community Engagement

*This principle aims to ensure all Victorians have the opportunity to engage with their council on the future of their community. At a minimum, all councils must adopt and maintain a community engagement policy which must be used in the development of:*

- *planning and financial management*
- *community vision*
- *council plan*
- *financial plan*

**2. Strategic Planning**

*The Local Government Act 2020 requires councils to develop an integrated, longer-term and transparent approach to planning that supports councillors in leading strategically, rather than focusing on operational issues.*

*The strategic planning principle works together with the community engagement principle to ensure that communities are involved in strategic planning and decision making.*

**3. Financial Management**

*A significant percentage of a council's revenue comes from rates, and the community has expectations that these rates will be used to deliver an array of services and infrastructure. It is vital that councils undertake responsible spending and investment that ensures financial, social and environmental sustainability.*

*The new Local Government Act 2020 is also intended to create a legislative environment that embraces innovation, modern business practices and microeconomic reform.*

**4. Public Transparency**

*Openness, accountability and honesty are essential to build high levels of accountability and trust amongst citizens and enable fully informed engagement in the democratic process.*

*Councils will be required to adopt and maintain a public transparency policy, which must be in line with underpinning principles in the Act.*

**5. Service Performance**

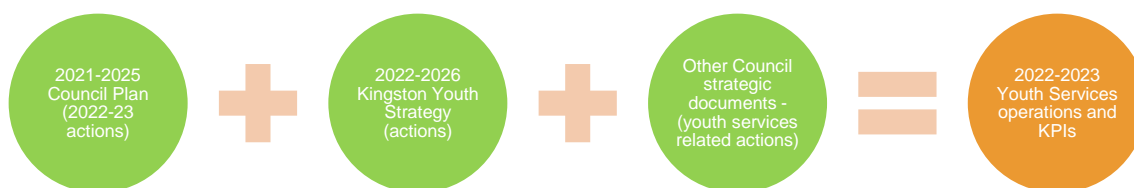
*This principle ensure that councils deliver services to the community that are equitable, accessible, good value and meet the needs of their diverse communities.*

(Source: <https://www.localgovernment.vic.gov.au/council-governance/local-government-act-2020/principles-of-the-local-government-act-2020>)

**Given this context, it is important for the Kingston Youth Services team to review its programs, events, support services and networks to assess whether they are an efficient, effective and appropriate use of time and resources and support the achievement of the Kingston Youth Services mission, “Here for young people”.**

**The focus of this document is to outline priorities, key directions, actions and KPIs for Kingston Youth Services in 2022-2023. It also presents the programs, events, services, networks and operational activities that will be the focus for 2022-2023 as well as mechanisms for monitoring progress against KPIs and evaluating impact.**

As shown below, the actions and KPIs originate from the 2021-2025 Council Plan, 2022-2026 Kingston Youth Strategy as well as other Council strategic documents.



**The Council Plan 2021-25 is a roadmap for how we will work in partnership with our community to build a more liveable and sustainable Kingston.**

Kingston Council worked closely with our community to set the local direction for the future. The Council Plan provides accountability to the community, directs the organisation, and helps guide decision making. It also helps us track our performance and meet the legislative requirements set out in the Local Government Act 2020. Our community gave us a clear picture of what kind of future they want, outlined in their Community Vision. To access the Communities Vision visit: [Council plan and budget - City of Kingston](#) Progress against the plan is measured in quarterly performance and Council's annual reports.

**The 2022-2026 Kingston Youth Strategy is a strategic plan for Kingston City Council to support empower and advocate on behalf of young people aged 12 to 25 years in Kingston.** This Strategy was informed by input from 830 young people, 49 parents and carers, and 68 educators and services providers and it signals Council's commitment to support young people to achieve their goals and aspirations.

**Other Kingston Council strategic documents relevant to Kingston Youth Services include:**

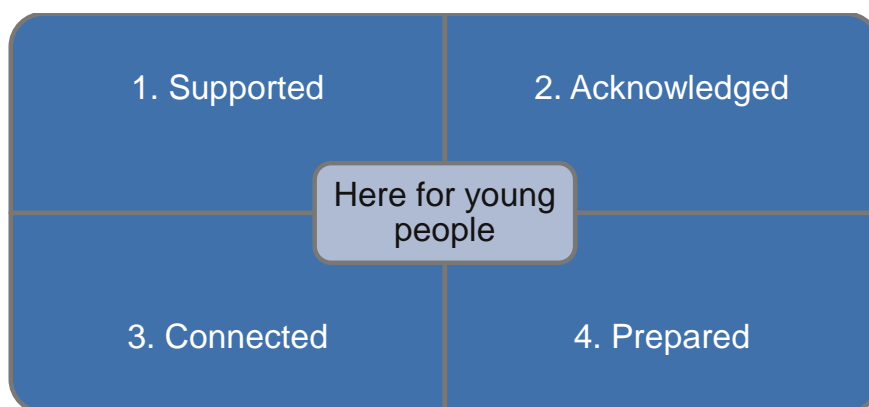
- 2021-2025 Public Health and Wellbeing Plan and Action Plan
- 2020-2024 Family and Children's Strategy and Action Plan

**State government guidelines and funding requirements apply for the following Kingston Youth Services programs:**

- FReeZA
- Engage!

### 3. Our strategic priorities and what will be delivered

**The 2022-2026 Kingston Youth Strategy identifies four priority areas to achieve the Kingston Youth Services mission**



### Outline of key directions for each of the four priority areas

<b>Priority 1. Kingston's young people are supported</b>
1.1 Young people are supported when facing a set-back
1.2 Partnering with organisations and sporting clubs to enhance wellbeing opportunities for young people
1.3 Young people have access to mental health support and resources in times that are challenging or stressful
1.4 Young people and their families have easy access to youth-related information and resources
<b>Priority 2. Kingston's young people are acknowledged</b>
2.1 Young people feel welcome and accepted
2.2 The efforts and contributions of young people are recognised and rewarded
2.3 Young people are valued and acknowledged in their community
<b>Priority 3. Kingston's young people are connected</b>
3.1 Young people feel safe, connected and a sense of belonging
3.2 Young people have multiple points of access
3.3 Young people are involved and have a voice in local matters that affect them
<b>Priority 4. Kingston's young people are prepared</b>
4.1 Young people are supported to make informed choices and manage transition
4.2 Young people gain transferable skills to strengthen employment options
4.3 Meaningful developmental opportunities are available to young people

### Kingston Youth Services delivers a comprehensive range of programs, events and support services which aim to address one or more of the four priority areas

<b>Kingston Youth Services Community Based Programs, Events and Support Services</b>	<b>P1:</b> Supported	<b>P2:</b> Acknowledged	<b>P3:</b> Connected	<b>P4:</b> Prepared
<b>Community Based Programs</b>				
<b>Art Sessions AYC:</b> providing an arts-based session operating weekly from Aspendale Gardens Community Centre (11-17)		⊙	⊙	
<b>Cooking with AYC (Cook Bake Create):</b> providing an online social space to connect with peers and learn life skills (11-17)			⊙	⊙
<b>Courses – workshops and short courses (in-person):</b> access to life skills, training or accreditation to improve employability	⊙		⊙	⊙
<b>Freeza P81 Events:</b> upskilling and/or training members to be industry ready in music/events spaces		⊙	⊙	⊙
<b>Junior Council:</b> leadership and development program for Grade 6 students		⊙	⊙	⊙



Kingston Youth Services Community Based Programs, Events and Support Services	P1: Supported	P2: Acknowledged	P3: Connected	P4: Prepared
<b>Queer in Kingston (QIK):</b> providing a supportive and safe social and recreational program for LGBTIQ+ (12-17)	⊙		⊙	⊙
<b>Universal:</b> practising and showcasing creative talent and optional upskilling to improve employability		⊙	⊙	⊙
<b>Paid youth roles:</b> supporting young people's contributions by offering paid employment opportunities across service scope.		⊙	⊙	⊙
<b>YA Chat:</b> monthly social space in partnership with Parkdale Library	⊙		⊙	
<b>Youth Advisory Committee (YAC)</b> (12-17 & 18-25): consultation and advisory committee supporting the voices of young people		⊙	⊙	⊙
<b>Young Women's Leadership:</b> Partnership with organisations to provide leadership support and development		⊙	⊙	⊙
<b>Community Events</b>				
Junior Mayor Elections		⊙		
Youth Art Expo		⊙	⊙	
Youth Awards, Youth Week and P81 Events		⊙	⊙	
<b>Support Services</b>				
<b>School-based programming and support</b>				
Lunch time engagement sessions	⊙		⊙	
Grade 6 & Year 7 Support	⊙		⊙	⊙
Tailored school programs	⊙		⊙	⊙
Parent information nights (PINs)	⊙		⊙	⊙
Kingston teachers quarterly breakfast	⊙		⊙	⊙
<b>Youth Work Support and Counselling</b>				
Free access to Youth Work Support and/or Counselling	⊙		⊙	⊙
<b>Communication platforms for youth voice</b>				
Website		⊙	⊙	
Social media (Facebook and Instagram)		⊙	⊙	
Newsletter		⊙	⊙	

**Kingston Youth Services team members also participate in a range of networks which aim to build partnerships and capacity to address the four priority areas**

Kingston Youth Services Networks	P1: Supported	P2: Acknowledged	P3: Connected	P4: Prepared
<b>Partnership and collaboration – external</b>				
Bayside, Glen Eira, Kingston Local Learning and Employment Network (BGKLLLEN)			⊙	⊙
Bayside, Glen Eira, Kingston Youth Network	⊙		⊙	⊙
Hawks Community Foundation's (HCF) Youth Advisory Network	⊙		⊙	
headspace Consortium & suicide prevention	⊙		⊙	
L2P steering committee	⊙	⊙		⊙
<b>Partnership and collaboration – Internal (Council)</b>				
Volunteer Network		⊙	⊙	
<b>Other</b>				
FREEZA (Representative)			⊙	⊙
PUSH (Representative)			⊙	⊙
Respectful Relationships (Critical Friend)	⊙		⊙	⊙
School Focused Youth Services (SFYS)			⊙	⊙
School Wellbeing Co-ordinators (Representative)	⊙		⊙	
YACVic (Member), Youth Participation and Practice Network			⊙	⊙

## 4. Monitoring, evaluating and reporting our progress

### 4.1. WHY KINGSTON YOUTH SERVICES MONITORS PROGRESS AND EVALUATES IMPACT

**Monitoring and regular reporting are helpful for understanding and demonstrating progress made at a certain point in time and identifying where interventions or adjustments may be required. Evaluation is useful for understanding and demonstrating efficiency, effectiveness and impact.**

Evaluation is a systematic and objective process. It aims to determine the merit or worth of an activity usually in relation to its effectiveness, efficiency and appropriateness.

**The intended purpose of evaluation is to determine:**

- Is the activity achieving the intended outcomes? Or producing unintended outcomes?
- Does the activity provide good value (for time and money invested)?
- Should the activity be continued/replicated, expanded, modified or discontinued?
- Are there better ways to achieve the same result?

**Suggested evaluation framework (based on the Rainbow Framework by Better Evaluation)**

- **Managing the evaluation:** engage key stakeholders, agree on scope, decision making processes and ethical standard
- **Defining what will be evaluated:** describing the activities, intended participants and key indicators (for short and longer term)
- **Framing the boundaries:** agreeing on the evaluation questions and determining what success looks like
- **Describing outcomes and impacts:** determining how feedback (data/evidence) will be gathered, managed and analysed
- **Who – determining information source** (level of analysis and sample size):
  - **Internal:** Youth Services representative, Council colleague, website/social media metrics
  - **External:** Young people, students, external facilitator, school representatives, teachers, parents
- **How and what – information and feedback will be gathered** (research technique):
  - **How:** online surveys, in-person written or verbal feedback, phone calls, emails, pre- and post-activity evaluation forms, system/auto-generated
  - **What:** tally counts, formalised or documented feedback, informal or internal insights
- **Managing data:** consistent data collection, recording and secure storage
- **Analysing the data:** generating tables and statistical results
- **Understanding causes of outcomes and impacts:** use of multiple datasets and/or data sources (i.e. multiple levels of analysis)
- **Synthesising, reporting and supporting the use of findings**

For more information: [https://www.betterevaluation.org/en/resource/tool/be\\_planning\\_tool](https://www.betterevaluation.org/en/resource/tool/be_planning_tool)

**4.2. KINGSTON YOUTH SERVICES COUNCIL WIDE REPORTING RESPONSIBILITIES**

Each Council department has internal reporting responsibilities which aim to monitor progress and demonstrate accountability for results and the responsible use of revenue. The emphasis on efficiency, effectiveness and appropriateness has increased since the introduction of a system to cap rates in 2015.

Kingston Youth Services has internal and external reporting requirements for the State Government funded programs (FReeZA and Engage!). Requirements listed below.

Council reported KPIs	Evidence	Reporting frequency
<b>2021-2025 Council Plan</b>		
<b>Strategic Objective 4.1</b> <i>We are progressive, inclusive and prioritise the wellbeing of all members of the community</i> <b>Si 48</b> Satisfaction with Kingston's youth services support and counselling	Reported as % with commentary as required	Quarterly
<b>2020-2024 Family and Children's Strategy Action Plan objectives</b>		
Respond to changing community needs and government policy directions	Compliance with the Child Safe Standards ensured via continued implementation of projects and activities in Council's Child Safe Action Plan	Annually

Council reported KPIs	Evidence	Reporting frequency
<b>2021-2025 Public Health and Wellbeing Plan</b>		
<u>1. A healthy and well community</u> <b>1.3 Improve mental wellbeing</b> <b>1.4 Reduce harm from alcohol and other drugs, smoking and gambling</b>	Key actions for 2022-23 currently being finalised and reported to Council in October.	Annually
<u>3. A kind and connected community</u> <b>3.1 Increase participation in community activities and volunteering</b> <b>3.2 Reduce social isolation and loneliness</b> <b>3.4 Increase inclusion, respect and belonging</b>	Key actions for 2022-23 currently being finalised and reported to Council in October.	Annually
<u>5. An informed and empowered community</u> <b>5.1 Improve provision of accessible health and wellbeing information, programs and services</b> <b>5.2 Increase participation in lifelong learning and education</b>	Key actions for 2022-23 currently being finalised and reported to Council in October.	Annually
State Government Funding	Evidence	Reporting frequency
<b>FReeZA</b>		
FReeZA 2022-2024 Progress Report	<ul style="list-style-type: none"> <li>• Number of events delivered</li> <li>• Number of committee members</li> <li>• Gender, age and diversity of committee members</li> <li>• Youth employment outcomes</li> <li>• Level of youth participation through the planning, delivery and evaluation of the program</li> <li>• Number of attendees at events</li> <li>• Reported media coverage, when applicable</li> <li>• Funding acquittal</li> </ul>	Bi-Annually
<b>Engage!</b>		
Engage! 2022-2024 Progress Report	<ul style="list-style-type: none"> <li>• Number of youth engagement and participation activities delivered and number of participants</li> <li>• Number of youth development activities delivered and number of participants</li> <li>• Number of youth celebrations events delivered and number of participants/attendees</li> <li>• Gender, age and diversity of youth participants</li> <li>• Level of young people's involvement in planning, delivery and evaluation</li> <li>• Feedback from participants</li> <li>• Number of partners supporting activities delivered</li> <li>• Funding acquittal</li> </ul>	Bi-Annually

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#### 4.3. KINGSTON YOUTH SERVICES APPROACH TO REPORTING

**The Kingston Youth Services 2022-2023 Action and Reporting Plan (shown in Section 5) presents:**

- Priority areas, Key Directions and Actions directly from the 2022-2026 Kingston Youth Strategy
- Relevant programs / events / services / networks
- Relevant contributing staff (roles)
- Key performance indicators (KPIs)

**Kingston Youth Services gathers three forms of evidence to demonstrate achievements and evaluate impact:**

1. **Tally counts:** Number of times delivered, registrations or participants/attendees
2. **Formalised or documented feedback:** Captured through pre/mid/post experience forms including satisfaction, evaluation reports or summaries, via email (saved in HPE), and images.
3. **Informal or internal insights:** Based on verbal feedback and case notes

**Evidence of progress against KPI's and explanatory commentary is entered and updated on a regular basis and stored in HPE.**

## 5. Kingston Youth Services Action and Reporting Plan

The following Kingston Youth Services 2022-2023 Action and Reporting Plan presents Priority Areas, Key Directions and Actions directly from the 2022-2026 Kingston Youth Strategy. It outlines relevant programs / events / services / networks, contributing staff (roles) and KPIs. Evidence of progress against KPIs and explanatory commentary is entered and updated on a regular basis by Kingston Youth Services Youth Participation & Development Officer and Team Leader. *All records are stored on HPE.*

### LEGEND:

	On track
	Monitor
	Off track

### STAFF ROLES:

TL:	Team Leader
YWC:	Youth Work Coordinator
YW:	Youth Worker/s
YP&DO:	Youth Participation & Development Officer

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
Priority 1: Kingston's young people are healthy and resilient					
1.1 Young people are supported when facing a set-back	Providing more targeted resources and information nights  <i>Providing further information and support to raise the awareness for parents, carers and educators about current issues affecting young people in Kingston.</i>	Parent Information Nights (PINs)	YW	<ul style="list-style-type: none"> <li>One quarterly online event</li> <li>Number of participants registered and number of attendees</li> <li>25% of pre-experience surveys completed for applicable events</li> <li>25% of post experience surveys completed</li> <li>Evaluation Report completed annually</li> </ul>	1 Parent Information Night (PIN) delivered for quarter 1 <i>In partnership with the Butterfly Foundation. Topic: Body confident children and teens webinar</i>
					Delivered across all quarters
					125 registered attendees
					40 in attendance
					No pre-experience survey required for this event
					No post experience survey completed.

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
					Action for next Parent Information Night.
		Kingston Youth Services Newsletter	TL and Media & Communications	<ul style="list-style-type: none"> <li>Quarterly newsletters disseminated to subscribers including young people, parents, school and services.</li> <li>Quarterly review of newsletter analytics (via Mail Chimp)</li> <li>Establish baseline for KPIs</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
	Continue to provide a free counselling service  <i>Providing free medium to long term counselling.</i>	Counselling Services	Counselling Team	<ul style="list-style-type: none"> <li>Number of sessions provided quarterly</li> <li>% of client satisfaction with service provided</li> <li>Conduct quarterly feedback surveys (randomly selected - combined survey for both counselling and youth work support)</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
	Continue to provide free 1:1 youth work support service  <i>Short term, practical support including supported referrals.</i>	Youth Work Support	Youth Work Team	<ul style="list-style-type: none"> <li>Number of sessions provided quarterly</li> <li>% of client satisfaction with service provided</li> <li>Conduct quarterly feedback surveys (randomly selected - combined survey for both counselling and youth work support)</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
<b>1.2 Partnering with organisations and sporting clubs to enhance wellbeing</b>	Creating new pathways to accessing support  <i>Leveraging existing and new partnership opportunities to</i>	Meeting with local stakeholders on a regular basis to strengthen referral pathways and reducing barriers for young people	All	<ul style="list-style-type: none"> <li>Number of meetings attended</li> <li>At minimum 75% attendance of scheduled meetings</li> </ul> Dedicated agenda item at each youth services	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
<b>opportunities for young people</b>	<i>strengthen young people's access to support and advice.</i>			<ul style="list-style-type: none"> <li>team meeting (monthly) to report: <ul style="list-style-type: none"> <li>Insights gathered at Professional Development and Network meetings</li> <li>Service providers and Network meetings where information has been shared (report new learnings and insights that strengthen pathways for young people)</li> </ul> </li> </ul>	
	Providing further opportunities to support sporting and recreational clubs  <i>Providing access to information talks and programs to meet the needs of young people.</i>	Information talks and tailored programs	All	<ul style="list-style-type: none"> <li>Number of sessions provided annually (captured quarterly)</li> <li>Number of youth participants in attendance</li> <li>% of participant satisfaction with service provided (tailored programs)</li> </ul>	<i>New action for 2022-23</i>  <i>Will be captured quarterly, and baselines developed based on the number of requests received.</i>  <i>Delivered across all quarters</i>
<b>1.3 Young people have access to mental health support and resources in times that are challenging or stressful</b>	Increasing understanding and awareness of mental health	Tailored School Programs	Youth Work Team	<ul style="list-style-type: none"> <li>Number of sessions delivered</li> <li>Pre and post experience surveys completed</li> <li>Evaluation report completed annually.</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
	<i>Strengthening partnerships with schools, community agencies and sporting clubs to raise awareness of mental health, stress, anxiety</i>	Outreach sessions at Kingston Libraries	Youth Work Team and YP&DO	<ul style="list-style-type: none"> <li>Number of sessions provided annually</li> <li>Number of young people serviced</li> <li>Evaluation report completed annually.</li> </ul>	<i>New action for 2022-23</i>  <i>Delivery in quarter 2</i>
		Schools Network Breakfast	YW	<ul style="list-style-type: none"> <li>One session per term</li> <li>Number of attendees</li> </ul>	<b>1 session delivered</b>



KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
	<i>and body image issues and reduce the stigma around seeking support.</i>			<ul style="list-style-type: none"> <li>Dissemination of Kingston Youth Services information at meetings on a quarterly basis (i.e., programs and services on offer etc.)</li> </ul>	Information disseminated to staff in attendance. <b>6</b> staff in attendance <i>Increase in attendance and engagement</i>  <i>Delivered across all quarters</i>
		School Wellbeing Coordinators (SWC) Network	YW	<ul style="list-style-type: none"> <li>Number of sessions attended</li> <li>At least 75% attendance of scheduled meetings</li> </ul> Dedicated agenda item at Kingston Youth Services team meeting (quarterly) to report: <ul style="list-style-type: none"> <li>Insights and resources gathered and disseminated at network meetings</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
		Bayside Glen Eira Kingston Youth Network (BGKYN)	YWC	<ul style="list-style-type: none"> <li>Active member of steering committee</li> <li>One network meeting hosted per year in Kingston (Platform 81)</li> <li>One training hosted per year</li> <li>Collaborating with BGKLEN for the At-Risk Forum annually</li> <li>Yearly review of Terms of Reference</li> <li>Number of attendees</li> <li>% of participants satisfaction in participating with BGKYN Newsletter</li> </ul>	<i>To be delivered in quarter 2 (scheduled for October at Platform 81)</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
				subscribers and analytics.	
		Hawks Community Foundation's (HCF) Youth Advisory Network	YP&DO	<ul style="list-style-type: none"> <li>Number of sessions attended</li> <li>At least 75% attendance of scheduled meetings</li> </ul> <p>Dedicated agenda item at Kingston Youth Services team meeting (quarterly) to report:</p> <ul style="list-style-type: none"> <li>Insights and resources gathered and disseminated at network meetings</li> </ul>	<p><i>New action for 2022-23</i></p> <p><i>Scheduled to commence in September 2022</i></p>
	<p>Provide regular drop-in sessions at Platform 81</p> <p><i>Providing a regular point of contact for young people seeking information and services.</i></p>	Drop-in sessions at Platform 81	YW	<ul style="list-style-type: none"> <li>Number of sessions provided quarterly</li> <li>Number of young people in attendance</li> <li>Conduct quarterly feedback surveys (randomly selected)</li> <li>Evaluation report completed annually.</li> </ul>	<p><i>New action for 2022-23</i></p> <p><i>Will be captured quarterly, and baselines developed based on delivered outcomes.</i></p> <p><i>Pilot program commencing in quarter 2 (Oct-Dec)</i></p>
<b>1.4 Young people and their families have easy access to youth-related information and resources</b>	<p>Using social media to encourage positive choices</p> <p><i>Regularly providing information to young people about emerging health and wellbeing issues</i></p>	<p>Social Media Channels (Instagram and Facebook)</p> <p><i>Explore emerging need from survey in relation to YouTube as a point of accessing information</i></p>	TL	<ul style="list-style-type: none"> <li>Number of followers</li> <li>Number of accounts reached (Instagram)</li> <li>Number of people reached (Facebook)</li> <li>Number of accounts engaged (Instagram)</li> <li>Number of page likes (Facebook)</li> </ul>	<p><i>In progress for this quarter</i></p> <p><i>Delivered across all quarters</i></p>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
	Strengthening our online and social media networks	Website	TL and Media & Communications team	<ul style="list-style-type: none"> <li>Number of visits (analytics)</li> </ul>	<i>To be delivered in quarter 2</i>
	<i>Increasing and improving Youth Services' online and social media presence (i.e., Facebook, Instagram and emerging platforms). Establishing a profile for young people and adults supporting young people to locate credible youth-related facts, tips and resources.</i>	Social Media Channels (Instagram and Facebook)  <i>Explore emerging need from survey in relation to YouTube as a point of accessing information</i>	TL and Media & Communications Team	<ul style="list-style-type: none"> <li>Number of followers</li> <li>Number of accounts reached (Instagram)</li> <li>Number of people reached (Facebook)</li> <li>Number of accounts engaged (Instagram)</li> <li>Number of page likes (Facebook)</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
	Enhancing and expanding the Kingston Youth Services website  <i>Reviewing and improving the capacity and user-friendliness of the Kingston Youth Services website, ensuring mental health resources and information is current and relevant.</i>	Website	TL and Media & Communications Team	<ul style="list-style-type: none"> <li>Number of visits (analytics)</li> <li>Monthly review/update of website content</li> <li>Young people to review Kingston Youth Services website on annual basis to provide feedback and suggestions</li> </ul>	<i>To be delivered in quarter 2</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
<b>Priority 2: Kingston's young people are acknowledged</b>					
<b>2.1 Young people feel welcome and accepted</b>	Encouraging inclusion  <i>Providing youth events and programs that meet the needs of our diverse community. Encouraging young people to participate in planning and delivery of activities and events.</i>	Queer in Kingston (QIK)	YW	<ul style="list-style-type: none"> <li>At minimum 12 participants annually</li> <li>40 sessions delivered annually</li> <li>Bi-annual Engage! progress report</li> <li>Pre, mid and post experience surveys completed</li> <li>% of participants satisfied with service provided</li> <li>% of young people feeling safe and included</li> <li>% of young people feeling heard</li> <li>Evaluation report completed annually</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
		FReeZA P81 Events (Committee)	YW	<ul style="list-style-type: none"> <li>At minimum 12 participants annually</li> <li>Delivery of one social event specifically for LGBTQIA+ young people per year (Glitter and Glow)</li> <li>Involvement in one Council event per year</li> <li>Bi-annual FReeZA progress report</li> <li>Pre, mid and post experience surveys completed</li> <li>% of participants satisfied with service provided</li> <li>% of young people feeling safe and included</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
				<ul style="list-style-type: none"> <li>% of young people feeling heard</li> <li>Evaluation report completed annually</li> </ul>	
		Awareness Days	Youth Work Team and YP&DO	<ul style="list-style-type: none"> <li>Number of sessions provided annually</li> <li>Verbal/email feedback received</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
	Providing places and spaces to socialise and build social connections  <i>Exploring new ways that young people can socialise, participate in hobbies/activities and be comfortable with their uniqueness and diversity.</i>	Drop-In sessions at Platform 81	YW	<ul style="list-style-type: none"> <li>Number of sessions provided quarterly</li> <li>Number of young people in attendance</li> <li>Conduct quarterly feedback surveys (randomly selected)</li> <li>Evaluation report completed annually.</li> </ul>	<i>New action for 2022-23</i>  <i>Will be captured quarterly, and baselines developed based on delivered outcomes.</i>  <i>Pilot program commencing in quarter 2 (Oct-Dec)</i>
		YA Chat	YW in partnership with Parkdale Library	<ul style="list-style-type: none"> <li>At minimum 12 participants annually</li> <li>One session delivered a month</li> <li>Bi-annual Engage! progress report</li> <li>Pre and post experience surveys completed</li> <li>% of participants satisfied with service provided</li> <li>% of young people feeling safe and included</li> <li>% of young people feeling heard</li> <li>Evaluation report completed annually</li> </ul>	<i>New action for 2022-23</i>  <i>In progress for this quarter</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
		AYC Art Program	YW	<ul style="list-style-type: none"> <li>Number of sessions provided quarterly</li> <li>Number of youth participants per session</li> <li>Post experience survey completed quarterly</li> <li>% of participants satisfied with service provided</li> <li>% of young people feeling safe and included</li> <li>% of young people feeling heard</li> <li>Evaluation report completed annually</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
		AYC Online Cooking Program	YW	<ul style="list-style-type: none"> <li>Number of sessions provided quarterly</li> <li>Number of youth participants per session</li> <li>Post experience survey completed quarterly</li> <li>% of participants satisfied with service provided</li> <li>% of young people feeling safe and included</li> <li>% of young people feeling heard</li> <li>Evaluation report completed annually</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
	Ensuring youth friendly service provision  <i>Working with young people to ensure Kingston Youth Services continues to</i>	Feedback Survey	All	Feedback gathered via regular surveys <ul style="list-style-type: none"> <li>At minimum 80% indicate satisfaction</li> <li>At minimum 80% report feeling heard</li> <li>At minimum 80% indicate Kingston Youth Services provides a safe</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
	<i>be welcoming and easy to reach.</i>			<ul style="list-style-type: none"> <li>and inclusive environment.</li> <li>Review annually with Youth Advisory Committee</li> </ul>	
<b>2.2 The efforts and contributions of young people are recognised and rewarded</b>	Celebrating young people's talents, achievements and contributions  <i>Delivering a series of events which celebrates the talents, achievements and contributions of young people in our local community.</i>	Youth Awards	TL	<ul style="list-style-type: none"> <li>Minimum of 5 nominations per year</li> <li>Produce a summary report collating all nominees' achievements</li> <li>Image and copy of each nominee for social media channels</li> <li>Awards event</li> </ul>	<i>In progress for this quarter</i>  <i>Increase the number of nominations for 2023</i>
		Annual Youth Art Expo in partnership with Kingston Arts	YW	<ul style="list-style-type: none"> <li>Number of entries</li> <li>Showcase of artwork</li> <li>Exhibition and event provided</li> </ul>	<i>New Action for 2022-23</i>  <i>In progress for this quarter</i>
		P81 Events	YW	<ul style="list-style-type: none"> <li>5 youth-led (planned, organised and run events) annually</li> <li>Number of opportunities provided to young people</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
	Showcasing positive stories about young people through media channels  <i>Using new and current media channels to regularly share a variety of stories about the efforts and journeys of young people.</i>	Social Media Channels (Instagram, Facebook and Website)	YP&DO	<ul style="list-style-type: none"> <li>Image and bio of each Youth Advisory Committee (YAC) member</li> <li>Image and bio of each Junior Councillor</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
		<i>Explore emerging need from survey in relation to YouTube as a point of accessing information</i>	YW	<ul style="list-style-type: none"> <li>Highlight the achievements of program participants across social media channels</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
	Facilitating youth leadership and consultation  <i>Ensure that young people have a genuine voice and contribution when participating in Kingston Youth Services leadership programs and consultation processes.</i>	Youth Advisory Committee (YAC)	YP&DO and YWC	<ul style="list-style-type: none"> <li>Minimum of 10 members per group (12-17)</li> <li>Minimum of active participation of 80% in all meetings</li> <li>Pre, mid and post experience surveys completed.</li> <li>Notes recorded for all meetings</li> <li>Annual workplan developed</li> <li>Demonstrated participation (at minimum) 3 consultations per year</li> <li>3 guest speakers per year (other Council Departments)</li> </ul>	<i>In progress for this quarter</i>  <i>8 active participants</i>  <i>Delivered across all quarters</i>
		Young Women's Leadership Program	YP&DO in partnership with external organisation/s	<ul style="list-style-type: none"> <li>Minimum of 10 participants</li> <li>10 sessions provided</li> <li>1 celebratory event</li> <li>Image and bio of each participant</li> <li>Pre and post experience surveys completed</li> <li>Bi-annual Engage! progress report</li> <li>% of participants satisfied with service provided</li> <li>% of young people feeling safe and included</li> <li>% of young people feeling heard</li> <li>Evaluation report completed annually</li> </ul>	<i>New action for 2022-23</i>  <i>Commence delivery in quarter 2</i>



KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
		Westall Leadership Program	YP&DO	<ul style="list-style-type: none"> <li>Minimum of 10 participants</li> <li>8 sessions provided</li> <li>1 celebratory event</li> <li>Pre and post experience surveys completed</li> <li>Bi-annual Engage! progress report</li> <li>% of participants satisfied with service provided</li> <li>% of young people feeling safe and included</li> <li>% of young people feeling heard</li> <li>Evaluation report completed annually</li> </ul>	<i>New action for 2022-23</i>  <i>Commence delivery in quarter 1 and roll over into quarter 2</i>
		Junior Council	YP&DO in partnership with Governance team and Chelsea Rotary	<ul style="list-style-type: none"> <li>Monthly meetings delivered</li> <li>1 training session held per year</li> <li>Minimum active participation of 80% in all meetings</li> <li>Pre and post experience surveys completed</li> <li>% of participants satisfied with service provided</li> <li>% of young people feeling safe and included</li> <li>% of young people feeling heard</li> <li>Evaluation report completed annually</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
2.3 Young people are valued and acknowledged in their community	Promoting the achievements and impact of young people  Highlighting the valuable impact of young people's contributions across programs and services.	Youth Awards	TL	<ul style="list-style-type: none"><li>Minimum of 5 nominations per year</li><li>Produce a summary report collating all nominees' achievements</li><li>Image and copy of each nominee for social media channels</li><li>Awards event</li></ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
		Junior Council	YP&DO	<ul style="list-style-type: none"><li>Image and bio taken of each Junior Councillor and promoted on social media channels</li><li>Attend Council Ordinary Meeting for official welcome</li><li>Celebration event at the conclusion of term</li></ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
		School and community-based programs (QIK, FReeZA, Universal, YA Chat etc)	All	<ul style="list-style-type: none"><li>Highlight the achievements of program participants across social media channels</li></ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
		Annual volunteer appreciation dinner (Council wide event)	All	<ul style="list-style-type: none"><li>Invitation to all young people volunteering through Kingston Youth Services</li><li>Number of young people attending</li><li>Showcase achievements and contributions on social media channels</li></ul>	<i>In progress for this quarter</i>
Priority 3: Kingston's young people are engaged					
3.1 Young people feel safe, connected and a	Ensuring young people have a genuine voice and input	All programs, activities, events and services	All	<ul style="list-style-type: none"><li>Youth Participation Policy reviewed annually with young people</li></ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
<b>sense of belonging</b>	<i>Providing opportunities for young people to have direct input into Council plans, programs and services and ensuring that youth participation principles are applied.</i>			<ul style="list-style-type: none"> <li>Conduct pre and post feedback surveys for programs and services</li> <li>Develop evaluation report for each program/activity/event including recommendations from young people (minimum of 3 quotes)</li> <li>Demonstrated participation of young people in the planning and development of programs/ sessions documented via case notes/meeting minutes</li> </ul>	
<b>3.2 Young people have multiple points of access</b>	<p>Partnering with others to increase visibility in the community</p> <p><i>Increasing outreach efforts, having a visible presence at Council events, partnering and co-branding youth events and communicating via school and community newsletters.</i></p>	Community Events	All	<ul style="list-style-type: none"> <li>Number of sessions and events delivered</li> <li>Number of youth attendees</li> </ul>	<p><i>In progress for this quarter</i>  <b>Commitments this quarter:</b></p> <ul style="list-style-type: none"> <li>Kingston Libraries School Holiday Workshop</li> <li>Mental Health Expo (Derrimut Wheelam Gathering Place)</li> </ul> <p><i>Delivered across all quarters</i></p> <p><b>Commitments quarter 2:</b></p> <ul style="list-style-type: none"> <li>Spring Fair (Keeley Park)</li> <li>16 Days of Activism (Roll for Respect Event)</li> </ul> <p>Mordialloc Traders – Lighting of Tree Street Event</p>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
		Newsletter dissemination	All	<ul style="list-style-type: none"> <li>Regular sharing of information to school and community-based newsletters</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
<b>3.3 Young people are involved and have a voice in local matters that affect them</b>	Partnering with teams across Council departments  <i>Having a visible presence in the community and building organisational capacity to consistently access and engage with young people.</i>	Internships (18-25 year olds)	YP&DO	<ul style="list-style-type: none"> <li>2 Internship opportunities developed annually</li> <li>Pre and post experience survey</li> <li>Workplans completed</li> <li>Evaluation completed</li> </ul>	<i>Commence delivery in quarter 2</i>
		Youth Advisory Committee (YAC)	YP&DO & YWC	<ul style="list-style-type: none"> <li>Demonstrated participation in minimum of 3 consultations per year</li> <li>3 guest speakers per year (other Council Departments)</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
		Co-Design Projects	YP&DO	<ul style="list-style-type: none"> <li>One new project developed annually</li> </ul>	<i>New action for 2022-23</i>  <i>Commence delivery in 2023</i>
	Increasing our engagement with young people aged 18-25  <i>Increased efforts in understanding the needs of 18-25 year olds and providing additional services.</i>	Youth Advisory Committee (YAC)	YP&DO & YWC	<ul style="list-style-type: none"> <li>Minimum of 10 members per group (18-25)</li> <li>Pre, mid and post experience surveys completed.</li> <li>Minimum of active participation of 80% in all meetings</li> <li>Notes recorded for all meetings</li> <li>Annual workplan developed</li> <li>Demonstrated participation in minimum of 3 consultations per year</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
				<ul style="list-style-type: none"> <li>3 guest speakers per year (other Council Departments)</li> </ul>	
<b>Priority 4: Kingston's young people are engaged</b>					
<b>4.1 Young people are supported to make informed choices and manage transition</b>	Partnering to deliver tailored workshops  <i>Covering life skills and general knowledge around financial literacy.</i>	Financial Literacy Workshops	YWC	<ul style="list-style-type: none"> <li>5 sessions provided annually</li> <li>75 young people serviced annually</li> <li>Bi-annual Engage! progress report</li> <li>Pre and post experience surveys completed</li> <li>% of participants satisfied with service provided</li> <li>% of young people feeling safe and included</li> <li>% of young people feeling heard</li> <li>Evaluation report completed annually</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
		Online Cooking program for 18-25 year olds	YW	<ul style="list-style-type: none"> <li>16 sessions provided annually</li> <li>40 young people serviced annually</li> <li>Bi-annual Engage! progress report</li> <li>Pre and post experience surveys completed</li> <li>% of participants satisfied with service provided</li> <li>% of young people feeling safe and included</li> <li>% of young people feeling heard</li> <li>Evaluation report completed annually</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
	Strengthening support to Grade 6 and Year 7 students  <i>Delivering a series of informative sessions developed to support and prepare students during peak transition times.</i>	Grade 6 Support Program	YW	<ul style="list-style-type: none"> <li>Minimum of 20 sessions of Grade Six Support Program delivered</li> <li>Number of young people in attendance</li> <li>Pre and post surveys completed</li> <li>Evaluation report completed annually.</li> </ul>	<i>Commence delivering in quarter 2</i>
		Year 7 Engagement Activities	YW	<ul style="list-style-type: none"> <li>Minimum of 20 sessions of Year 7 Engagement activities delivered</li> <li>Number of young people in attendance</li> <li>Evaluation report completed annually.</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
<b>4.2 Young people to gain transferable skills to strengthen employment options</b>	Facilitating work-ready workshops and accredited training  <i>Providing fully funded opportunities for young people to increase their capacity to seek employment.</i>	Work Ready Workshops and Short Courses	YW & YWC	<ul style="list-style-type: none"> <li>5 work ready workshops delivered annually</li> <li>75 young people serviced annually (work ready)</li> <li>Minimum of 40 participants annually (short courses)</li> <li>Minimum of 3 short courses offered quarterly</li> <li>Bi-annual Engage! progress report</li> <li>Pre and post experience surveys completed (work ready)</li> <li>% of participants satisfied with service provided (work ready)</li> <li>% of young people feeling safe and included (work ready)</li> <li>% of young people feeling heard (work ready)</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
				<ul style="list-style-type: none"> <li>Verbal/email feedback received for short courses</li> <li>Evaluation report completed annually</li> </ul>	
	Collaborating with key stakeholders to enhance young people's opportunities for employment	Annual BGKLEN Careers Expo	YW	<ul style="list-style-type: none"> <li>Participation in 1 expo per year</li> <li>Information disseminated to participants</li> </ul>	<i>To be delivered in 2023</i>
	<i>Delivering a series of community-based sessions where young people have access to key opportunities for employment in their local communities.</i>	Local careers expo (Mordialloc)	YP&DO	<ul style="list-style-type: none"> <li>One event held annually</li> <li>Number of young people participating</li> <li>Post experience survey completed</li> <li>Bi-annual Engage! progress report</li> <li>Evaluation report completed annually</li> </ul>	<i>Commence delivering in quarter 2</i>
	Increasing young people's opportunities for paid employment	Paid youth opportunities (FReeZA)	YW	<ul style="list-style-type: none"> <li>Number of youth opportunities provided</li> </ul>	<i>In progress for this quarter</i>
	<i>Providing pathways for young people to gain paid opportunities across services and programs within Kingston Youth Services.</i>	Paid youth opportunities (Engage!)	YW	<ul style="list-style-type: none"> <li>Number of youth opportunities providers</li> </ul>	<i>In progress for this quarter</i>
					<i>Delivered across all quarters</i>
<b>4.3 Meaningful developmental opportunities are available to young people</b>	Co-designing services and programs	Youth Participation Framework (policy)	YP&DO	<ul style="list-style-type: none"> <li>One new project developed annually</li> <li>Annual review of youth participation framework with Youth Advisory Committee</li> </ul>	<i>New Action for 2022-23</i>
	<i>Providing opportunities for young people to participate in the</i>				<i>Commence delivering in 2023.</i>

KEY DIRECTIONS	ACTIONS	PROGRAMS / EVENTS / SERVICES / NETWORKS	CONTRIBUTING STAFF (ROLES)	KPIs	EVIDENCE OF PROGRESS
	<i>development of new and revised programs and services provided by Kingston Youth Services.</i>			<ul style="list-style-type: none"> <li>▪ Demonstrated participation of young people in the planning and development of programs</li> <li>▪ Evaluation report completed annually</li> </ul>	
	<p>Creating short term internship opportunities</p> <p><i>Collaborating with others to provide opportunities that allows young people to be gain hands on experience.</i></p>	Internships (18-25 year olds)	YP&DO	<ul style="list-style-type: none"> <li>▪ 2 Internship opportunities developed annually</li> <li>▪ Pre and post experience surveys</li> <li>▪ Workplan completed</li> <li>▪ Evaluation completed</li> </ul>	<i>Commence delivery in quarter 2</i>
	<p>Increase local youth volunteering opportunities</p> <p><i>Facilitating volunteering options where young people can connect, interact, develop new relationships within the wider community.</i></p>	<p>FReeZA (P81 Events) and Engage! programs (Universal)</p>	YW	<ul style="list-style-type: none"> <li>▪ At minimum 24 participants annually</li> <li>▪ Bi-annual Engage! progress report</li> <li>▪ Pre, mid and post experience surveys completed</li> <li>▪ % of participants satisfied with service provided</li> <li>▪ % of young people feeling safe and included</li> <li>▪ % of young people feeling heard</li> <li>▪ Evaluation report completed annually</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>
		Youth Advisory Committee (YAC)		<ul style="list-style-type: none"> <li>▪ 20 opportunities provided</li> <li>▪ Pre and post experience surveys completed</li> <li>▪ Evaluation report completed</li> </ul>	<i>In progress for this quarter</i>  <i>Delivered across all quarters</i>



### Appendix 1: Overview of current monitoring, feedback and data capture approaches

Programs, events and support services	Tally counts		Formalised or documented feedback				Informal or internal insights	
	Times delivered	Registrations/ participants	Pre / post forms incl. satisfaction	Evaluation Report / Summary	Via email (saved in HPE)	Images / Videos	Verbal feedback	Case notes
<b>Community Programs</b>								
AYC Art Program	⊙	⊙	(post)	⊙	⊙	⊙	⊙	⊙
Cooking with AYC (Online Cook Bake Create)	⊙	⊙	(post)	⊙	⊙	⊙	⊙	⊙
Courses - workshops	⊙	⊙		⊙	⊙	⊙	⊙	
Courses - short courses	⊙	⊙		⊙	⊙	⊙	⊙	
Freeza P81 Events	⊙	⊙	⊙ & mid	⊙	⊙	⊙	⊙	⊙
Junior Council	⊙	⊙	⊙	⊙	⊙	⊙	⊙	
QIK	⊙	⊙	⊙ & mid	⊙	⊙	⊙	⊙	⊙
Universal	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙
Volunteer program – youth (hours)	⊙	⊙			⊙	⊙	⊙	⊙
Youth Advisory Committee (12-17)	⊙	⊙	⊙ & mid	⊙	⊙	⊙	⊙	⊙
Youth Advisory Committee (18-25)	⊙	⊙	⊙ & mid	⊙	⊙	⊙	⊙	⊙
Young Women's Leadership	⊙	⊙	⊙	⊙	⊙	⊙	⊙	⊙
<b>Community Events</b>								
Junior Mayor		⊙	(post)	⊙	⊙	⊙	⊙	
Youth Awards and Youth Week		⊙		⊙	⊙	⊙	⊙	
<b>Support Services</b>								
Youth Work Support	⊙		(post)		⊙		⊙	⊙
Counselling	⊙		(post)		⊙		⊙	⊙

## Appendix 2: Overview of operational reporting requirements and KPIs

### Mechanisms for demonstrating the Kingston Youth Services team satisfies operational, funding and compliance requirements

REPORTING TASK	PURPOSE	PROGRAM / SYSTEM	CONTRIBUTING STAFF	KPIs	EVIDENCE OF PROGRESS
Internal reporting	Council Reporting	Interplan Council Report	TL	<ul style="list-style-type: none"> <li>Quarterly progress reports on:               <ul style="list-style-type: none"> <li>% of clients satisfaction with youth work support and counselling</li> </ul> </li> </ul>	
Document management	Internal Audits	HPE Audit	TL and YWC	<ul style="list-style-type: none"> <li>Monthly review of documents and folders</li> </ul>	
		IRIS Audit	TL and YWC	<ul style="list-style-type: none"> <li>Monthly review of case notes and client records</li> </ul>	
Acquittal reports to funding bodies	State Government Funding	FReeZA	TL and YW	<ul style="list-style-type: none"> <li>Bi-annual progress reports</li> <li>Annual reports including financial acquittals</li> </ul>	
		ENGAGE	TL and Youth Work Team	<ul style="list-style-type: none"> <li>Bi-annual progress reports</li> <li>Annual reports including financial acquittals</li> </ul>	
Staff training, accreditations and wellbeing	Staff wellbeing and development	Supervision	All	<ul style="list-style-type: none"> <li>Fortnightly supervision for youth work team, YWC and YP&amp;DO</li> <li>Monthly supervision for counselling and administration support</li> </ul>	
		MyKad Annual Review	All	<ul style="list-style-type: none"> <li>1 MyKad Yearly Conversation per staff member at minimum</li> </ul>	
		Training	All	<ul style="list-style-type: none"> <li>Identified through supervision and agreed on in yearly conversation or as assessed</li> <li>2 personal development sessions per year</li> <li>Unlimited Council systems training</li> <li>1 representative on the Council Wellbeing Committee</li> </ul>	
Risk assessment and	Compliance	Police Checks	All and People Support	<ul style="list-style-type: none"> <li>Undertaken every 3 years</li> </ul>	

REPORTING TASK	PURPOSE	PROGRAM / SYSTEM	CONTRIBUTING STAFF	KPIs	EVIDENCE OF PROGRESS
OHS compliance		Working with Children Check	All	<ul style="list-style-type: none"> <li>Undertaken every 5 years</li> <li>Direct line reports to check validity annually</li> </ul>	
		Child Safe Training and Procedure	All	<ul style="list-style-type: none"> <li>As required</li> </ul>	
		First Aid	All	<ul style="list-style-type: none"> <li>First Aid Training undertaken every 3 years</li> <li>CPR Training undertaken every year</li> <li>Direct line report to update HPE with current certificates</li> </ul>	
		Fire Warden Training	OHS Representative	<ul style="list-style-type: none"> <li>Undertaken every 6 months for each facility used by Youth Services (Platform 81 and AYC)</li> </ul>	
		Risk Assessments	All	<ul style="list-style-type: none"> <li>Risk assessment completed for each program and event</li> </ul>	
		COVID Safe Plans	All	<ul style="list-style-type: none"> <li>Implementation of COVID Safe Plans for Platform 81 when required</li> <li>Implementation of COVID Safe Practice Principles for AYC when required</li> </ul>	
Service review and planning	Reviews and Planning	Planning Day	All	<ul style="list-style-type: none"> <li>Annual planning day to review and plan</li> </ul>	
		Strategy Review Meeting	All	<ul style="list-style-type: none"> <li>Quarterly review meetings of strategy and action plans</li> </ul>	
Evaluation program	Continuous Improvement	Evaluation Report/ Summary	Youth Work Team and YP&DO	<ul style="list-style-type: none"> <li>Evaluation Report/Summary completed for each program, activity and event</li> </ul>	

### Appendix 3: Evaluating impact – participant feedback approach

Kingston Youth Services will aim to ensure a consistent surveying experience when seeking feedback from the community. Feedback from young people and the wider community assists with planning, service improvements and evaluation. Feedback will be collected anonymously for those participating. Positive feedback about young people's experiences and journeys may be shared via social media platforms and via quarterly and annual reporting.

Programs, services and events will stipulate the frequency of collection as outlined in Appendix 1.

To ensure a consistent approach to data collection and reporting, the following questions will be embedded in all surveys collected:

- **Participant satisfaction:** Overall, how satisfied are you with your program or service experience? Very dissatisfied / Dissatisfied / Satisfied / Very satisfied
- **Safe and inclusive:** Do you feel this program or service is providing a safe and inclusive environment? Yes / No. If no, why?
- **Youth voice/heard:** Do you feel your views and suggestions are being heard? Yes / No. If no, why?

## Appendix 4: Evaluating impact – professional development and network reporting templates

### A4.1 Reflecting and reporting back insights – professional development and networks

The purpose of this short form is to provide a template for Kingston Youth Services team members to:

- Reflect on the purpose of participation in professional development sessions and network meetings
- Determine the value of the session/meeting and how it has been beneficial
- Prompt the sharing of insights and resources with colleagues

<b>Name of PD session or network</b>	
<b>Date of session/meeting</b>	
<b>Key insights for practice</b>	
<b>Good use of time, positive experience</b>	<input type="checkbox"/> Yes <input type="checkbox"/> Mixed <input type="checkbox"/> No Why?
<b>Recommend the session or meeting to others</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Why?
<b>Resources to share (if applicable)</b>	Emailed to interested team members Saved on HPE Other?
<b>Other comments?</b>	

### A4.2 Reporting back information shared by Kingston Youth Services with service providers and networks

The purpose of this short form is to provide a template for Kingston Youth Services team members to:

- Prompt the sharing of Kingston Youth Services information with service providers and networks
- Assist service providers and networks to understand and promote Kingston Youth services and programs to their clients
- Be a positive advocate for Kingston Youth Services to initiative collaboration and opportunities

<b>Name of service provider/s or network</b>	
<b>Date information shared</b>	
<b>Type of information shared</b>	Brochure/pamphlet Formal presentation Informal presentation Social media platforms Informal update <input type="checkbox"/> Other: (please state) _____
<b>Reason for sharing information</b>	<input type="checkbox"/> Advocacy <input type="checkbox"/> Funding/grant opportunity <input type="checkbox"/> Improve collaboration <input type="checkbox"/> Promote or raise awareness of KYS <input type="checkbox"/> Strengthen referral pathways/reduce barriers for young people <input type="checkbox"/> Other: (please state) _____
<b>Outcomes</b>	



City of  
**KINGSTON**



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



1300 653 356



131 450



info@kingston.vic.gov.au



[kingston.vic.gov.au](http://kingston.vic.gov.au)



## 2022-2026 **Kingston Youth Strategy** Consultation Summary

**Over 22,500 (14%) of Kingston's residents are young people aged 12 to 24 years of age.**

**Over three months earlier in 2022, we spoke to young people, carers, educators and youth support workers to find out what they want from Youth Services.**

**We have heard that being supported, acknowledged, connected and prepared are the top four priorities for our 12 to 24 year olds who live, work and study in Kingston.**

**That's why we're focussing on creating meaningful opportunities for participation, providing support where needed, are helping to prepare young people for the future and acknowledge their aspirations.**



City of  
**KINGSTON**

# Summary of Consultation

**Community consultation for this project started on 23 February and closed on 27 May 2022.**

During this time, we invited the Kingston's young people, carers, educators and youth support workers to share their thoughts on how we can best support young people through our events, services and programs. Community consultation was held both digitally and in-person.

**Youth Service staff visited a number of schools, in-person workshops and events and promoted this through a variety of promotional channels, including:**

- ✓ Social media
- ✓ e-newsletters
- ✓ Posters
- ✓ Council's On-hold messages
- ✓ Digital Media

**Events we visited include:**

- ✓ Bayside Glen Eira Kingston Youth Network
- ✓ Skate of Mind - Bicentennial Park Chelsea
- ✓ Mordi Movies - Peter Scullin Reserve, Mordialloc
- ✓ Platform 81 Launch
- ✓ Youth Festival
- ✓ Parent information nights
- ✓ Le Page Park Masterplan Community Consultation
- ✓ Junior Mayor elections

**How else we got the word out**

- 130+ sports clubs email database
- L2P Steering Committee
- Kingston Youth Services newsletter database
- headspace Elsternwick/Bentleigh Consortium
- Our Youth Advisory Committees
- Bayside, Glen Eira, Kingston Youth Network
- Sport and recreational newsletter
- Student Wellbeing Network
- School Focused Youth Service Network
- Online parents sessions

Our aim was to build awareness of the consultation and to encourage young people to participate.

Feedback for this consultation was incentivised through a competition, which encouraged young people to provide feedback, for the chance to win one of five \$100 Visa Gift cards. And lollies were provided to young people who participated at in-person school lunchtime sessions.

Kingston has a diverse community. We understand that the service upgrade will not meet the needs and wants of all residents. Our consultation sought community feedback to understand the breadth of needs across the Kingston community to help us decide on a service that meets most needs, whilst making sure it is equitable and reasonable.



# Key Stats

This consultation was launched at the Skate of Mind event in February.

Social media for this event reached

## 6979

people

The event was attended by

## 200+

community members

Feedback to the consultation was completed by

## ~25%

of attendees



## 830

12-24 year olds with a connection to Kingston completed online or paper-based surveys

## 68

educators and youth service organisation members completed the educator survey

## 49

Parents/carers completed the carer's survey

## 114

hours running in-person consultations by our staff

## 10

Youth Advisory Committee members participated in workshops

Youth Services spent a term visiting schools.

We visited

## 6

high schools

Ran

## 22

lunchtime engagement sessions

Held

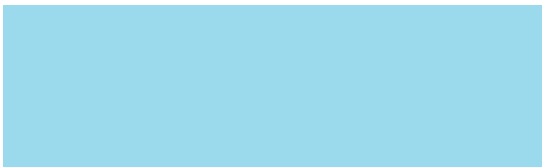
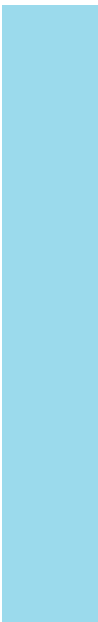
## 2

online parent sessions





KINGSTON YOUTH SERVICES



# Who provided feedback?

## A closer look...

The Youth Strategy is an important document which guides how we provide services for a significant proportion of our population (over 14%). We received almost 950 survey responses.

**830** 830 people aged 12-24 provided feedback via paper-based and online surveys.

**77%**

Of these identified as a resident of Kingston.

**93%**

of respondents were aged between 12-17.

**7%**

identify as a person with a disability.

**28%**

speak a language other than English with family or community.

**26%**

have a responsibility for caring for other people.

**19%**

identify as same sex attracted/intersex/gender diverse or questioning.

**4%**

identify as an Aboriginal and/or Torres Strait Islander.

**49**

people responded to the parent/carer's survey.

*"Mental health services for the youth are critical for the individual and the community"*

*- Parent/Carer*

*"Physical health links to your overall health and wellbeing. It builds positive attitudes, healthy habits and builds resilience both physically and mentally"*

*- Educator/Service Provider*

**68**

respondents completed the Educators/youth services survey.

We also heard from parents/carers and educators/youth support workers...

## Top 5 issues for young people recognised by...

### By parents and carers:

1. Mental health
2. Body image
3. Coping with stress
4. Physical health
5. Lack of positive self-esteem and confidence

### Education and service providers:

1. Mental health
2. Relationships (parents, family, friends)
3. Physical health
4. Family violence
5. Lack of positive self-esteem and confidence

When thinking about the future and the next five years, young people aspired to be:

*"Happy and healthy"* 12 year old

*"An artist, having a job that I love."* 14 year old

*"Happy and not stressing about my life and what it will look like."* 16 year old

*"An A Grade electrician."* 17 year old

*"Stable income, interesting career or uni course."* 21 year old

*"In the property market and working off my debt."* 23 year old



From the many youth voices who shared their ideas and opinions during the surveying and consultation program, common themes emerged. These themes were reinforced in the views shared by parents/carers and representatives of our schools and youth services organisations.

The four priority areas we need to address are:

**PRIORITY 1:**

**Kingston's young people are supported**

Feeling supported is integral to good physical and mental health, youth resilience and a quality life.

We want to create an environment where young people, parents and carers can readily access quality mental health support and resources, as well as reputable youth services and information when needed.

**PRIORITY 2:**

**Kingston's young people are acknowledged**

When we asked educators and service providers about what is great about young people in Kingston. They told us that they are "creative, resilient, adaptable, enthusiastic, and kind".

We want to create an environment where young people feel welcome and their individuality and contributions are acknowledged, valued, and celebrated.

**PRIORITY 3:**

**Kingston's young people are connected**

We want to create an environment where young people feel safe and engaged and heard.

Being connected and having a sense of belonging is important to overall resilience, mental health, and well-being.

**PRIORITY 4:**

**Kingston's young people are prepared**

Many young people told us they feel unsure about the future which can lead to feelings of anxiety and stress. We want to create an environment where young people feel optimistic, hopeful, and confident to take the next step and understand what that might look like.



**KINGSTON YOUTH SERVICES**

## **11. Customer and Corporate Support Reports**



# Ordinary Council Meeting

24 October 2022

**Agenda Item No: 11.1**

## QUICK RESPONSE GRANTS

**Contact Officer: Gabrielle Pattenden, Governance Officer**

### Purpose of Report

To seek Council's consideration of Quick Response Grant applications received.

### Disclosure of Officer / Contractor 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 approve the following Quick Response Grant applications:

- Henan Province Hometown Association Australia Inc - \$1500.00;
- Nola Barber Kindergarten - \$1000.00;
- Heatherton RAID (Residents Against Inappropriate Development) Inc - \$1500.00;
- Yarrabah School - \$1500.00;
- The Chinese International Cheongsam Association of Australia Inc - \$1500.00;
- MiCare Ltd - \$1000.00;
- Bonbeach Cricket Club - \$1500.00;
- Mentone Little Athletics Club - \$1500.00; and
- Clarinda Seniors Social Club - \$600.00.

## 1. Executive Summary

The Quick Response Grants Program gives individuals and community groups the opportunity to apply for small grants required at short notice to help them achieve their goals and ambitions.

This Program responds to the community's need for a form of grant that is flexible and efficient in terms of the time between application and approval and applies to smaller amounts of funding to a maximum of \$1,500.00.

Quick Response Grants are a category under Council's Community Grants Program.

## 2. Background

In April 2019 Council revised the Quick Response Grants Guidelines. Grant applications are checked for eligibility in line with a set of criteria outlined in the Guidelines. An application must be submitted to Council and considered for approval at a Council Meeting.

Any not-for-profit group, school or community organisation providing services within the City of Kingston may apply.

Individuals must be a resident of the City of Kingston and participating in an activity in an unpaid capacity and not as a requirement of any formal course of study or of their employment. Individuals can apply for a grant to assist them to participate in a sporting, educational, recreational or cultural activity; other pursuit of a personal development nature; which will have a clear benefit to the community.

Community groups can apply for a grant to assist with the provision of a service, program or activity used by or of benefit to Kingston residents.

### **3. Discussion**

#### **3.1 Assessment and Application Criteria**

Applications for Quick Response Grants are assessed against the criteria outlined in the guidelines as follows:

- Are funds needed at short notice or can they wait for the Annual Grants program?
- Does the proposed activity/event/project benefit the City of Kingston residents?
- Has the applicant demonstrated a clear need for funds?
- Has the applicant received any other funding from Council?
- That the organisation is a not-for-profit and has a bank account in the name of organisation.
- Can the project be funded under any other Council grant program?

### **4. Consultation**

#### **4.1 Internal Consultation:**

N/A

#### **4.2 Community Consultation:**

N/A

#### **4.3 Results/Findings:**

N/A

### **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**

**Projected costings**

Not applicable

**Budget**

An amount of \$55,000 per annum has been allocated for this program.

**Staff Resources**

Not applicable

**5.4 Risk considerations**

Not applicable

**6. Applications**

<b>Name:</b>	<b>Henan Province Hometown Association Australia Inc</b>	
<b>Amount requested:</b>	\$1500.00	
<b>Description of Project/Event:</b>	National day celebration, mid-Autumn festival. Members will dress up with traditional costumes and hats, dancing, Taiji performance, singing, playing instruments, let neighbours to know more about Chinese culture	
<b>How the funds will be used:</b>	Performance clothes, make-up stuff, payment to dancing and singing teachers, instruments, small gifts to VIP guests	
<b>Assessment Criteria:</b>	<ul style="list-style-type: none"><li>• The applicant meets the eligibility criteria</li><li>• Funds are needed at short notice</li><li>• The activity/event/project benefits the City of Kingston residents</li><li>• The applicant has demonstrated a clear need for funds</li><li>• The applicant has not received any other funding from Council for this project</li><li>• The applicant is an individual or not for profit organisation</li><li>• The project cannot be funded under any other Council Grant program</li></ul>	<ul style="list-style-type: none"><li>✓</li><li>✓</li><li>✓</li><li>✓</li><li>✓</li><li>✓</li><li>✓</li></ul>
<b>Grants received in current or last financial year</b>		
\$1450 - Quick Response Grant - Apr 22		
\$900 - Annual Grant - 2022-23		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for an amount of \$1500.00.		

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

<b>Name:</b>	<b>Nola Barber Kindergarten</b>	
<b>Amount requested:</b>	\$1000.00	
<b>Description of Project/Event:</b>	Cleaning and maintenance of ramps and deck area to remove slippery moss to minimise hazards. This will benefit the community as it will reduce the risk of slips and falls therefore reducing the risk of harm to the people within this service.	
<b>How the funds will be used:</b>	The funds will allow the service to purchase a high-pressure washer which will allow for the deck and ramp area to be pressure washed and remove the slippery moss from the surfaces.	
<b>Assessment Criteria:</b>		
• The applicant meets the eligibility criteria		✓
• Funds are needed at short notice		✓
• The activity/event/project benefits the City of Kingston residents		✓
• The applicant has demonstrated a clear need for funds		✓
• The applicant has not received any other funding from Council for this project		✓
• The applicant is an individual or not for profit organisation		✓
• The project cannot be funded under any other Council Grant program		✓
<b>Grants received in current or last financial year</b>		
\$2,000 - Annual Grant 24/08/2020		
\$1,700 - Annual Grant 24/09/2021		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for an amount of \$1000.00		

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

<b>Name:</b>	<b>Heatherton RAID (Residents Against Inappropriate Development) Inc</b>	
<b>Amount requested:</b>	\$1500.00	
<b>Description of Project/Event:</b>	Heatherton RAID is running the Move the Train Yard campaign to protect the Kingston Green Wedge from inappropriate developments such as the SRL Stabling yard. This campaign will benefit the community by protecting our Green Wedge and ensuring that the Council's plans for the site can proceed - that is delivering the Chain of Parks and the regional sporting fields.	
<b>How the funds will be used:</b>	This funding will be used to replace signs that have been stolen or damaged and to buy printing supplies and materials for letterboxing and community meetings.	
<b>Assessment Criteria:</b>	<ul style="list-style-type: none"> <li>• The applicant meets the eligibility criteria</li> <li>• Funds are needed at short notice</li> <li>• The activity/event/project benefits the City of Kingston residents</li> <li>• The applicant has demonstrated a clear need for funds</li> <li>• The applicant has not received any other funding from Council for this project</li> <li>• The applicant is an individual or not for profit organisation</li> <li>• The project cannot be funded under any other Council Grant program</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Grants received in current or last financial year</b>		
\$1,500-Quick Response Grant Feb 2021		
\$1,500-Quick Response Grant Mar 2022		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for an amount of \$1500.00.		

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

<b>Name:</b>	<b>Yarrabah School</b>	
<b>Amount requested:</b>	\$1500.00	
<b>Description of Project/Event:</b>	The purpose of our activity is to host a Carers Week event for our carers, which will celebrate, acknowledge, recognise and respect their efforts in supporting the needs of the child/children they care for. Caring for a child with disability can pose additional challenges and our intention is for carers to come together to share their stories in a familiar environment, whilst enjoying a healthy morning tea and taking part in an art therapist facilitated activity. The Carers Morning Tea will also serve as the official opening of our Yarrabah School Parent Hub - a warm and welcoming space for families to meet and connect with people, programs and services in their local community.	
<b>How the funds will be used:</b>	Our application is seeking funding in the amount of \$1,500, which will be used to pay for catering, art supplies and parent hub resources.	
<b>Assessment Criteria:</b>	<ul style="list-style-type: none"> <li>• The applicant meets the eligibility criteria</li> <li>• Funds are needed at short notice</li> <li>• The activity/event/project benefits the City of Kingston residents</li> <li>• The applicant has demonstrated a clear need for funds</li> <li>• The applicant has not received any other funding from Council for this project</li> <li>• The applicant is an individual or not for profit organisation</li> <li>• The project cannot be funded under any other Council Grant program</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Grants received in current or last financial year</b>		
\$1,500 - Quick Response Grant - September 2020		
\$212-Kingston Schools Awards Grant-2021-22		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for an amount of \$1500.00		

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

<b>Name:</b>	<b>The Chinese International Cheongsam Association of Australia Inc</b>	
<b>Amount requested:</b>	\$1500.00	
<b>Description of Project/Event:</b>	The "Chong Yang Festival" is celebrated on the ninth day of the ninth lunar month, and it is as such known as the Double Ninth Festival. We are holding a get-together of theatrical performances at the entertainment evening party of the Double Ninth Festival, primarily for our members of the associations. we also invite officials from the Kingston government, state councillors and representatives of oversea Chinese in Victoria.	
<b>How the funds will be used:</b>	<ul style="list-style-type: none"> <li>• The actor's meal and travel allowance;</li> <li>• Subsidise the performance fees of the other clubs;</li> <li>• Small gifts for attendees and guests over the age of 55;</li> <li>• Transportation and lunch subsidy for outdoor outing activities;</li> <li>• Subsidy for inviting some volunteers</li> <li>• Installation costs, banner, streamers, balloons, lighting for performance;</li> <li>• Subsidy for inviting teachers/post production/host; and</li> <li>• Other staff, labour costs.</li> </ul>	
<b>Assessment Criteria:</b>	<ul style="list-style-type: none"> <li>• The applicant meets the eligibility criteria</li> <li>• Funds are needed at short notice</li> <li>• The activity/event/project benefits the City of Kingston residents</li> <li>• The applicant has demonstrated a clear need for funds</li> <li>• The applicant has not received any other funding from Council for this project</li> <li>• The applicant is an individual or not for profit organisation</li> <li>• The project cannot be funded under any other Council Grant program</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Grants received in current or last financial year</b>		
Nil		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for an amount of \$1500.00		

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

<b>Name:</b>	<b>MiCare Ltd</b>	
<b>Amount requested:</b>	\$1000.00	
<b>Description of Project/Event:</b>	Senior week celebration. There will be live music, food and beverages. Kingston residents that attend Cafe bazaar every Tuesday look forward to this event as it has live entertainment where participants can sing and dance.	
<b>How the funds will be used:</b>	To pay for entertainers, food, beverages and disposables.	
<b>Assessment Criteria:</b>	<ul style="list-style-type: none"><li>• The applicant meets the eligibility criteria</li><li>• Funds are needed at short notice</li><li>• The activity/event/project benefits the City of Kingston residents</li><li>• The applicant has demonstrated a clear need for funds</li><li>• The applicant has not received any other funding from Council for this project</li><li>• The applicant is an individual or not for profit organisation</li><li>• The project cannot be funded under any other Council Grant program</li></ul>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>
<b>Grants received in current or last financial year</b> \$5,500-Digital Literacy Program 2021 \$1,650-Cultural Diversity Partnership Grants 2022 (01/02/2022)		
<b>Officer Comment:</b> This application meets the assessment criteria and is recommended for approval for an amount of \$1000.00.		

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

<b>Name:</b>	<b>Bonbeach Cricket Club</b>	
<b>Amount requested:</b>	\$1500.00	
<b>Description of Project/Event:</b>	Our Club's Cricket Covers were damaged at the end of last Season and now need to be replaced leading into the current Season. As our Turf Wickets are prepared by volunteers, we rely on volunteers to cover our Wickets and without adequate Covers to do so, we are wasting the hours volunteered to prepare these wickets and are liable to lose match points from our League as it's a requirement to have functional covers.	
<b>How the funds will be used:</b>	Funds will be used to purchase the cricket covers, which are an essential piece of equipment and league requirement for our Club.	
<b>Assessment Criteria:</b>	<ul style="list-style-type: none"> <li>• The applicant meets the eligibility criteria</li> <li>• Funds are needed at short notice</li> <li>• The activity/event/project benefits the City of Kingston residents</li> <li>• The applicant has demonstrated a clear need for funds</li> <li>• The applicant has not received any other funding from Council for this project</li> <li>• The applicant is an individual or not for profit organisation</li> <li>• The project cannot be funded under any other Council Grant program</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>Grants received in current or last financial year</b>		
\$1,500-Quick Response Grant November 2021		
\$14,100-Sporting Equipment grant for Bonbeach cricket club to purchase wicket roller		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for an amount of \$1500.00.		

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

<b>Name:</b>	<b>Mentone Little Athletics Club</b>	
<b>Amount requested:</b>	\$660.00	
<b>Description of Project/Event:</b>	The quick response grant is requested to fund a traditional 'Welcome to Country' delivered by the Bunurong Land Council, to open Mentone LAC's annual relay day (cost of \$660.00). This year will see the return of the full event since before the pandemic on our newly-laid track at Dolomore Reserve. We would like to open with a 'Welcome to Country' to show our respect for and valuing of the traditional custodians of the land and the welcome that they provide to visitors to their lands. The event attracts teams from other little athletics centres including Chelsea LAC which is also within the Kingston Council LGA. The event is traditionally a warm up for the Little Athletics Victoria regional and state relays and provides athletes with opportunities to practise.	
<b>How the funds will be used:</b>	To fund the Welcome to Country.	
<b>Assessment Criteria:</b>		
• The applicant meets the eligibility criteria		✓
• Funds are needed at short notice		✓
• The activity/event/project benefits the City of Kingston residents		✓
• The applicant has demonstrated a clear need for funds		✓
• The applicant has not received any other funding from Council for this project		✓
• The applicant is an individual or not for profit organisation		✓
• The project cannot be funded under any other Council Grant program		✓
<b>Grants received in current or last financial year</b>		
\$1,735.90-Annual Grant 02/08/2022		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for an amount of \$660.00		



**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

<b>Name:</b>	<b>Clarinda Seniors Social Group</b>	
<b>Amount requested:</b>	\$400.00	
<b>Description of Project/Event:</b>	The Clarinda Seniors Social Group (CSSG) is seeking a quick grant to funds its Christmas Party to its members. After two years of Covid without celebrating Christmas, the club would like to provide a free Christmas lunch to all its members, especially that most of our members are resident of Clarinda & the greater Kingston City Council.	
<b>How the funds will be used:</b>	The funds will be used by CSSG to buy food and drinks for the Christmas party.	
<b>Assessment Criteria:</b>		
• The applicant meets the eligibility criteria		✓
• Funds are needed at short notice		✓
• The activity/event/project benefits the City of Kingston residents		✓
• The applicant has demonstrated a clear need for funds		✓
• The applicant has not received any other funding from Council for this project		✓
• The applicant is an individual or not for profit organisation		✓
• The project cannot be funded under any other Council Grant program		✓
<b>Grants received in current or last financial year</b>		
\$1,500-Annual Grant-AG007-2020-21		
\$2,000-Cultural Diversity Meals Grant for 2020-2021		
\$1,500-Partnership Grant for 2021-2022		
\$3,000-Cultural Diversity Meals Grant 2021-2022		
\$1,545-Partnership Grant 2022-2023		
<b>Officer Comment:</b>		
This application meets the assessment criteria and is recommended for approval for an amount of \$400.00.		

Author/s: Gabrielle Pattenden, Governance Officer

Reviewed and Approved By: Stephanie O'Gorman, Team Leader Council Governance  
Kelly Shacklock, Acting Manager Governance  
Dan Hogan, General Manager Customer and Corporate Support

# Ordinary Council Meeting

24 October 2022

**Agenda Item No:** 11.2

## INFORMAL MEETINGS OF COUNCILLORS

**Contact Officer:** Gabrielle Pattenden, Governance Officer

### Purpose of Report

To provide copies of the Informal Meetings of Councillors records in line with Rule 1 of Chapter 6 of the Governance Rules to support openness and transparency of Governance processes.

### Disclosure of Officer / Contractor 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 receive the report.

## 1. Executive Summary

This report contains records for meetings defined as an Informal Meetings of Councillors under Rule 1 of Chapter 6 of the Governance Rules (the Rules).

## 2. Background

The Governance Rules requires that Informal Meetings of Councillors records are reported to the next possible meeting of Council. This seeks to promote openness and transparency of Council decision making.

## 3. Discussion

### 3.1 Governance Rules Requirements

As prescribed by Rule 1 of Chapter 6 of the Rules, if there is a meeting of Councillors that:

- is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- is attended by at least one member of Council staff; and
- is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting.

the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- a) tabled at the next convenient Council meeting; and
- b) recorded in the minutes of that Council meeting.

A standard Informal Meeting of Councillors form will be used as the record for the purposes of the Rules. These form the appendices to the report.

Rule 6 of Chapter 5 of the Rules requires Councillors attending a meeting under the auspices of Council (to which an Informal Meeting of Councillors falls under) to disclose a conflict of interest and leave the room whilst the matter is being considered.

**4. Consultation**

**4.1 Internal Consultation:**

Not applicable

**4.2 Community Consultation:**

Not applicable

**4.3 Results/Findings:**

Not applicable

**5. Compliance Checklist**

**5.1 Council Plan Alignment**

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

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

The reporting of Informal Meetings of Councillors meets the requirements of the Rules and is consistent with the above Council Plan strategy.

**5.2 Governance Principles Alignment**

The reporting of Informal Meetings of Councillors aligns with Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

**5.3 Financial Considerations**

**Projected costings**

Not applicable

**Budget**

Not applicable

**Staff Resources**

Not applicable

**5.4 Risk considerations**

Not applicable

**Appendices**

Appendix 1 - Informal Meetings of Councillors Record - Planning CIS 3 October 2022  
(Ref 22/283803) [↓](#)

Appendix 2 - Informal Meetings of Councillors Record - Strategic CIS 10 October 2022  
(Ref 22/295445) [↓](#)

Appendix 3 - Informal Meetings of Councillors Record - Strategic CIS 17 October 2022  
(Ref 22/295382) [↓](#)

Author/s: Gabrielle Pattenden, Governance Officer  
Reviewed and Approved By: Kelly Shacklock, Acting Manager Governance  
Dan Hogan, General Manager Customer and Corporate Support

# 11.2

## INFORMAL MEETINGS OF COUNCILLORS

1	Informal Meetings of Councillors Record - Planning CIS 3 October 2022.....	195
2	Informal Meetings of Councillors Record - Strategic CIS 10 October 2022.....	199
3	Informal Meetings of Councillors Record - Strategic CIS 17 October 2022.....	201

## Informal Meetings of Councillors Record

### Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



### Meeting Details

**Date:** 3 October 2022

**Time:** 6.00pm

**Meeting Location:** Online via the Zoom platform

**Meeting Reason:** Planning Councillor Information Session

### Attendees:

#### Councillors

Cr Steve Staikos (Mayor)  
Cr Jenna Davey-Burns (Deputy Mayor)  
Cr Tamsin Bearsley (arrived at 6.14)  
Cr Tim Cochrane (arrived at 6.14)  
Cr Tracey Davies  
Cr Chris Hill  
Cr Cameron Howe (camera off)  
Cr George Hua (arrived at 6.50) (camera off)  
Cr Georgina Oxley (left at 7.49pm)  
Cr Hadi Saab

#### Officers

Peter Bean, Chief Executive Officer  
Jonathan Guttman, General Manager Planning and Place  
Dan Hogan, General Manager Customer and Corporate Support  
Sally Jones, General Manager Community Strengthening  
Samantha Krull, General Manager Infrastructure and Open Space  
Bernard Rohan, Chief Financial Officer  
Kelly Shacklock, Acting Manager Governance  
Emily Scopel-Reed, Governance Officer Integrity  
Anna Carli, Communications Advisor  
Jaclyn Murdoch, Manager City Development  
Paul Marsden, Manager City Strategy  
Kate Waters, Manager Inclusive Communities  
Erin Pattie, Coordinator Planning and Development  
Rita Astill, Team Leader Strategic Planning  
Tania Asper, Manager City Economy and Innovation  
Matt Nelson, Team Leader Kingston Business  
Emily Boucher, Acting Manager City Works

#### Guests

Glenn Capuano, .id Consulting

#### Apologies

Nil

[continued over page](#)

1 of 2

## Informal Meetings of Councillors Record

### Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



#### Summary of Matters Discussed:

1	Apologies
2	Declaration by Councillors, Officers and Contractors of any Conflict of Interest
3	Notes of CIS of 19 September 2022
4	Individual Ward Briefings
5	2021 Census Key Trends and Changes Presentation
6	Councillor Weekly Update and Executive Updates
7	<i>By exception:</i> Meeting Planner
8	<i>By exception:</i> Planning Delegations Email Report - September 2022
9	<i>By exception:</i> Response to Resolution - Tree Removals Over 8m in Height - Planning and Local Law
10	Relocation of Kingston Farmers Market
11	<i>By exception:</i> Business and Economic Development Advisory Committee (BEDAC) Meeting Notes - 16 August 2022
12	<i>By exception:</i> Environment and Open Space Advisory Committee Meeting Notes 14 September 2022
13	Adoption of the Annual Statements to 30 June 2022
14	Invitations

#### Conflict of Interest Disclosures:

##### Councillor Disclosures: *Nil*

Name of Councillor:

Explanation of the nature of the conflict:

Councillor left the meeting prior to discussion:

Time left:

Time returned:

## Informal Meetings of Councillors Record

### Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



**Officer Disclosures:** *Nil*

Name of Officer:

Explanation of the nature of the conflict:

Councillor left the meeting prior to discussion:

Time left:

Time returned:

Completed by: Emily Scopel-Reed, Governance Officer Integrity

Date: 3 October 2022

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### Brief Explanation – Governance Rules Chapter 6:

If there is a meeting of Councillors that:

- 1.1 is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;
- 1.2 is attended by at least one member of Council staff; and
- 1.3 is not a *Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- (a) tabled at the next convenient Council meeting; and
- (b) recorded in the minutes of that Council meeting.

Some examples of an Informal Meeting of Councillors will include:

- Councillor briefing session;
- Meeting / briefing of one or more Ward Councillors;
- Advisory committee where one or more Councillor/s is present;
- Budget discussion;
- Workshop re key Council priorities;
- Site inspection;
- Preliminary planning conference

*If you require further clarification, please contact the Governance team.*



# Informal Meetings of Councillors Record

## Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



### Meeting Details

**Date:** 10 October 2022

**Time:** 6.00pm

**Meeting Location:** Online via the Zoom Platform

**Meeting Reason:** Strategic Councillor Information Session

### Attendees:

#### Councillors

Cr Steve Staikos (Mayor)  
 Cr Jenna Davey-Burns (Deputy Mayor)  
 Cr Tim Cochrane (arrived at 6.32pm, left at 8.35pm)  
 Cr Tracey Davies  
 Cr Chris Hill  
 Cr Cameron Howe  
 Cr George Hua (arrived at 7.22pm, left at 7.37pm)  
 Cr Georgina Oxley (camera off)  
 Cr Hadi Saab

#### Officers

Peter Bean, Chief Executive Officer  
 Jonathan Guttman, General Manager Planning and Place  
 Dan Hogan, General Manager Customer and Corporate Support  
 Sally Jones, General Manager Community Strengthening  
 Samantha Krull, General Manager Infrastructure and Open Space  
 Bernard Rohan, Chief Financial Officer  
 Tracey Cheeseman, Manager Advocacy, Engagement and Communications  
 Kelly Shacklock, Acting Manager Governance  
 Patrick O'Gorman, Governance Officer  
 Gabrielle Pattenden, Governance Officer  
 Bridget Draper, Manager Active Kingston  
 Chao Ren, Manager Project Management Office  
 Simon Doyle, Manager Arts, Events and Libraries  
 Yenni Lim, Manager Compliance and Amenity  
 Tiffany Smith, Acting Manager Family Youth and Children's Services  
 Tanya Marques, Team Leader Youth Services  
 Zorica Djuric, Youth Participation and Development Officer  
 Kate Waters, Manager Inclusive Communities  
 Susan Quach, Coordinator Community Development  
 Tony Ljaskevic, Manager Information Services and Strategy

### Summary of Matters Discussed:

1. Apologies
2. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
3. Notes of the Planning CIS Meeting of 3 October 2022
5. Councillor Weekly Updates and Executive Updates
4. Meeting Planner
6. Community Safety Advisory Committee Meeting Notes
7. Strategic Advocacy - Kingston Regional Sporting Fields Proposal
8. Verbal Briefing: Regents Park Pavilion
9. Verbal Briefing: Bricker Reserve Pavilion and Carpark Project - Award of Contract
11. Verbal Briefing: Carrum Life Saving Club - Award of Contract

[continued over page](#)

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# Informal Meetings of Councillors Record

## Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



- 10. Special Council Meeting
- 13. Kingston Awards Program
- 12. Draft Agenda - Council Meeting
- 8. Planning and Place Reports**
- 8.1 Community Engagement Outcome - Personal Watercraft (Jet Ski Boats)
- 9. Community Strengthening Reports**
- 9.1 Draft 2022-2026 Kingston Youth Strategy
- 9.2 Municipal Public Health and Wellbeing Plan: Year 1 Achievements and Year 2 Health Plan Action Plan
- 9.3 Response to Notice of Motion 13/2021 - Cr Howe - Public Art Budget
- 10. Infrastructure and Open Space Reports**
- Nil
- 11. Customer and Corporate Support Reports**
- 11.1 Award of Contract 22/005 Provision of New Laptop Computers
- 11.2 Response to Resolution: Accessibility of Council Meetings
- 11.3 Quick Response Grants
- 12. Chief Finance Office Reports**
- Nil
- 13. Notices of Motion**
- 14. Invitations

### Conflict of Interest Disclosures:

**Councillor Disclosures:** Nil

**Officer Disclosures:** Nil

Completed by: Gabrielle Pattenden

Date: 17 October 2022

### Brief Explanation – Governance Rules Chapter 6:

- 1.1 If there is a meeting of Councillors that: 1.1.1 is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors; and
  - 1.1.2 is attended by at least 6 Councillors; and
  - 1.1.3 is attended by at least one member of Council staff; and
  - 1.1.4 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting;
 or  
 If there is a meeting of a Councillor or Councillors that is subject to the Planning Interactions Policy; the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:
  - (a) tabled at the next convenient Council meeting; and
  - (b) recorded in the minutes of that Council meeting.

Some examples of an Informal Meeting of Councillors will include:

- Councillor briefing session;
- Budget discussion;
- Workshop re key Council priorities;
- Site inspection;
- Preliminary planning conference

If you require further clarification, please contact the Governance team.

## Informal Meetings of Councillors Record

### Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



### Meeting Details

**Date:** 17 October 2022

**Time:** 6.00pm

**Meeting Location:** via Zoom

**Meeting Reason:** Strategic Councillor Information Session

### Attendees:

#### Councillor/s:

Cr Steve Staikos (Mayor)  
Cr Jenna Davey-Burns (Deputy Mayor)  
Cr Tamsin Bearsley (arrived at 6.06pm, left at 7.30pm)  
Cr Tracey Davies  
Cr David Eden (camera off, left at 6.30pm)  
Cr Chris Hill  
Cr Cameron Howe (camera off)  
Cr George Hua (camera off, left at 8.27pm)  
Cr Georgina Oxley (camera off)  
Cr Hadi Saab (arrived at 6.30pm, left at 7.30pm)

#### Officers

Peter Bean, Chief Executive Officer  
Jonathan Guttman, General Manager Planning and Place  
Dan Hogan, General Manager Customer and Corporate Support  
Sally Jones, General Manager Community Strengthening  
Samantha Krull, General Manager Infrastructure and Open Space  
Bernard Rohan, Chief Financial Officer  
Kelly Shacklock, Manager Governance (Acting)  
Patrick O'Gorman, Governance Officer  
Gabrielle Pattenden, Governance Officer  
Donna Carton, Media and Communications Advisor  
Tim Ford, Team Leader Urban Forest  
Kate Waters, Manager Inclusive Communities  
Gillian Turnbull, Coordinator Community Wellbeing  
Bridget Draper, Manager Active Kingston  
Kim Marshall, Strategic Coordinator Leisure Facilities

#### Guests

Claire Filson, Audit & Risk Committee (Chair)

#### Apologies:

Cr Tim Cochrane

### Summary of Matters Discussed:

1. Acknowledgement of Country
2. Apologies
3. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest
4. Notes of the Strategic CIS Meeting of 10 October 2022
5. Draft Bi-Annual Report from the Audit and Risk Committee – September 2022
6. Meeting Planner

[continued over page](#)

1 of 2

## Informal Meetings of Councillors Record

### Governance Rules Chapter 6

This form must be completed by the appropriate attending Council Officer and submitted immediately to the Governance Department for reporting to Council.



7. Response to Resolution – Tree Removals Over 8m in Height – Planning and Local Law
8. Councillor Weekly Update and Executive Updates
9. Programmed and Reactive Tree Maintenance Contracts
10. Special Council Meeting – See Separate Agenda
11. Review of the Community Grants Programs
12. Aquatic Development – Project Status Update (Business Modelling & Communications)
13. Consideration of the 2021-22 Annual Report
14. Response to NOM 21/2022 – Philanthropist Outreach Program
15. Council (Statutory) Meeting 9 November 2022
16. Notices of Motion
17. Invitations
18. CEO Employment Matters – Response to Resolution
19. Councillor/CEO Only Discussion

### Conflict of Interest Disclosures:

**Councillor Disclosures: Nil**

**Officer Disclosures: Nil**

Completed by: Patrick O’Gorman

Date: 19/10/2022

### Brief Explanation – Governance Rules Chapter 6:

If there is a meeting of Councillors that:

- 1.1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors;
- 1.2 is attended by at least 6 Councillors; and
- 1.3 is attended by at least one member of Council staff; and
- 1.4 is not a *Council meeting*, *Delegated Committee* meeting or *Community Asset Committee* meeting

or

If there is a meeting of a Councillor or Councillors that is subject to the Planning Interactions Policy; the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- (a) tabled at the next convenient *Council meeting*; and
- (b) recorded in the minutes of that *Council meeting*.

Some examples of an Informal Meeting of *Councillors* will include:

- Councillor briefing session;
- Meeting / briefing of one or more Ward Councillors;
- Advisory committee where one or more Councillor/s is present;
- Budget discussion;
- Workshop re key Council priorities;
- Site inspection;
- Preliminary planning conference

*If you require further clarification, please contact the Governance team.*

# Ordinary Council Meeting

24 October 2022

**Agenda Item No: 11.3**

## **BI-ANNUAL REPORT FROM THE AUDIT AND RISK COMMITTEE - SEPTEMBER 2022**

**Contact Officer: Kingston City Council, Audit & Risk Committee**

### **Purpose of Report**

This report has two purposes as follows:

- 1) It meets the reporting requirements to Council as mandated by section 54(5) of the Local Government Act 2020 (LGA), whereby the Committee is required to biannually report to Council on its activities, findings and recommendations.
- 2) It meets Council's governance requirements whereby Council requires its various Committees to report on their activities at least annually.

### **Disclosure of Officer / Contractor Conflict of Interest**

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

### **RECOMMENDATION**

That Council receive the Bi-annual Report of the Audit and Risk Committee.

### **1. Executive Summary**

The Audit and Risk Committee (the Committee) received a number of reports regarding the appropriate management of council. The Committee is generally satisfied as to the nature, content, frequency and quality of the reports received, in most instances accepting the recommendations of Officers or noting the reports as received.

The Committee have worked with the CEO to identify continuous improvements and changes to process which have included:

- improved executive summaries and analysis on reports tabled
- improved presentation of information that aligns with the Committee's work plan and charter

It is the opinion of the Committee that Council is both meeting its statutory obligations and pursuing continuous improvement across Councils identified corporate risks in a transparent and accountable manner, such that Council can feel satisfied as to the performance of the committee and the operations of Council itself.

**2. Role of the Audit & Risk Committee**

The Audit and Risk Committee is an independent committee of Council. Its purpose is to support and advise Council in fulfilling its responsibilities related to external financial and performance reporting, maintenance of strong and effective governance and control frameworks, management of key risks and Council's compliance with legislation and regulation. The Committee has a prime responsibility in overseeing and monitoring Council's various audit processes.

The Committee's role is to report to Council on the outcomes of its work programme and to provide advice and recommendations on matters relevant to its Charter. The Committee may also endorse key reports for consideration by Council.

**3. Independence**

An independent Audit and Risk Committee is a fundamental component of a strong corporate governance culture. Council's Committee is independent of management and is not involved in any operational decisions. Committee members do not have any executive powers, management functions or delegated financial responsibilities.

**4. Reporting Period of this Report**

This report covers the Committee's work for the meetings held on 29 June 2022 and 28 September 2022 and aligns with the Committee's Annual Work Plan in terms of the cyclical nature of its work.

**5. Committee Charter**

The Committee's Charter is set by Council and was last reviewed and approved by Council on 26 April 2021 following changes necessitated by the new Local Government Act. The Charter is reviewed annually by the Committee each March.

**6. Membership**

Committee membership is comprised of five people appointed by Council, with two members being Councillors and three members being independent of Council. The independent members are required to have appropriate skill and experience as mandated in section 53 of the LGA. The LGA also requires that there be a majority of independent members and that an independent member be chairperson of the Committee. All members have full voting rights.

Councillors not appointed to the Committee are welcome to attend meetings but do not have any voting rights.

The Committee has enjoyed stability of membership in the reporting period, which has enhanced the ability of the Committee to provide a value adding experience to Council. Members have been fully engaged in all meetings held during the reporting period and have made valuable contributions to the work of the Committee.

## **7. Meeting Attendance**

Details of membership and meeting attendance for the reporting period are summarised in the table below:

Name	Qualifications	Role	Meetings	
			29 June 2022	28 Sept 2022
Ms Claire Filson	LLB; MBA, Grad. Dip. Applied Corporate Governance, FGIA, MAICD	Chair & Independent Member	Attended	Attended
Mr Bruce Potgieter	FCA - Australia ICA - South Africa	Independent Member	Attended	Attended
Mr Geoff Harry	B(Eco) FCA, FCPA, GAICD	Independent Member	Attended	Attended
Cr Steve Staikos	Mayor	Internal Member	Attended	Attended
Cr Georgina Oxley	Councillor	Internal Member	Attended	Attended

### **Senior Management Team**

The Committee has been strongly supported by Council's senior management team who have attended meetings when required.

A highlight of the Committee meetings continues to be the attendance in turn of each of Council's General Managers who brief the Committee on the current activities of their respective division within Council. This has enabled the Committee to gain a better appreciation of current issues in local government and of Kingston specific matters.

The Committee also receives detailed updates from Council's Chief Executive Officer Peter Bean.

### **External Service Providers**

The internal audit team (Pitcher Partners) and the external audit team (VAGO appointed agent Crowe) have attended both meetings during the reporting period.

The Committee enjoys strong and professional working relationships with the entire support team, which is a critical element in ensuring the Committee delivers positive and insightful support and advice to Council.

## **8. Committee Business**

The agendas for the two meetings in the reporting period have been guided by the Committees Annual Work Plan (AWP) and all meetings have been constructive. As with other such Committees in the local government sector in Victoria, the new LGA has added to the Committee's workload and in the broader governance sense, the expectations of stakeholders of Audit and Risk Committees have never been higher.

## **9. Annual Work Plan**

The Committee's activities are closely aligned with its Annual Work Plan (AWP) which reflects its key responsibilities as set out in the Committee Charter. Annually, the Committee confirms it has discharged its responsibilities in accordance with the Charter and develops its AWP for the following year. The AWP is reviewed at every meeting to ensure that it remains reflective of Council's business activities and constantly changing environment.

The work of the Committee is summarised below in each of the key areas:

### **Financial and Performance Reporting**

The Committee's main responsibilities are:

- At least annually reviewing significant accounting and external reporting issues, including complex or unusual transactions, transactions and balances in areas where judgement is required, changes to accounting policies, recent accounting, professional and regulatory pronouncements and legislative changes, and understand their effect on the annual financial report and the external audit thereof;
- Reviewing any changes to the Local Government Performance Reporting Framework and understand the effect of those changes on Council's performance indicators;
- Reviewing the annual financial report and annual performance statement and considering whether they are complete, consistent with information known to Committee members, reflect appropriate accounting treatments and adequately disclose Council's financial performance and position;
- Together with management and the external auditors, reviewing the results of the audit, including any difficulties encountered by the auditors and how they were resolved;
- Recommending the adoption of the annual financial report and annual performance statement to the Council; and
- Reviewing Council's quarterly Financial Report.

The Committee has been satisfied with these reports, assessing them as being of high quality, and noting that the matters that are raised by the external auditors at the conclusion of their work are generally not substantive in nature.

### **Risk Management**

The Committee's responsibilities include:

- Annually reviewing the effectiveness of Council's risk management framework;
- Reviewing Council's risk appetite statement and the degree of alignment with Council's risk profile;
- Reviewing Council's risk profile;
- Reviewing Council's treatment plans for strategic and operational risks, including the timeliness of mitigating actions and progress against those plans; and
- Reviewing the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.

Key matters on which the Committee was briefed during the reporting period at the June and September meeting included:

1. The effectiveness of Council's risk management framework
2. Changes in Council's risk profile
3. Review of treatment plans for significant risks



Business Planning Risk Registers for each division were reviewed. These risk registers identified the key risks for departments, current controls and proposed treatments as necessary. Noting that the Committee had previously received the Strategic Risk Register, this localised information provided the Committee with further insight into how risk is broadly managed by Council.

The Committee also received reports on emerging sector-wide matters and is provided with Management's comments on and response to these issues. This provides further assurance to the Council that the sector-wide issues have been actively addressed and considered by Kingston.

#### **Internal Audit**

A key responsibility of the Committee is to monitor Council's internal audit programme. The programme is outsourced to an appropriately skilled service provider whose work is monitored by the Committee. A rolling three-year strategic internal audit plan is developed by the service provider to ensure that systems and controls in the areas of higher risk are regularly reviewed. The Committee reviews the plan annually and monitors delivery of the plan and performance of Council's contractor at every Committee meeting.

Council's current internal auditor is Pitcher Partners, which was appointed for a three-year period commencing 1 July 2019. The contract has been extended for a further 12 months to 30 June 2023 and have included, for the first time, Key Performance Indicators (KPIs) which will be measured in the form of surveys. This initiative provides prompt feedback on audit activities and useful information to consider the internal auditor's performance and tenure.

The internal audit reports provided at the conclusion of each review contain audit findings and recommendations for control improvements, together with Management's responses, and are presented to the Committee for review. The Committee monitors implementation of the recommendations by the agreed due dates.

The table below shows the reviews completed by the internal auditor in the reporting period, there were five reports during this period:

Reviews	Completion Date
Recruitment Onboarding and Offboarding	June 2022
Payroll and Enterprise Agreement (EA) Encoding	June 2022
Long Term Financial Plan	June 2022
Final Data Analysis (CAATs)	September 2022
Parking Services	September 2022

During the reporting period, Pitcher Partners completed five audits and implementation of respective actions has commenced. Two further scopes were presented at the September meeting and the audits are to be completed during the next quarter.

The Committee regularly monitors Management's performance in closing out recommendations for improvement and is particularly focused on high rated actions that are not closed by the target date. The Committee acknowledges that many actions have been closed.

#### **Additional Assurance Activities**

No additional assurance activities were reviewed during this reporting period.

*Internal Control Environment*

The Committee considered several reports on the review of policies, systems and controls during the reporting period. The key matters subject to review included:

- Policy framework
- Organisational compliance updates
- Fraud and Corruption control
- Project Management Office updates

*Governance*

To ensure the transparency of the Committee's deliberations, each meeting receives declarations of any interest or conflict of interest in items on the agenda.

In addition, the CEO declares whether there has been any breach of legislation or regulation, together with any emerging sector and Council matters that should be brought to the attention of the Committee. To ensure the transparency of the work of the Internal Auditor, the Committee is also advised whether any work has been undertaken by the Internal Auditor in addition to the approved Internal Audit Plan.

The Committee applies a risk lens to monitor the compliance of Council's policies and procedures with the overarching governance principles contained in the Local Government Act 2020, the Local Government Regulations, and any Ministerial directions that may be issued.

The Committee monitors reports released by State-based integrity agencies and receives officer briefings on any reports that may be relevant to Council. The Committee focusses on whether there are any learnings for Council arising from these reports and monitors implementation of such improvements. A specific report discussed with the Committee during the reporting period includes [VAGO Fraud Control Over Local Government Grants](#).

**10. Assessment of the Committee's Performance**

The Committee annually assesses its performance based on a survey completed by Committee members and officers who interact regularly with the Committee. This assessment was last considered by the Committee in December 2021 and there were no significant areas of concern. Nevertheless, the Committee uses these assessments as an opportunity to consider ways in which it can improve performance.

**11. Reporting to Council**

After every meeting, Committee meeting minutes are presented to the next ordinary meeting of Council, including any reports that may help to explain outcomes or actions of Committee meetings. In addition, half yearly activity reports on Committee activities, findings and recommendations are provided to Council.

**12. Officer Support**

Council is obligated to provide administrative and secretarial support to the Chair and the Committee.

The Committee is able to fulfil its responsibilities outlined in the Committee Charter through discharge of the AWP. The success of its work requires significant commitment from many senior officers in developing meeting agendas, assembling reports and other information, preparing minutes of meetings and disseminating information to Committee members between meetings. The Committee acknowledges these efforts and the strong support it receives from the officers involved.

**13. Conclusion**

The Committee is satisfied that it has fully discharged its responsibilities as set out in its Charter. The Committee believes that Council has a strong control environment that continues to mature, and prudent financial management practices in place.

The Committee acknowledges that over the past year, the new CEO, Peter Bean, has actively sought to improve the support the Committee receives from Management and the quality of the papers the Committee receives. The operations of the Committee have benefited from these enhancements and the Chair appreciates the regular engagement with the CEO. The Committee also welcomes the appointment of Bernard Rohan as the new CFO and Dan Hogan, General Manager Customer and Corporate Support, and we look forward to working with them.

The Committee would like to thank the Council for its commitment and support of the work of the Committee and acknowledges the excellent work of Council's senior officers in supporting the work of the Committee and their engagement in ensuring that the Committee remains effective.

Author/s: Kingston City Council, Audit & Risk Committee

Reviewed and Approved By: Kingston City Council, Audit & Risk Committee

## Ordinary Council Meeting

24 October 2022

Agenda Item No: 11.4

### RESPONSE TO NOTICE OF MOTION 21/2022 - PHILANTHROPIST OUTREACH PROGRAM

Contact Officer: Dan Hogan, General Manager Customer and Corporate Support

#### Purpose of Report

To respond to a resolution of Council arising from Notice of Motion No. 21/2022, *Philanthropy Outreach Program*.

#### Disclosure of Officer / Contractor Conflict of Interest

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

#### RECOMMENDATION

That Council:

1. Receive the report; and
2. Recognising difficulties in fundraising through philanthropy, instead direct the Chief Executive Officer to consider sponsorship opportunities for any potentially suitable future capital work project, event or service program as part of standard operational functions.

#### 1. Executive Summary

Councils are experiencing increasing financial pressure to maintain capital and operational expenditure to meet growing community expectations. As a consequence, many Councils are keen to explore alternative revenue sources.

Philanthropy and corporate giving is a relatively small but growing market in Australia, which may represent some opportunity for Council.

Due to legislative regulation, Council itself is not able to function as a charitable organisation, taking donations for the purpose of delivering community benefit, and also not able to assume a tax status that would allow tax deductions for any donation.

However, it is possible to setup legal structures to allow Council to establish a charity for a range of purposes, but necessarily separate to itself.

Notwithstanding barriers to entry, it is likely only a limited market for Council or municipal based charities exist, and the relative attractiveness of local opportunities against alternative opportunities is likely to be low.

Operationally, while the staff resources and skills to run a philanthropic giving program does not currently exist within Council, the organisation can provide the corporate support required for any staff recruited for this purpose.

Assuming some level of success, it is highly unlikely that revenue to Council generated through Philanthropy is likely to exceed 0.5%.

Alternatively, sponsorship arrangements have no particular legislative barriers, may prove appropriate for select capital works, events or service programs, and are a conventional and common vehicle for minor fundraising within Australian local government.

## **2. Background**

At Council meeting 25 July 2022, Council resolved;

*That Council receive a report by the October 2022 Council meeting detailing:*

1. *An outreach program to build relationships with philanthropists and firms with philanthropic programs,*
2. *Funding in whole or part community assets and needs, which includes the benefits, risks, governance model/s and other potential requirements.*
3. *Potential projects that would be the benefit from this program including the suggested botanical garden at Learmonth Reserve in Patterson Lakes, featured in the Green Wedge Management Plan. Further, that Councillors may submit suitable projects to also be discussed and included via the CEO or General Manager Customer and Corporate Support within thirty (30) days.*

## **3. Discussion**

### **3.1 Philanthropy as an alternative funding model**

The desire for Council to explore a non-conventional revenue stream such as philanthropy is predicated upon increasing revenue pressures, including State Government imposed rate capping, increasing cost-shifting by other levels of government, decreasing or volatile grant funding, increasing demand for Council services, and increasing community expectations for high standard facilities and services within local catchment area.

#### **Description / Premise**

Philanthropy is most commonly the donation of money, property or financial assets from individuals or organisations for the purpose of welfare and community benefit, usually part of a long term, strategic approach to addressing root causes of social or environmental challenges. Most usually, gifts or donations for charitable purposes are tax deductible, which is intended to incentivise and encourage charitable giving.

#### **National Market Analysis**

There is a distinction between charity and philanthropy, in that charitable giving is more likely to be an emotional response to an immediate situation, usually monetary or volunteering, and take place over the short term. Philanthropy is characterised by longer term strategy and often addressing root underlying issues.

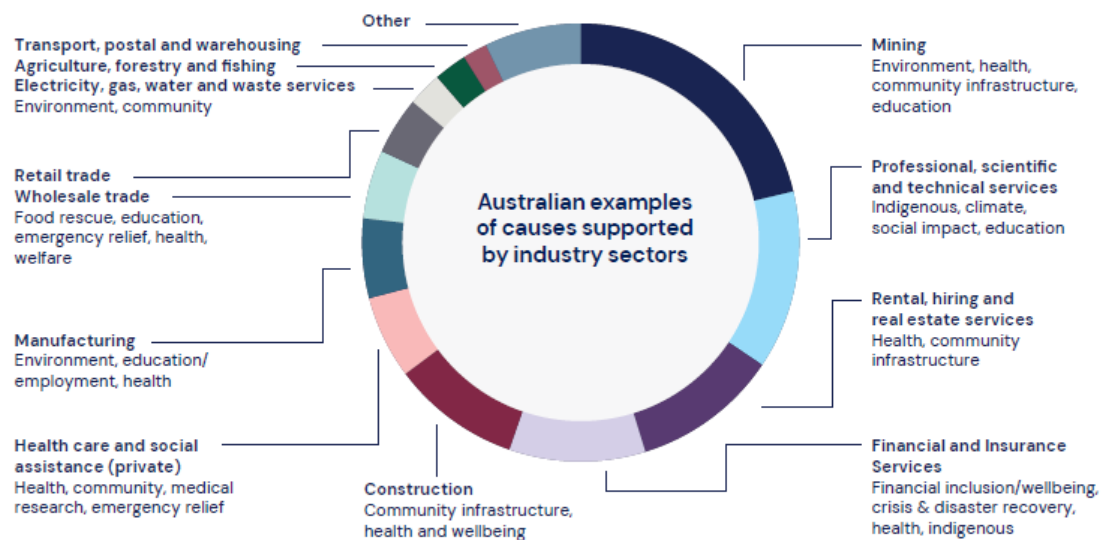
For various cultural and political reasons, philanthropy does not have the same profile or impact within Australia as it does in the United States, and as such is a relatively small component of the Australian economy relative to corporate and government spending and profitability.

The top 50 philanthropic organisations ranked by investment (Appendix 1) within Australia contributed a total of \$964m to community benefit in 2020.

### Corporate giving – Corporate and Social Responsibility

Comprising a separate part of philanthropy, according to the Australian Human Rights Commission, “The concept of Corporate Social Responsibility (CSR) is generally understood to mean that corporations have a degree of responsibility not only for the economic consequences of their activities, but also for the social and environmental implications.” Many major and listed Australian companies have CSR charters in which they seek to make a contribution across the triple bottom line. The top 50 Corporates ranked via community investment can be found at Appendix 2.

Most often, these companies seek investment opportunities and vehicles that mitigate negative impacts of their corporate activities, maximise promotional opportunities or contribute to maintenance of a social license to operate, or align to a perceived shared purpose between the corporate and the engaged not-for-profit vehicle. As a consequence, most industry sectors have specific preferred causes as illustrated below:



Source: John McLeod, JBWere Philanthropic Services

### Legal obligations, powers and exemptions

There are no impediments under the Local Government Act 2020 to Council to accepting donations, gifts or bequests and to carry out any conditions to such agreements.

However, Council itself cannot attain a deductible gift recipient (DGR) status as prescribed by Division 30 of the Income Tax Assessment Act 1997 (Cth) (ITAA97). A DGR status would allow donors to claim tax deductions for their gifts.

A DGR status is considered mandatory for the attraction of donations from institutional investors and high net worth individuals, and is a common feature for most charities.

There are approximately 50 DGR endorsement categories, and eligibility is based on the organisation's purpose or the purpose of a fund, authority or institution it operates. Categories include Health, Education, Research and Welfare and Rights. The Charities Act 2013 (Cth) (the Charities Act) and the Charities (Consequential Amendments and Transitional Provisions) Act 2013 (Cth) define the conditions required to be registered as a charity, but Sections 4 and 5 expressly exclude local government entities.

The Charities Act clarifies that to be a recognised as a charity, an organisation must:

- be not-for-profit
- have only charitable purposes that are for the public benefit
- not have a disqualifying purpose
- not be an individual, a political party or a government entity.

It may be reasonably argued that Councils themselves incorporate the first two elements in and of themselves.

Charities are regulated by the Australian Charities and Not-for-Profits Commission (ACNC).

### **Structures for Legal and Taxation purposes**

Recognising the legal restrictions applying for both the direct establishment of a charity and the ability to directly assume a DGR status, there are several options available to Council to establish a structure suitable for philanthropic fundraising. The options ultimately depend on the type of community assets sought to be funded and by whom. All options need to be carefully considered in light of legal and taxation matters.

#### Option One, Status Quo

Council could directly engage philanthropists to make funding grants available for specific purposes. However, most philanthropists will make such grants available only if the grant is tax deductible. Council is not endorsed by the Australian Taxation Office (ATO) to be able to receive tax deductible donations. On this basis, the status quo legal structure of Council is unlikely to support philanthropic donations.

#### Option Two, Set up new tax status or structures for Council

Council may seek “deductible gift recipient status” from the ATO for itself with respect to specific community assets, such as libraries, galleries, museums, or specific purpose enterprises such as environmental or cultural purposes. It would be unlikely that Council as a whole could receive this deductible gift recipient status.

Council may therefore need to establish a separate legal entity (or entities) to give effect to a suitable “deductible gift recipient status” from the ATO to support the tax deductibility of the donations. This could involve setting up a company limited by guarantee under the Corporations Act 2001. Such a beneficial enterprise will have financial reporting obligations under the Corporations Act. In addition, Council’s financial report will also need to incorporate the activities, revenue, and expenses of any separate entity. Such an entity will need to be carefully considered in light of conflicts of interests and taxation matters. Significant engagement with the ATO will be necessary to give effect to this option.

#### Option Three, Brokerage Role for Council

Alternatively, Council may be able to identify community based, not-for-profit organisations that are registered charities and/or have deductible gift recipient status and could receive philanthropic grant funds brokered by Council that meet certain community needs and/or have these community-based organisations manage, maintain, and operate certain community assets.

Option Four, Utilisation of the Lord Mayor's Charitable Fund

The existing Lord Mayor's Charitable Fund (the current Kingston Charitable Fund is a sub-fund of this Lord Mayor's Charitable Fund) may be of assistance. However, this Fund is only able to make distributions to entities that are endorsed as having "deductible gift recipient" status. The Fund cannot make distributions to Council directly. If Council's program involved brokering gifts of grant funds to community-based organisations, then the Lord Mayor's Charitable Fund could only be a conduit for such grants. Similarly, if Council was able to raise funds, then Council could arrange for the grant to be given to the Lord Mayor's Charitable Fund for the purpose of it being invested and grown for future spending. However, it is unlikely that a philanthropist will be willing to donate money without a specific purpose in mind.

In summary Council has broad options for managing the receipt of philanthropic donations – including through either setting up a separate entity (or entities) with "deductible gift recipient status" or working with an existing not for profit entity or utilising the Lord Mayor's Charitable Fund if appropriate.

**Governance requirements**

A form of incorporated legal structure is required to found a charitable organisation. Most common are incorporated associations or companies limited by guarantee.

The legal structure dictates the way meetings are held, the minimum number of members, reporting requirements, tax obligations, costs and other considerations.

To become and remain registered with the ACNC, a charity must comply with the ACNC's Governance Standards, and may also require certain policies, process or procedures for ACNC registration.

The establishment of a Board or Committee of Management, including reporting requirements both externally and to Council itself will also have to be considered.

**Investment Requirements / Establishment costs**

An initial investment for the development of a costed business plan would be in the vicinity of \$25,000 - \$40,000, and fees for professional services including tax and legal advice would likely be of a similar quantum.

Subsequent investment would require the employment of a full time Philanthropic Fundraising Manager (est. \$160,000 p.a. including on-costs) and a Philanthropic Fundraising Officer (est. \$90,000 p.a. including on-costs), with additional costs associated with the establishment of a Committee or Board of Management including legal fees and sitting fees, in addition to marketing costs.

Establishment costs are forecast to exceed \$350,000 in the first year of operation.

**Revenue impact assessment**

Based on the assumptions of the Outreach Model and the financials set out below, should Philanthropy be forecast as an additional revenue stream in 2023/24, assuming 100% achievement of a \$750,000 target, the relative value would be 0.30% of total Council income amounting to over \$252,000,000.

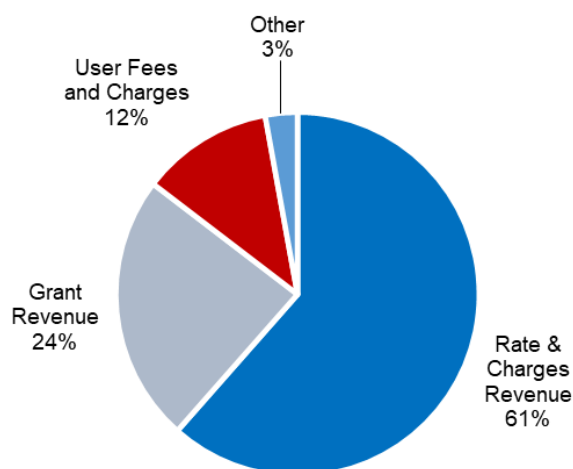


As outlined in the City of Kingston's 2022/23 budget and financial plan, rates and charges revenue is identified as an important source of revenue and accounts for approximately 61 per cent of the total revenue received by Council annually, and this reliance on rates and charges is projected to grow over the financial plan period. Council has a responsibility to ensure that sufficient income is generated to ensure both continuity of services and the provision and renewal of community assets.

**Table 1: All Budgeted Revenue Sources**

(\$'000)	2022/23	2023/24	2024/25	2025/26
Rates and charges	159,733	164,135	168,644	173,265
Statutory fees and fines	9,870	9,969	10,068	10,169
User fees	20,439	21,052	21,684	22,334
Grants – operating	43,518	43,953	44,393	44,837
Grants - capital	15,834	3,268	5,818	5,818
Contributions - monetary	6,801	7,570	9,320	6,780
Other income	1,313	1,326	1,339	1,353
<b>Total income</b>	<b>257,508</b>	<b>251,273</b>	<b>261,267</b>	<b>264,556</b>

**Chart 1: 2022/23 Revenue Sources**



Of these existing and conventional revenue sources, the following key points are noted:

**Rates and charges** (\$159.7 million in 2022/23) are declared by Council and in line with the requirements of the Local Government Act. This primary source of revenue to Council is subject to robust regulatory oversight. This includes the application of the Fair Go Rating System and the rate cap set by the Minister for Local Government, special rates and charges, and a requirement that Waste Charges only cover the cost of waste-related services.

**Statutory fees and fines** (\$10 million in 2022/23) 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 expected revenue from this source is highly regulated.

**User fees** (\$20.4 million in 2022/23) relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include use of leisure, and other community facilities and personal contributions to the provision of human services such as family day care, long day care and home help services. In setting the budget, the key principle for determining the level of user charges has been to have regard to cost escalations and market forces.

**Grants – operating** (\$43.5 million in 2022/23) include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. The areas of grants include Family Day Care, Packaged Care, Aged and Disability Services, Maternal and Child Health, Library Services, and a Financial Assistance Grants (Grants Commission) general assistance.

**Grants - capital** (\$15.8 million in 2022/23) include all monies received from Commonwealth and State Government sources for the purposes of funding the capital works program. This includes Local Road and Community Infrastructure Projects, and designated funding for specified projects in 2022/23 including the GR Bricker Pavilion, the Dingley Souter Reserve Pavilion, the Aspendale Life Saving Club, the Mentone Life Saving Club, the Carrum Life Saving Club extension, the Regents Parks Pavilion and Roy Dore Sports Precinct.

**Contributions** – monetary (\$6.8 million in 2022/23) are in line with Open Space Developer Schemes and are highly regulated.

**Other income** (\$1.3 million in 2022/23) includes interest income which relates to the returns on Council's financial investments (term deposits) and reimbursements for costs incurred by council. Council also makes returns on disposals of surplus assets.

**Benefits in pursuing Philanthropy as a revenue source**

1. Donations may be able to be directed to support capital investment,
2. Donations may be able to be directed to expand service delivery, particularly to vulnerable communities who may not otherwise be able to access support,
3. Donations may be able to be directed to support ongoing operational costs,
4. Donations could contribute to a reduction of ongoing financial impost on the general rate or tax paying population.

**Risks in pursuing Philanthropy as a revenue source**

1. Given explicit exclusion of Local Government as a charitable organisation in the Charities Act, and the further absence of direct entitlement of DGR status as a Council under the Income Tax Assessment Act, the formation of a legal structure that seeks to attain each status through alternative structures may be subject to test.
2. There is a risk the local market does not exist for donations or charitable giving of a nature and value that meets the reputational, strategic, operational or financial requirements of Council and the motivations of the donor, particularly considering competing philanthropic or CSR opportunities.
3. There may be reticence from the philanthropic community to donate to a local government related entity, where it could be perceived that the provision of public assets and services is the primary purpose of a Council, or questions may arise as to the efficient disbursement of funds.
4. Target market significantly limited by the necessity to restrict assets or program delivery within municipal boundaries.
5. Council being unable to meet forecast revenue targets which may have negative financial, operational or reputational impacts.

6. The value of philanthropy may be significantly or entirely consumed by set up costs and/or the cost of donor acquisition, either through labour, marketing or sales costs.
7. As acquiring donations and negotiating philanthropic arrangements are outside the expertise and experience of local governments, both operationally and as elected bodies, donation acquisition, management and outcomes may not achieve maximum efficiencies and outcomes.

### **3.2 Outreach Model**

#### **Strategic objective**

Fundraising via selling of philanthropic opportunities.

#### **Target market**

1. High net worth individuals and families, including recognised philanthropists
2. Companies with Corporate & Social Responsibility (CSR) Charters
3. Local companies
4. Philanthropic foundations, institutions and funds.

#### **Market segmentation**

Geographic - Local area residency, family history or business operation likely to yield greatest results.

#### **Channels**

1. Direct Marketing – including mail, email, cold and warm calling, meetings
2. Advertising and Promotion – Public Relations, print media, digital

#### **Investment options**

1. Specific use capital works funds – e.g. Kingston Aquatic & Recreation Centre
2. Specific use operational / program funding – e.g. Queer-in-Kingston, Universal Magazine, FreeZA, Neighbourhood House programming, Kingston Men's Shed etc.
3. Events – e.g. Business Awards, Community Festivals, Mayoral Ball, Volunteer recognition
4. Donor recognition – e.g. plaques and publications
5. Bequests and living legacies – e.g. percentage of estate, a monetary endowment, specific assets or income through a trust.
6. Goods and Services – labour, expertise, professional services, volunteering, borrowed or gifted assets.
7. Corporate Partnerships – negotiated arrangement including variations of the options.

#### **Staffing**

As an atypical Council function with no existing internal resources, there would be a need for recruitment and retention of staff with demonstrable experience in major gift fundraising, relationship management, and stakeholder management for the purpose of selling philanthropic investment options.

At a management level, there is a need for the ability to develop and execute a fundraising and philanthropy strategy, and the ability to effectively engage key stakeholders and collaborators.

Existing corporate structures and resources such as ICT, HR and payroll can be extended to support any such business unit.

It is likely that any legal structure required by Council to facilitate philanthropic investments able to be tax deductible will require the establishment of a Committee of Management or a Board, which will further require recruitment of members and payment of sitting fees.

Although multiple commission-based models may be considered for positions responsible for fundraising, most common for fundraising bodies attached to institutions or large organisations is a standard remuneration package.

To be effective, a full time Philanthropic Fundraising Manager (est. \$160,000 p.a. including on-costs) and a Philanthropic Fundraising Officer (est. \$90,000 p.a. including on-costs) would be the baseline level of staffing required.

**Sales targets**

Industry benchmark is for the generation of revenue to be equivalent to a minimum 3x multiplier of salary. Assuming combined officer salaries of \$250,000 in first year, \$750,000 would be the initial target.

**3.3 Potential current opportunities**

**Kingston Aquatic and Leisure Centre**

Capital or operational costs may be offset through single or recurrent donations, or perpetual revenue generated through a fund set up for this specific purpose.

**Proposed Botanical Garden – Learmonth Reserve in Patterson Lakes**

Currently, the adopted Kingston Green Wedge Management Plan (2012) does not include a botanical garden at Learmonth Reserve in Patterson Lakes, but consultation on the updated Kingston Green Wedge Management Plan posits the idea of a botanical garden for the Learmonth Reserve in Patterson Lakes.

Capital or operational costs may be offset through single or recurrent donations, or perpetual revenue generated through a fund set up for this specific purpose.

**Councillor initiatives**

While no Councillor initiatives have been received to date, should Philanthropy be pursued as an ongoing alternative revenue source, the budget process offers a yearly opportunity for capital or operational initiatives to be considered.

**4. Consultation**

**4.1 Internal Consultation:**

Finance and Customer & Corporate Support.

**4.2 Community Consultation:**

Nil to date.

**5. Compliance Checklist**

**5.1 Council Plan Alignment**

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

**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.

**Appendices**

Appendix 1 - Top 50 Giving Philanthropic Bodies (Ref 22/286673) [↓](#)

Appendix 2 - ATop 50 Giving Corporates (Ref 22/286674) [↓](#)

Author/s: Dan Hogan, General Manager Customer and Corporate Support

Reviewed and Approved By: Dan Hogan, General Manager Customer and Corporate Support

# 11.4

## RESPONSE TO NOTICE OF MOTION 21/2022 - PHILANTHROPIST OUTREACH PROGRAM

1	Top 50 Giving Philanthropic Bodies .....	223
2	ATop 50 Giving Corporates .....	225

**Philanthropic Investment in Australia 2020 – Top 50**

<b>Rank</b>	<b>Foundation</b>	<b>Grants 2020 (\$M)</b>
1	Paul Ramsay Foundation	168.90
2	Judith Neilson Foundation	125.50
3	Minderoo Foundation	88.70
4	Yajilarra Trust	81.30
5	Estate of Win Schubert	35.00
6	Ian Potter Foundation	30.30
7	Terry Snow and Snow Foundations	26.80
8	Pratt Philanthropies	23.30
9	Lowy Family	23.20
10	Estate of Margaret Caroline Reid	22.50
11	Kinghorn Foundation	20.50
12	Graham and Louise Tuckwell	20.00
13	Valerie and John Ryan bequest	20.00
14	Stan Perron Charitable Trust	15.50
15	Gandel Philanthropy	15.50
16	Myer Foundation and Sidney Myer Fund	12.60
17	Peter and Lyndy White Foundation	12.50
18	Susan and Isaac Wakil Foundation	12.00
19	Neilson Foundation	11.90
20	Planet Wheeler Foundation	11.10
21	Vincent Fairfax Family Foundations	10.50
22	Packer Family Foundations	10.00
23	Lang Walker Family Foundation	9.10
24	Eldon & Anne Foote Trust	8.50
25	Sylvia and Charles Viertel Charitable Foundation	8.20
26	Kerry Stokes	8.20
27	Miller Foundation	8.10
28	Stafford Fox Medical Research Foundation	7.10
29	Trevor Kennedy	7.00
30	Sarah and Lachlan Murdoch	7.00
31	William Buckland Foundation	6.80
32	Shine On Foundation	6.50
33	Scanlon Foundation	6.50

Rank	Foundation	Grants 2020 (\$M)
34	Tim Fairfax Family Foundation	6.10
35	Collier Charitable Fund	6.10
36	Hansen Little Foundation	6.00
37	Susan McKinnon Foundation	5.80
38	McCusker Charitable Foundation	5.10
39	Baker Foundation	5.00
40	Michael Hintze	5.00
41	Andrew Thyne Reid Charitable Trust	4.90
42	Noel and Carmel O'Brien Family Foundation	4.90
43	JO & JR Wicking Trust	4.80
44	Ernest Heine Family Foundation	4.50
45	RE Ross Trust	4.40
46	Percy Baxter Charitable Trust	4.40
47	Peter Weiss and Foundation	4.20
48	The Charitable Foundation	4.10
49	Wyatt Benevolent Institution	4.10
50	Estate of Donald Counter Cooper	4.00

Source: JB Were 2022



## Corporate Philanthropic Investment in Australia 2021 – Top 50

	Company	Community Investment (\$m)	Proportion of pretax profit (%)	Date	Cause areas
1	BHP Group	\$234.1	0.71%	Jun-21	Human capability & social inclusion, environment, education, indigenous communities
2	Coles Group	\$124.0	8.58%	Jun-21	Food rescue, health, education, disaster relief, social welfare
3	CSL	\$74.3	1.87%	Jun-21	Patient communities, biomedical research & education, emergency relief
4	Rio Tinto	\$68.1	0.31%	Dec-20	Health, education, environmental protection, housing
5	Commonwealth Bank Group	\$59.9	0.48%	Jun-21	Social & financial wellbeing, indigenous support, education, health, social inclusion
6	Westpac Group	\$53.9	0.63%	Sep-21	Financial inclusion, climate change, equal rights, housing, social enterprise
7	National Australia Bank Group	\$52.6	0.58%	Sep-21	Indigenous, natural disaster recovery, disadvantaged/ social welfare, community sport
8	Macquarie Group	\$51.7	1.33%	Mar-21	Crisis relief, social justice & innovation, for-purpose capacity build, community sport
9	Newcrest Mining	\$49.5	2.22%	Jun-21	Community infrastructure, economic development, health, education
10	Fortescue Metals Group	\$42.7	0.22%	Jun-21	Health, education & development, environment, arts & culture
11	Woolworths Group	\$37.0	1.67%	Jun-21	Food rescue, health, economic development, emergency relief
12	ANZ Banking Group	\$33.6	0.38%	Sep-21	Financial wellbeing, housing & environmental sustainability
13	South32	\$29.8	53.00%	Jun-21	Education, economic opportunity, health & social wellbeing
14	Telstra Group	\$28.7	1.18%	Jun-21	Digital inclusion, climate change, disadvantaged communities
15	Woodside Energy	\$25.7	1.07%	Dec-20	Education, environment, social & public welfare, health
16	Wesfarmers	\$24.7	0.73%	Jun-21	Medical research & social wellbeing, education, arts
17	Deloitte Australia	\$20.9	na	May-21	Climate action, first nations people, resilient communities, diverse & inclusive culture
18	Oil Search	\$20.8	68.02%	Dec-20	Gender equity, health, education, social & public welfare
19	Cotton On Foundation	\$18.4	na	Dec-20	Health, education, social & public welfare, human rights
20	KPMG Australia	\$17.5	na	Jun-21	Indigenous Australia, climate action, mental health, lifelong learning
21	Santos	\$17.0	3.07%	Dec-20	Regional community, health, education, indigenous communities, environment
22	Optus	\$16.8	na	Mar-21	Education, employment, digital connection & access
23	EY Australia	\$16.0	na	Jun-21	Youth education, environment, mental health, indigenous, social impact
24	PwC Australia	\$14.5	na	Jun-21	Homelessness, indigenous
25	IAG	\$13.4	na	Jun-21	Community safety, climate & disaster resilience
26	Atlassian	\$13.4	na	Jun-21	Education
27	Hearts and Minds Investments	\$12.6	7.98%	Jun-21	Medical research
28	Future Generation companies	\$11.7	27.34%	Dec-20	Mental health, children & youth at risk

29	Thankyou Group	\$10.0	na	Jun-21	Extreme poverty
30	Crown Resorts Foundation	\$9.9	na	Jun-20	Indigenous education, arts, culture, community welfare & medical research
31	Tabcorp	\$9.0	1.86%	Jun-21	Emergency relief, health, community sport
32	Suncorp Group	\$9.0	0.60%	Jun-21	Emergency relief, financial & social resilience & natural hazard resilience
33	Star Entertainment Group	\$7.8	9.77%	Jun-21	Emergency relief, community general and sport & culture
34	GPT Group	\$7.8	na	Dec-20	Health & wellbeing, inclusivity, employment & skilling
35	Brambles	\$7.4	0.70%	Jun-21	Food Security, Food Waste, environment, education
36	Colonial Foundation	\$7.4	na	Jun-20	Healthy ageing, youth opportunity, rural & regional vitality
37	AMP	\$7.3	14.36%	Dec-20	Financial wellbeing, education, employment, for-purpose capacity building
38	QBE Insurance Group	\$7.2	na	Dec-20	Health, climate action, poverty, vulnerable communities, emergency relief
39	Mirvac	\$7.0	0.75%	Jun-21	Community infrastructure, social enterprise, health & wellbeing, disaster recovery
40	Springfield City Group	\$6.5	na	Jun-21	Health & medical research
41	Goodman Group	\$6.3	0.26%	Jun-21	Local community, emergency relief
42	Sargents Pies Charitable Foundation	\$6.0	na	Jun-20	Health, poverty, food rescue
43	OceanaGold Corporation	\$5.9	na	Dec-20	Education, training & employment, community health
44	Sonic Healthcare	\$5.4	0.30%	Jun-21	Health, community
45	AGL Energy	\$5.2	0.71%	Jun-21	Education, environment, social welfare
46	Stockland Corporation	\$4.2	0.39%	Jun-21	Health & wellbeing, education, community connection
47	Northern Star	\$4.0	0.25%	Jun-21	Health, community, indigenous, education, environment
48	Lion	\$3.7	na	Dec-20	Environment, health, social & public welfare, education
49	Medibank Private	\$3.6	0.58%	Jun-21	Health & medical research, loneliness
50	Petbarn Foundation	\$3.5	na	Jun-20	Animal welfare

Source: Jarrod Miles, Strive Philanthropy/Giving Large and John McLeod, JBWere Philanthropic Services

# Ordinary Council Meeting

24 October 2022

Agenda Item No: 11.5

## RESPONSE TO RESOLUTION: ACCESSIBILITY OF COUNCIL MEETINGS

Contact Officer: Patrick O'Gorman, Governance Officer

### Purpose of Report

This report responds to a resolution from the August 2022 Council Meeting regarding accessibility of Council Meetings and provides options that may be considered to enhance participation and viewership of Council Meetings.

### Disclosure of Officer / Contractor Conflict of Interest

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

### RECOMMENDATION

That Council:

1. Receive and note the report investigating and implementing accessibility measures as previously directed under resolution;
2. Trial live closed captioning for scheduled Council meetings and Planning Committee meetings and unscheduled Special Council meetings (where practicable), beginning February 2023 for a period of 12 months; and
3. Seek to continuously improve live streaming as operationally practical and funded within existing operational budgets.

### 1. Executive Summary

Accessibility of Council Meetings for people with a disability has long been a major consideration in the Council Meeting process. This received greater attention following the decision to be one of the first Councils in Australia to introduce live streaming of Council Meetings in 2013.

This report responds to the Council resolution at the August Council Meeting to provide further information/updates on the following:

- Closed captioning for live Council Meetings;
- The availability for agendas and minutes on the public website to be accessible for Culturally and Linguistically Diverse (CALD) backgrounds; and
- General streaming improvements, e.g. improvements to the viewing quality and the alternative use of cameras.

Officers have begun exploring the feasibility of implementing the above actions. The Advocacy, Engagement and Communications Department and a live captioning service provider have been consulted regarding the potential implementation of these actions.

An indicative cost of providing live closed captioning only for Council meetings and Planning Committee meetings is approximately \$19,000 per year inc. GST (prices beginning 2023) based on 1 quote obtained from a live captioning service provider (based on 1 x 4 hour Council meeting and 1 x 2 hour Planning Committee meeting per month for 12 months). It is recommended to proceed with a 12 month trial of implementing live closed captioning and for a report to be provided in early 2024 on the feasibility of continuing the service.

This action has not been accounted for in the current 2022/23 budget and may be subject to undertaking a procurement process as outlined in Council's Procurement Policy.

Given the significant cost of providing public copies of agendas and minutes in CALD backgrounds (greater than \$100,000 for 1 x 1184 page public agenda), it is recommended that Council does not provide a service of providing agendas and minutes in different CALD backgrounds.

After undergoing trials to improve the viewership of the minutes on Council's website, it is recommended for officers to undertake further investigations on improving the overall camera quality for Council meetings.

## **2. Background**

### Previous resolutions of Council:

At the August 2022 Ordinary Council meeting, it was resolved:

1. *That Council implement the following measures to improve accessibility of Council meetings:*
  - *Provide Word, if possible, and/or accessible PDF versions or other formats of minutes and agendas on our public website to improve the compatibility of relevant accessibility assistance systems e.g. for vision impaired; and*
  - *Provide clear and concise information on Council's public website regarding accessibility options for people with a disability in accessing our Council building and bathroom facilities.*
2. *That a further report be provided to the October Council meeting providing further information/updates on the following:*
  - *Closed captioning for live Council meetings;*
  - *The availability for agendas and minutes on the public website to be accessible for culturally and linguistically diverse backgrounds; and*
  - *General streaming improvements, e.g. improvements to the viewing quality and the alternative use of cameras.*

At the July 2022 Council meeting, it was resolved:

*That Council receives a report to the August Council meeting reviewing the community's ability to access Council meetings, particularly considering the needs and accessibility for people with a disability as well as improvement that could be made to improve accessibility generally.*

The following measures are provided to assist Council in understanding actions that have previously been implemented in relation to accessibility:

- The live minutes are displayed during Council Meetings and Planning Committee meetings and are projected on large screens in the gallery
- Closed captioning is available for recorded Council Meetings and Planning Committee meetings

- A hybrid option is provided that allows speakers addressing the meeting to attend virtually
- Improvements to the microphone system in the chamber were completed in January 2022
- Headsets are provided in the gallery for the hearing impaired
- The public website allows for audio reading of agendas and minutes with the relevant assistance software
- Questions can be submitted to the Council meeting without having to be present at the meeting
- iPads are provided in the Council chamber that provide access to the agenda, which also allow further accessibility options via the size of the font on the screen
- Hard copies of the public agenda can be provided upon request.

Local Government Act 2020 obligations

The below sections of the Local Government Act 2020 (the Act) govern Council decision-making via Council meetings and the instances to which meetings (Council Meetings and Planning Committee Meetings) must be kept open to the public.

**61 Council meetings**

- (1) A Council meeting is a meeting of the Council at which—
- (a) all the Councillors are, subject to this Act, entitled to attend and vote; and
  - (b) no other person is entitled to vote; and
  - (c) a decision to do an act, matter or thing is made by a resolution of the Council.

**66 Meetings to be open to the public unless specified circumstances apply**

(1) A Council or delegated committee must keep a meeting open to the public unless the Council or delegated committee considers it necessary to close the meeting to the public because a circumstance specified in subsection (2) applies.

- (2) The circumstances are—
- (a) the meeting is to consider confidential information; or
  - (b) security reasons; or
  - (c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

(3) If the circumstance specified in subsection (2)(b) or (2)(c) applies, the meeting can only be closed to the public if the Council or delegated committee has made arrangements to enable the proceedings of the meeting to be viewed by members of the public as the meeting is being held.

(4) For the purposes of subsection (3), the arrangements may include provision to view the proceedings on the Internet site of the Council or on closed circuit television.

After 2 September 2022, a new section 60(6) will come into effect under the Act:

"(6) In this section— **open to the public** means—

- (a) in the case of a Council meeting or a joint meeting of Councils—
- (i) attendance in person by members of the public; or
  - (ii) a meeting that is broadcasted live on the Internet site of the Council; or
  - (iii) any other prescribed means of meeting; or

- (b) in the case of a meeting of a delegated committee or a joint delegated committee—
- (i) attendance in person by members of the public; or
  - (ii) a meeting that is broadcasted live on the Internet site of the Council; or
  - (iii) a meeting that is recorded and published on the Internet site of the Council as soon as practicable after the meeting; or
  - (iv) any other prescribed means of meeting."

### **3. Discussion**

#### **3.1 Implementation of accessibility actions from the August Council meeting**

##### Accessible formats of minutes and agendas on our public website

In accordance with the Council resolution from the August Council Meeting, a further review was conducted on the accessibility of the formats of the minutes and agendas that are provided on Council's public website. After consultation with the Advocacy, Engagement and Communications Department, it was confirmed that the current PDF versions of the minutes and agendas that are provided are compiled in an accessible format, therefore no further formats at this time are required for the purpose of accessibility. Contact details are provided on the website should any further assistance be required by the community.

Council's existing website has been designed to meet the needs of our diverse community and Council is working towards the accepted worldwide standard, Level AA of the Web Content Accessibility Guidelines 2.1 (WCAG), an internationally recognised standard to make content accessible for people with disabilities.

##### Accessibility information provided on Council's public website.

In accordance with the Council resolution from the August Council meeting, a further page was developed on the Council meetings page on the public website to provide information on the following:

- How to access the building
- Available bathroom facilities
- Accessible parking
- Contact information for any further assistance required.

#### **3.2 Closed captioning for live Council meetings**

Officers have obtained one quote for a business that provides live closed captioning services to provide information of indicative costings.

The below quote was provided for live closed captioning only:

1 x 4-hour monthly Ordinary Council Meeting = \$935 + GST

1 X 2-hour monthly Planning Committee Meeting = \$525 + GST

Monthly total = \$1460 + GST per month

Yearly total (based on 12 months) = \$17,520 + GST per year (approx. \$19,272 incl. GST).

Please note that obtaining this service may be subject to the requirements outlined in the Procurement Policy.

It is recommended to undertake a 12-month trial of this service and for further consultation to be undertaken at the end of the trial to determine the demand for continuing the service proceeding beyond 2023.

We currently provide closed captioning for recorded meetings at no additional cost to Council.

### **3.3 The availability for agendas and minutes on the public website to be accessible for CALD backgrounds**

Governance consulted with the Advocacy, Engagement and Communications Department to determine the feasibility of providing on request public agendas and minutes on the public website for CALD backgrounds. The agenda and minutes documents in pdf format are currently fully accessible and can be translated by community members using free translation software found on the internet, albeit imperfectly.

#### **Cost**

Copies of the public minutes and agendas for the July 2022 Council Meeting was provided to a translator service to obtain a quote to provide a 'meaningful' translation (that being a professional translation of documents that provides the most accurate translation) for the documents into the 5 major second languages in Kingston: Simplified Chinese, Vietnamese, Greek, Russian and Italian (based on 2016 census data)

The following indicative pricing was provided:

- 1 x Council meeting public agenda (1184 pages) = Greater than \$100,000
- 1 x Council meeting public minutes (30 pages) = Greater than \$2,000

Given the exceptionally high investment necessary to implement this initiative, it is not considered cost-effective to provide this service at this time.

### **3.4 General streaming improvements**

Further discussions were held with Council's streaming providers to discuss potential improvements to the viewing quality and alternative use of cameras. As a first step, the streaming resolution for the minutes quadrant was upgraded for the September Council Meeting (from 1280 x 720 pixels to 1920 x 1080 pixels) as a test with the intention to improve the readability of minutes. The pixel resolution could not be trialled for the quadrants that stream the Council chamber, as the current cameras that are installed do not have the capacity to present 1920 x 1080 pixels. It is therefore recommended for further work to be undertaken by officers to investigate further means of improving the camera quality generally, and to pursue ongoing continuous improvement in this regard.

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**24 October 2022**

**3.5 Existing audience**

The following statistics are provided for Council to understand the viewership of the meetings for 2022 to give some understanding in assessing the demand for greater accessibility:

<b>Council meeting (2022)</b>	<b>In-person attendance</b>	<b>Live stream viewership</b>	<b>Archived viewership</b>
January	Held online	119	69
February	Less than 10	156	273
March	Held online	75	248
April	Less than 10	139	274
May	Less than 10	155	318
June	Held online	156	265
July	Less than 10	182	121
August	Less than 10	65	174

Further statistics are provided below for Council to understand the download hits of public agendas for Ordinary/Special Meetings and Planning Committee meetings from members of the public. It should also be noted that this includes downloads from officers accessing agendas/minutes from the public website.

<b>Council Meetings</b>			
<b>Month (2022)</b>	<b>Agenda downloads</b>	<b>Minute downloads</b>	<b>Total</b>
September	47		
August (Special meeting)	47	15	62
August	117	58	175
July	199	65	264
June	137	72	209
May (Special meeting)	76	86	162
May	176	86	262
April	136	88	224
March	70	105	175
February	42	47	89
January	19	45	64
			<b>1686</b>
<b>Planning Committee</b>			
<b>Month (2022)</b>	<b>Agenda downloads</b>	<b>Minute downloads</b>	<b>Total</b>
June	121	34	155
April	79	36	115
February	35	25	60



	<b>330</b>
<b>Complete total:</b>	<b>2016</b>

## **4. Consultation**

### **4.1 Internal Consultation:**

The Advocacy, Engagement and Communications Department have been consulted with regarding the potential availability and feasibility of the agendas and minutes being provided in CALD formats.

### **4.2 Community Consultation:**

Group	Method
Key Stakeholders <ul style="list-style-type: none"><li>Streaming provider</li><li>Closed captioning service provider</li><li>Translator provider</li></ul>	A closed captioning provider and Council's streaming providers were consulted in the development of this report.
General community	Not applicable.
Advisory Committees	Officers have attended a recent meeting of the Access & Equity Advisory Committee for further discussion and consultation.
Targeted groups	Not applicable.

### **4.3 Results/Findings:**

Please see section 3 of this report.

## **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

Improving accessibility will promote inclusiveness and participation in Council meetings for members of the Kingston community.

### **5.2 Governance Principles Alignment**

Principle (c) - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

The Council decision making process is a significant social consideration in promoting inclusiveness and participation in Council meetings for members of the Kingston community.

**5.3 Financial Considerations**

**Projected costings**

Yr1	Yr2	Yr3	Yr4	Y5	Y6	Y7	Y8	Y9	Y10	Total 10 Yr Cost
Approx. \$20,000										

**Budget**

The proposals provided in this report with costings attached to them are not included in the 2022/23 budget. Alternative funding avenues via the current budget will be explored should Council resolve to implement live closed captioning.

**Staff Resources**

Implementing live closed captioning will not require additional staff resources.

**5.4 Risk considerations**

Not applicable.

Author/s:	Patrick O'Gorman, Governance Officer
Reviewed and Approved By:	Kelly Shacklock, Acting Manager Governance Dan Hogan, General Manager Customer and Corporate Support

**Agenda Item No: 11.6**

## **AWARD OF CONTRACT CON-22/005 - PROVISION OF NEW LAPTOP COMPUTERS**

**Contact Officer: Tony Ljaskevic, Manager Information Services and Strategy**

### **Purpose of Report**

The purpose of this report is to seek Council approval to award Contract 22/005 Provision of Laptop Computers to the recommended tenderer from the tender submissions received.

### **Disclosure of Officer / Contractor Conflict of Interest**

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

### **RECOMMENDATION**

That Council:

1. Receive the information and note the outcome of the tender assessment process for CON-22/005, as set out in the confidential appendix attached to this report; and
2. Award Contract 22/005 – Provision of Laptop Computers as a schedule of rates contract to Learning with Technologies Pty Ltd to a value of up to \$1,400,000 (exclusive of GST) of new laptops, computers, peripherals, accessories and associated services for a contract period of three (3) years.

### **1. Executive Summary**

Tenders have been sought for the supply of 700 new laptop computers which are planned to be delivered to staff in the first quarter of 2023. Council requires new laptop computers to replace an ageing fleet of existing computers that were last purchased in early 2019. The majority of staff laptops are now out of warranty, have reduced battery capacity and for some staff are no longer fast enough to keep up with contemporary software requirements. The new laptops will allow staff to be more mobile and efficient in their work duties and therefore to better serve the community.

This report is seeking Council approval to award Contract 22/005 provision of new laptop computers to Learning with Technologies (LWT) Pty Ltd as a schedule of rates contract. It is expected that Council will procure up to \$1,400,000 of new Lenovo laptops, peripherals and associated services over three years. The services include the delivery the new computers as well as services to remove and recycle or dispose the old laptop computers in an environmentally acceptable way.

### **2. Background**

Council's ICT Strategy and long-term financial plan accommodates the regular replacement of laptop computers every four years. The regular replacement allows Council to plan for the bulk replacement of all computers at the onetime which is more efficient and allows Council to negotiate more favourable pricing.

### **3. Discussion**

#### **3.1 Asset renewal**

Council's current computer fleet is three to four years old and no longer supports best practice computing technology. The majority of the current fleet is out of warranty is becoming less reliable and efficient, especially with battery performance being poor and the speed of some computers not being fast enough for some staff needs.

Upgrading the laptops will allow staff to become more efficient and deliver services responsively and effectively.

Upgrading the entire fleet at once and standardising the computer fleet and renewing it on mass every 3 to 4 years will:

- Allow Council to negotiate better value purchase prices of equipment. The tender price represents a \$200 saving per unit as compared to buying one-off laptops. This equates to a potential saving of \$135k.
- Allow IT staff to be more efficient with the deployment and management of the computers.
- Provide Council staff with contemporary technology at regular and planned cycles.

#### **3.2 Sustainable considerations**

Several key sustainability factors have been included in the evaluation and selection of the new laptop fleet. These include:

##### **Waste Reduction**

- Council will retain and not replace existing monitors, keyboards and mice.
- Council will not be purchasing laptop bags.
- All packaging provided with the new laptops will be made from 100% recyclable materials and the supplier will be providing 'bulk-pack' boxes instead of individual packaging.

##### **Recycling**

- All of Council's old laptops will have the data wiped and be refurbished, sold and re-used.
- Laptops that are not usable due to damage will be broken up for spare parts and/or recycled via an accredited e-waste recycler in Australia.

##### **Environment**

- Lenovo reduced its Greenhouse Gas emissions by 92 percent in FY2019/20, exceeding its 40 percent reduction goal set in 2010. Lenovo is now exploring net-zero emissions by 2050.
- Lenovo has been recognized by the global environmental reporting non-profit, CDP (Climate Disclosure Project), as a Supplier Engagement Leader. Lenovo received an 'A' ranking from CDP on its Supplier Engagement Rating, acknowledging its efforts to effectively engage with suppliers on climate change. The Supplier Engagement Rating is created from a measurement of a company's corporate governance, targets, scope 3 emissions, and value chain participation. Lenovo was included in the rating with a total of 518 companies. [https://static.lenovo.com/ww/docs/sustainability/climate\\_change\\_lenovo\\_group.pdf](https://static.lenovo.com/ww/docs/sustainability/climate_change_lenovo_group.pdf)
- Lenovo has also been recognized by CDP with an 'A' Score for Global Water Stewardship.

- LWT are Environmental Management Systems ISO 14001 Certified. ISO 14001 describes requirements for an environmental management system that can achieve an enhancement of environmental performance; fulfill compliance obligations and achieve environmental objectives.

**Energy**

- The new laptops will have more efficient processors and larger batteries and will run longer without charge, thus consuming less energy. It is expected that the new laptops will work up to 3 hours longer than the current laptops.

**Social Sustainability**

- LWT have provided detailed statements and policies on ethical sourcing. This details their commitment to purchasing only from global suppliers who follow ethical sourcing practices throughout their supply chain. This includes not using child labour, not working excessive hours and that wages and benefits are appropriate.

**Local Economy**

- LWT (the distributor) is based entirely in Melbourne, thus employing local staff and reducing freight and fuel costs. Noting that other distributors were based in Sydney.

**4. Consultation**

**4.1 Internal Consultation:**

Internal consultation has been undertaken with:

- Staff – for feedback on laptop requirements.
- Team Leader Environmental Planning, for input and comment into Sustainability requirements.
- Procurement Team – for feedback and input into the evaluation process and to conduct procurement risk assessments such as the financial viability check.

**Staff Consultation**

Consultation has been undertaken with a wide range of internal stakeholders, who have all contributed towards the requirements of the new computers. During March and April 2022, staff from Information Services and Strategy undertook workshops with Team Leaders and Managers and surveyed 294 staff from across the organisation. These workshops and the survey were designed to understand what features staff wanted the most in the new laptops and these requirements have been used to determine the specifications of the hardware that Council will procure, and it has also been used to determine the estimated quantities required. Chart 1 below details staff levels of satisfaction with the current laptops. Chart 2 below indicates the laptop features staff most valued.

Chart 1. Staff level of satisfaction with the current laptops. 294 staff surveyed.

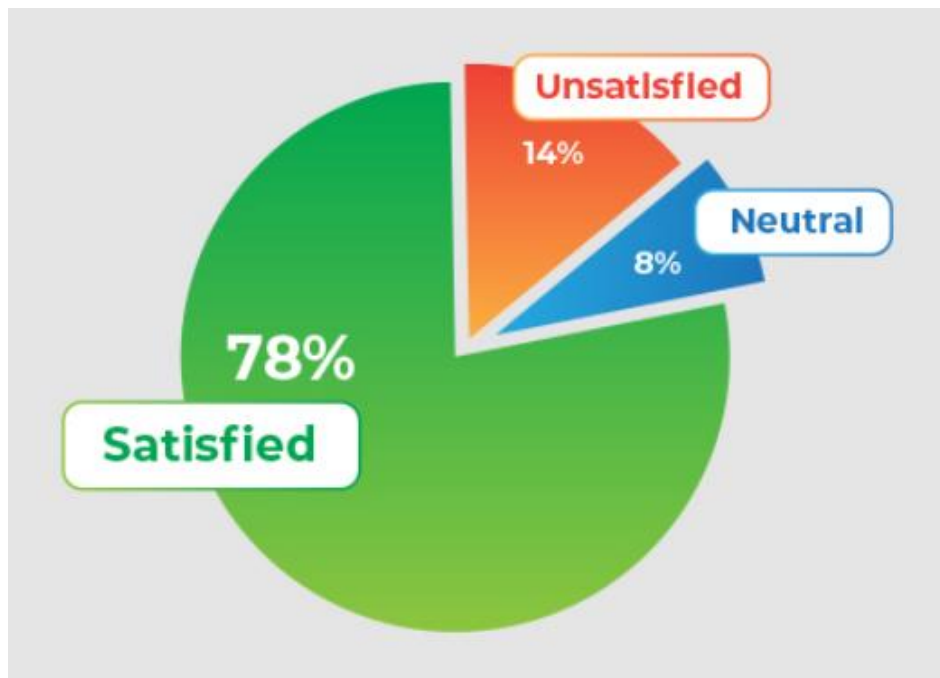
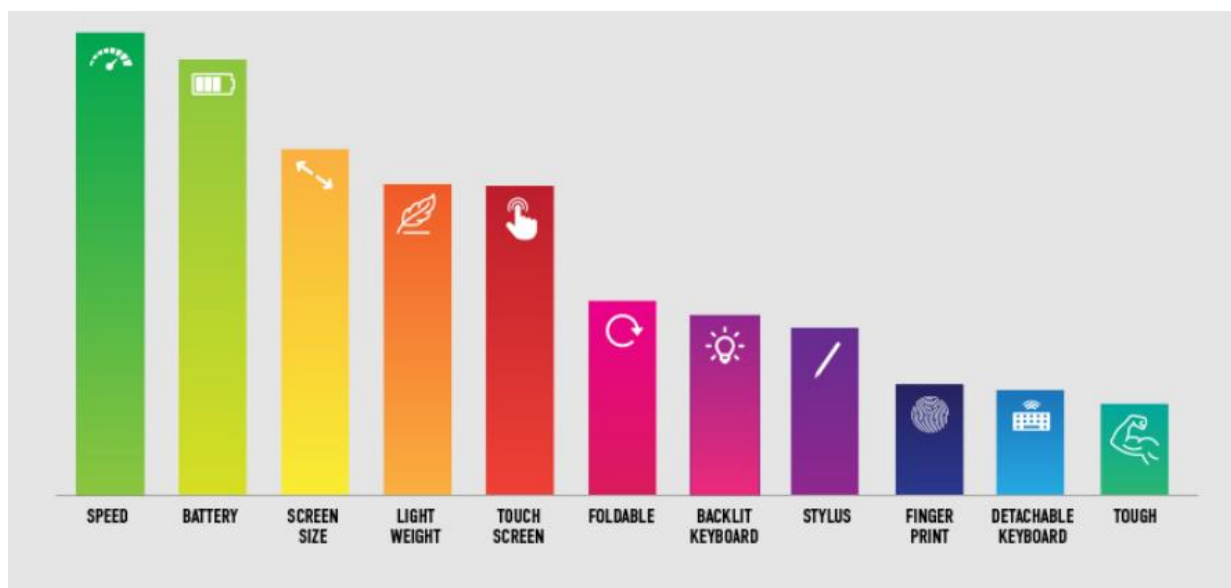


Chart 2. Staff preferences for the most important laptop features. 294 staff surveyed.



**4.2 Results/Findings:**

**Tender Evaluation**

The public tender was released on the 28th of May 2022 and closed on the 23rd of June 2022 and a total of ten submissions with detailed schedule of rates attached were received from the tenderers listed below. The tender evaluation price in this report is an estimated price calculated from the schedule of rates tendered and the 700 laptops required by staff for the 2022/23 financial year.

<b>Tenders received</b> (in alphabetical order)
ASI Solutions
Dell Australia Pty Ltd
Emperus IT Support
Ethan Group Pty Ltd
Fujitsu Australia Ltd
JB HI-FI Group Pty Ltd
Learning With Technologies
Southern Cross Computer Systems
Uplinx Advance Services
Verser Technology Lifecycles

<b>Tender Amount Estimated</b> based on Schedule of Rates (excl GST) (in lowest to highest order)
\$1,083,578
\$1,146,258
\$1,147,176
\$1,187,329
\$1,190,397
\$1,199,908
\$1,306,035
\$1,338,753
\$1,364,051
\$1,378,862

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

- Tony Ljaskevic – Manager Information Services & Strategy
- Paul Merat – ICT Infrastructure and Security Team Leader
- Pat Close – IT Infrastructure Support Engineer
- Jordan Perdevski - IT Infrastructure Support Engineer
- Marcellus Allen – IT Project Officer

The evaluation criteria used to evaluate tenders under CON 22/005 (listed in order of importance) are as follows:

- (i) Price – Value for Money
- (ii) Resource/Capacity/Stock Availability
- (iii) Capability/Quality
- (iv) Deployment Methodology
- (v) Previous Relevant Experience
- (vi) Environmental Sustainability
- (vii) Community Benefit

The evaluation panel assessed the responses and scored each tender submission against the criteria above. As a result of the above process and two-tenderers were short-listed, being LWT and Dell. These two tenderers were invited to present their offer in person and clarify their products and services.

The tenderers provided Council with sample laptops for evaluation and clarification questions were asked of the short-listed tenderers.

The tender evaluation panel completed a final assessment, and the final scores and prices are as follows:

<b>Final Score Assessment</b>	
<b>Name</b>	<b>Score</b>
Learning With Technologies	81.6
Dell Australia Pty Ltd	76.8

It should be noted that Dell Australia Pty Ltd had 79 contractual non-conformances compared to LWT having none. Feedback was sought from Council's procurement team who commented that Dell's non-conformances were too numerous and may lead to protracted contract negotiations.

Based on the estimated cost, it is recommended that Council agree to award Contract 22/005 – Provision of Laptop Computers as a schedule of rates contract to Learning with Technologies Pty Ltd to a value of up to \$1,400,000 (exclusive of GST) of new laptops, computers, peripherals, accessories and associated services.

#### **Reference Checks**

LWT supplied Council 700 Lenovo laptops in 2019 and have continued to supply laptops, support services and other technology over the last 3 years. Council's IT staff confirm that the experience with LWT has been very positive and professional. An additional reference check was undertaken with Port Phillip City Council where LWT were engaged to deliver 800 laptops in 2021. This reference check was also positive and confirmed the tender evaluation panels score of LWT.



## **Procurement Risk Management**

### **Occupational Health and Safety Management**

Council is committed to protecting the health and safety of Council Staff, Councillors, suppliers and the community. All contractors undertaking work on behalf of Council are required to comply with the Occupational Health and Safety Act 2004.

Council has obtained a certificate of compliance for LWT having been assessed to be Compliant as a Level 4 contractor / Consultant within the Amalgamated Councils of Victor OHS Contractor Management Systems.

### **Financial Viability**

It is a requirement of Council's Procurement Policy to conduct a financial viability check on potential contractors for large contracts. A financial assessment for LWT has been completed and they scored 6.82 out of 10 for a Rating of Low Risk. Overall LWT PASS the financial viability check.

### **Insurance**

The relevant insurance certificates have been provided and validated by Council's Procurement team as being current. They include:

- WorkCover Insurance Certificate of Currency
- Professional Indemnity
- Public Liability

### **Warranty**

All laptops procured will come with a 3 year warranty that includes next day on-site support/repairs if required.

## **5. Compliance Checklist**

### **5.1 Council Plan Alignment**

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.  
Strategy: deliver exceptional customer experiences

### **5.2 Governance Principles Alignment**

Principle (e) - innovation and continuous improvement is to be pursued.

### **5.3 Financial Considerations**

#### **Budget**

The current approved capital budget for CON 22/005 is \$1,600,000 for the 2022/23 financial year.

The tender evaluation price in this report is an estimated price calculated from the schedule of rates tendered and the 700 laptops required by staff for the 2022/23 financial year. The final quantities of laptops may vary slightly as IT staff finalise the order with each department. For example, departments may change their initial laptop preference or staff numbers. However, it is estimated that Council will not exceed \$1,200,000 for the 2022/23 financial year and \$1,400,000 of for this contract over three years.

The budget for the 2022/23 financial year includes costs for additional temporary staff resources such as project coordinators, training, and contractors to assist Council staff with the deployment of the new laptops. A contingency of \$50k is included in the budget.

Council will receive revenue for its old laptops. At the time of the tender the market value of the old laptops was estimated to be \$154k. This final value is likely to vary and be less due to the elapsed time between the original estimate (June 2022) and the time the old laptops are eventually handed over, which is estimated to be between January and April 2023. The funds from the sale of the old laptops will be added to Council's consolidated revenue.

It is expected that Council will procure a number of laptops and other computing peripherals in subsequent financial years. These additional laptops will be required to accommodate the growth in staff numbers, new Councillors, contractors and a predicted increase staff undertaking job-share and part-time positions. There are also a number of laptop computers purchased during COVID (to replace the last of the desktops) that will also need replacing as they reach 3~4 years of age. It is estimated that Council will spend up to an additional \$100k per annum on laptops and other computing equipment for three years with LWT. The long-term capital financial plan does have budget provision for this requirement.

**Projected costings**

<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>Total Contract Cost. Ex GST</b>
\$1,200,000	\$100,000	\$100,000	\$1,400,000

**Staff Resources**

The project plan and budget has made provision for additional staff resources for this initiative. This includes:

- Project Coordinator – 1 FTE x 6 months
- Laptop Deployment Staff – 4 FTE x 2 months
- Additional Help Desk Support – 1 FTE x 3 months
- Back-filling the infrastructure support engineer - 1 FTE x 4 months

**5.4 Risk considerations**

Due to global supply chain shortages and computer chip shortages, Council's laptop computers may take an extended period of time to arrive. Council have sought confirmation and re-assurances from the preferred supplier. LWT confirmed the delivery lead times stating that Lenovo have confirmed that it will take approximately 4 to 6 weeks from order to product ship date, plus freight. Presently ocean freight is taking is 4 to 6 weeks, so a total of 8 to 12 weeks delivery is achievable from the order date.

**Appendices**

Appendix 1 - Tender Evaluation Report Provision of Laptops CON 22 005 (Ref  
22/273270) - Confidential

Author/s: Tony Ljaskevic, Manager Information Services and Strategy

Reviewed and Approved By: Dan Hogan, General Manager Customer and Corporate Support

# Ordinary Council Meeting

24 October 2022

Agenda Item No: 11.7

## CONSIDERATION OF THE 2021-22 ANNUAL REPORT

Contact Officer: Annette Forde, Senior Corporate Planning and Performance Officer

### Purpose of Report

The purpose of this report is for Council to consider the City of Kingston's 2021–22 Annual Report.

### Disclosure of Officer / Contractor Conflict of Interest

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

### RECOMMENDATION

That Council consider the 2021–22 Annual Report in accordance with the *Local Government Act 2020*.

### 1. Executive Summary

The Annual Report provides an overview of Council's achievements against its six strategic directions and financial results.

### 2. Background

The *Local Government Act 2020* ('the Act') section 100(2)(b) requires that the Annual Report be considered by Council within four months of the end of the financial year.

The attached Annual Report includes the sections that are mandatory under the Act and the 'good practice' content recommended by the Victorian Department of Jobs, Precincts and Regions. The VAGO reports and certifications will be added when received.

### 3. Discussion

#### 3.1 Compliance with the *Local Government Act 2020*

The *Local Government Act 2020* section 98(2), requires that the Annual Report include:

- (a) a report of operations of the Council;
- (b) an audited performance statement;
- (c) audited financial statements;
- (d) a copy of the auditor's report on the performance statement;
- (e) a copy of the auditor's report on the financial statements under Part 3 of the *Audit Act 1994*;
- (f) any other matters prescribed by the regulations.

#### 3.2 Changes arising from the *Local Government Act 2020*

This is the first Annual Report to be completed fully under the 2020 Act, as the 2020–21 report was completed under the Act's savings and transitional provisions. Consequently, the following mandatory items are now included in the operational section:

- A description of operations.
- A description of each service funded in the budget, identifying the people or sections of the community who are provided with the service and showing the cost of each service.
- A list of contracts that were within the threshold amounts where a tender or expression of interest process is required by Council's Procurement Policy and information on whether any did not undergo a tender process.

**3.3 Health and wellbeing**

Kingston's Municipal Public Health and Wellbeing Plan 2021–25 was adopted in October 2021. It identifies the key health and wellbeing priorities to help us create a strong, healthy and connected community. Its 2021–22 achievements are highlighted on page 13.

**3.4 Climate emergency**

Kingston Council adopted the Climate and Ecological Emergency Response Plan in July 2021, after declaring a climate and ecological emergency in January 2020.

The Plan established a net zero by 2025 goal for Council operations, and an aspirational goal of net zero by 2030 for the Kingston community. Achievements for 2021–22 are highlighted on page 14.

**4. Consultation**

Not applicable.

**5. Compliance Checklist**

**5.1 Council Plan Alignment**

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

Strategy: Openly report our progress and performance

**5.2 Governance Principles Alignment**

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

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

**5.3 Financial Considerations**

Not applicable.

**5.4 Risk considerations**

Not applicable.

**Appendices**

Appendix 1 - City of Kingston Annual Report 2021-22 (Ref 22/288246)

Author/s: Annette Forde, Senior Corporate Planning and Performance Officer

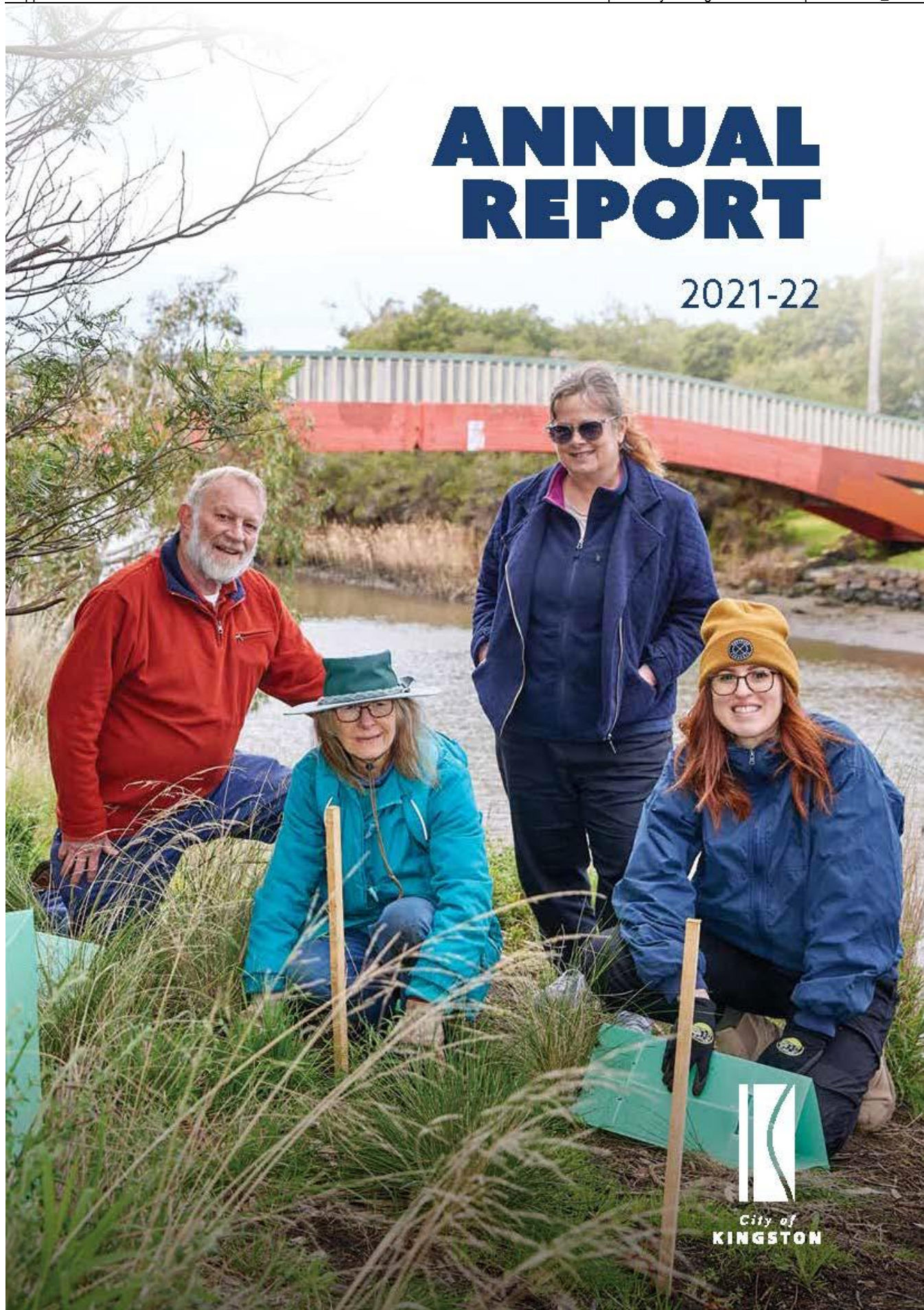
Reviewed and Approved By: Mark Patterson, Manager Family Youth & Childrens Services  
Dan Hogan, General Manager Customer and Corporate Support

# 11.7

## CONSIDERATION OF THE 2021-22 ANNUAL REPORT

- 1 City of Kingston Annual Report 2021-22Error! Bookmark not defined.











### 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.

Photo courtesy of Yanni Creative

# WELCOME

The City of Kingston is proud to present the 2021-22 Annual Report to our community. The Annual Report describes Council's operations, achievements and challenges over the past financial year in relation to the 2021-22 Budget.

Council measures its performance in compliance with the *Local Government Act 2020* and Local Government (Planning and Reporting) Regulations 2020.

For further information, contact Customer Care on 1300 653 356.

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## OUR PURPOSE

Working with our community, we will protect and enhance the wellbeing of current and future generations.

## 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'S VISION

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





## KINGSTON AT A GLANCE<sup>1</sup>



<sup>1</sup> Subject to the next 2021 census data release

# HIGHLIGHTS OF THE YEAR



## STRATEGIC DIRECTION: LIVEABLE



**\$16.7 million**  
spent on roads,  
footpaths, drains  
and cycleways.



**198,340**  
people expected to live  
in Kingston by 2041.



**81,000**  
street and park trees in  
our mature tree canopy.



**173**  
items of new street  
furniture installed.

- » Renewed Dolamore Reserve Athletics Track in Mentone.
- » Improved the Aspendale Gardens Sports Ground with pavilion, sports fields, paths and lighting.
- » Delivered Chadwick Reserve Master Plan, including sports field, play spaces and pavilion.
- » Completed Horscroft Place Park in Moorabbin.
- » Acquired site for Kingston's new Aquatic and Leisure Centre.
- » Refurbished Chelsea Yacht Club.
- » Redeveloped Bonbeach Surf Lifesaving Club.
- » Installed the *Raindrops and Sunbeams* Sculpture at Hazel Pierce Reserve.
- » Advocated for improved outcomes on the Victorian Government's Suburban Rail Loop project.

## STRATEGIC DIRECTION: SUSTAINABLE



**21%**  
water used in sports  
reserves that was  
recycled or bore water.



**22,000**  
indigenous plants  
planted.



**55%**  
of green waste and  
recyclables diverted  
from landfill.



**5,000**  
plants distributed under  
Council's free tree and  
plant vouchers scheme.

- » Adopted the *Climate and Ecological Emergency Response Plan*, with a goal of net zero by 2025 for Council operations.
- » Held a cool road surfacing trial in Kembla Street, Cheltenham, as part of the Urban Cooling Strategy.
- » Reduced corporate greenhouse emissions for Council buildings.
- » Increased tree planting on streets and reserves across the municipality.
- » Reviewed Council's hard waste collection service.
- » Completed Long Beach Trail rehabilitation between Thames Promenade and Edithvale Road.
- » Advocated for Victorian Government to acquire land for Chain of Parks in Kingston's Green Wedge.
- » Installed public electric vehicle charging station in Chelsea.
- » Adopted the *Kingston Road Safety Strategy*.

## STRATEGIC DIRECTION: PROSPEROUS



**92%**  
of footpath trading  
applications processed  
within 15 days.



**3**  
new high-quality  
walking and cycling  
paths constructed.


















**12**  
business support events  
held by Council.



**100%**  
satisfaction with Council's  
Better Approvals  
co-ordination service.

- » Implemented express footpath permit process to support local businesses.
- » Facilitated COVID-19-responsive outdoor activations, including parklets for outdoor dining.
- » Developed a small shopping centres improvement draft strategy.
- » Held an employment forum for young people.
- » Established partnerships to link local jobseekers to employment providers.
- » Supported eight local artists through Council grants.

 <b>STRATEGIC DIRECTION: HEALTHY AND INCLUSIVE</b>	 <b>STRATEGIC DIRECTION: SAFE</b>	 <b>STRATEGIC DIRECTION: WELL-GOVERNED</b>
<p> <b>240,043</b> hours of family day care provided.</p> <p> <b>\$1.6 million</b> in community grants distributed to support community groups.</p> <p> <b>204,261</b> hours of community care for people who are older or have a disability.</p> <p> <b>191</b> people assisted who were homeless or at risk of homelessness.</p>	<p> <b>21,239</b> pets registered.</p> <p> <b>5,632</b> local law customer requests investigated.</p> <p> <b>191</b> road safety sessions held.</p> <p> <b>12,000</b> streetlights maintained.</p>	<p> <b>83</b> consultation projects offered for community input.</p> <p> <b>166</b> community-run events supported by Council.</p> <p> <b>75</b> public quotations, tenders and expressions of interest closed.</p> <p> <b>\$76,597</b> distributed by the Kingston Charitable Fund.</p>
<ul style="list-style-type: none"> <li>» Consulted with the Bunurong Land Council on key strategies.</li> <li>» Began adding Aboriginal cultural acknowledgment to Council buildings.</li> <li>» Adopted the <i>Reconciliation Action Plan</i>.</li> <li>» Adopted the <i>Kingston Public Health and Wellbeing Plan 2021-25</i>.</li> <li>» Constructed female-friendly change facilities at Le Page Park and Chelsea Reserve.</li> <li>» Delivered 600 Home Care Packages to older people.</li> <li>» Progressed <i>Disability Discrimination Act</i> compliance on scout halls in Kingston.</li> <li>» Built Changing Places accessible toilet at Peter Scullin Reserve in Mordialloc.</li> <li>» Upgraded tennis and netball courts at Roy Dore Reserve.</li> <li>» Continued the <i>Enough is Enough</i> gambling harm reduction campaign.</li> <li>» Rolled out community mental health first aid workshops.</li> </ul>	<ul style="list-style-type: none"> <li>» Placed QR codes on all foreshore bins to enable easier reporting of bin issues.</li> <li>» Installed sports lighting across eight Kingston sports reserves.</li> <li>» Progressed construction of Aspendale and Mentone Life Saving clubs.</li> <li>» Delivered the <i>Safe Routes to School</i> program for safer walking and cycle routes.</li> <li>» Upgraded dog off-leash parks in Roy Dore Reserve and Iluka Reserve.</li> <li>» Delivered the <i>Prevention of Family Violence Action Plan 2019-2021</i>.</li> <li>» Improved Kingston's animal registration process.</li> <li>» Implemented a responsible pet ownership campaign.</li> <li>» Completed the lighting upgrade at Bicentennial Skate Park.</li> </ul>	<ul style="list-style-type: none"> <li>» Adopted the <i>Kingston Council Plan 2021-25</i>.</li> <li>» Implemented the <i>Good Governance Framework</i>.</li> <li>» Implemented advocacy plans to support Council's priority projects.</li> <li>» Developed a 10-year Asset Plan.</li> <li>» Realigned the corporate structure to maximise customer experience and efficiency.</li> <li>» Developed a <i>Workforce Plan 2021-25</i>.</li> <li>» Held ethics training for Councillors.</li> <li>» Continued the Junior Mayor and Junior Council program.</li> </ul>



## A MESSAGE FROM YOUR MAYOR

On behalf of my fellow Councillors, I am pleased to present our Annual Report for 2021-22 and provide an overview of our operational performance, audited financial reports and key highlights, along with statements on our governance and management practices.

This past financial year (2020-22) was the first in our new *City of Kingston Council Plan 2021-2025*, and this report details the progress we've made against the six strategic objectives:

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

This Annual Report is part of our commitment to being accountable and transparent. We trust it gives our community confidence that Council is dedicating all our efforts toward creating a strong, connected Kingston.

A key focus for the year has been responding to the escalating climate crisis. Kingston adopted our Climate and Ecological Emergency Response Plan, with a goal of net zero emissions by 2025 for Council operations. Kingston also plays a positive leadership role in supporting local industry, businesses and community to address their own emissions. Climate change will significantly affect the liveability of our suburbs, and local Councils have a key role to play in adopting policies and practices to address this.

Council has continued to invest in high-quality facilities to serve our community. Following the disruptions of the pandemic, it was wonderful to be able to officially launch some wonderful new facilities.

It was my honour to officially launch Council's new Youth Services Hub at Platform 81 in Mordialloc, Dales Park netball pavilion in Oakleigh South, Dolamore Athletics Track in Mentone, the Mentone Reserve sporting pavilion, new parks – including Horscroft Place in Moorabbin and Warraweena Road Reserve in Clayton South – and the Bonbeach Life Saving Club – just to name a few.

I'm also pleased to report that Council has completed or made significant progress on many other projects, including the Aspendale Gardens Sports Reserve Pavilion, upgrading the Longbeach Trail, and redeveloping Chadwick Reserve.

Advocacy on behalf of our community continues to be a key priority, and Council has played a critical role in speaking up on behalf of our community on key issues. Kingston has been proactively working with our community to develop enhanced designs for key projects such as level crossing removals at Parkdale/Mentone, and the Suburban Rail Loop project.

An important priority for the past year has been supporting our local business community recover from the impacts of COVID-19. Council's *Love Local Kingston* campaign encourages people to support local traders, a range of outdoor dining opportunities helped hospitality businesses thrive and an express footpath permit was launched to make it easier for businesses to use space outside their stores.

We are also investing to make our retail spaces more attractive and accessible via our Small Shopping Centres Improvement Strategy.

Finding qualified staff has been a key concern for our business community. In response, Council held a successful employment forum for young people and established partnerships to link employers and job seekers.

And of course, Council also continues to provide high-quality support services to care for those in need, including at-home care for the elderly and disabled, a delivered meals program, childhood immunisations, maternal and child health support, senior citizen centres and much more.

This Annual Report showcases some of the fantastic work being delivered by Kingston Council as part of our commitment to serving our community.

Your Councillors are proud of the work achieved so far and look forward to sharing more success stories during the rest of our Council term.

**Cr Steve Staikos**  
Mayor





## A MESSAGE FROM THE CEO

It was my great honour to be appointed CEO of the City of Kingston in November 2021. I look forward to supporting Kingston's Councillors in delivering their vision for our community.

Our great city continued to thrive in 2021-22, with a range of significant capital works completed and new facilities opened for our community to enjoy. We also continued to deliver high-quality services while maintaining Kingston's vast suite of assets.

Nothing gives us greater pride than seeing the outcomes of our work enjoyed by our residents: enjoying beautiful parks, sports grounds and beaches; supporting vibrant local shopping strips; connecting with others through active community groups.

To deliver the high standards our community expects, we must continue to improve and adapt as an organisation. Kingston is proud to be an employer of choice and is striving to retain and attract talented staff to serve our residents well.

We must also carefully manage and invest ratepayer funds. Financial responsibility is more important than ever in today's climate, particularly in light of the Victorian Government's rate-capping legislation. Kingston is well-placed to continue to serve our community effectively and ensure that ratepayers receive the best value for their money. In 2021-22, Council achieved an operating surplus of approximately \$32.2 million.

This enabled us to deliver high-quality facilities. In 2021-22, we invested \$64.4 million in capital works to improve, maintain and renew our significant \$2.8 billion of community assets. Kingston is embarking on our biggest capital works project to date – a new aquatic and leisure centre. During the year, Council invested \$14.6 million to purchase a site for the new facility on Governor Road in Mordialloc. This fantastic facility will serve our entire community, boosting health and well-being.

We continue to work closely with Kingston residents to ensure our services and projects are designed to meet current expectations and future needs. Over the past year, Council has conducted over 80 consultations to ensure our community can shape projects and policies.

Of course, we couldn't achieve all of this without the help and strong support from other levels of government. In this financial year, we secured over \$57 million in grants from the Victorian and Commonwealth governments to help fund local projects and services while reducing the financial burden on our ratepayers.

I take pride in commending the organisation for its outstanding work during 2021-22 and look forward to continuing to provide excellent services, facilities and infrastructure for the Kingston community to enjoy.

**Peter Bean**  
CEO

# KINGSTON COUNCILLORS



**CR STEVE STAIKOS**, MAYOR  
Bunjil ward

Cr Staikos was elected to Council in 2008 and has served as Mayor four times. Cr Staikos is passionate about social participation, multiculturalism, the environment and the arts. His priority areas include the Green Wedge, Sandbelt Open Space – Chain of Parks project, recycling, and the delivery of social housing.

Cr Staikos' highlights for the year include:

- Kingston's Climate and Ecological Emergency Response Plan, with a 2025 net zero goal for Council and 2030 net zero goal for the community
- creation of new parkland at Elder Street South Reserve, Clarinda
- successful advocacy for improved outcomes on the Victorian Government's Suburban Rail Loop project.



**CR JENNA DAVEY-BURNS**  
Wattle ward

Elected in November 2020, Cr Davey-Burns is a foster carer and volunteer who values our community groups and sporting clubs. She sits on the Access and Equity and Arts and Culture committees and is passionate about addressing climate change and supporting small business.

She serves on the Local Government Gender Equality Advisory Council and as a Queen Victoria Women's Centre Trustee.

Cr Davey-Burns' highlights for the year include:

- Highett Common Installation and Follett Road, Cheltenham upgrades to support small business
- adoption of the Reconciliation Action Plan and Gender Equality Action Plan
- successfully advocated for improved design and replacement open space for the Suburban Rail Loop at Sir William Fry Reserve.



**CR HADI SAAB**  
Karkarook ward

Cr Saab was elected to Council in 2020. He is a Druze first-generation Australian, born to Lebanese and Syrian parents, who has lived in Clarinda for 20 years. He holds a Bachelor of Software Engineering from Monash University and works in Moorabbin as an IT Project Manager. He proactively handles issues by listening to residents and working with community groups.

Cr Saab's highlights for the year include:

- completion of Horscroft Place Park in Moorabbin
- upgrade of Le Page Park pavilion to provide female-friendly sports facilities
- increased tree planting on streets and reserves across the municipality.



**CR GEORGINA OXLEY**  
Longbeach ward

Cr Oxley was elected to Council in October 2016 and has served as Mayor twice. Cr Oxley runs a local Kingston-based business, working in finance, marketing and HR management. She enjoys playing basketball and walking her dog Banjo on the beach.

Cr Oxley's highlights for the year include:

- refurbishment of Chelsea Yacht Club
- installation of a public electric vehicle charging station in Chelsea
- progressing *Disability Discrimination Act* (DDA) compliance upgrades on scout halls
- upgrade of the Bicentennial Skate Park lighting.



**CR DAVID EDEN**  
Sandpiper ward

Cr Eden was elected to Council in 2012 following years of community involvement, including participating on committees, fundraising and coordinating initiatives such as Clean Up Australia Day. He is a local business owner and is passionate about protecting the environment, keeping rates down and regularly assessing Council services to ensure they remain responsive to community needs.

Cr Eden's highlights for the year include:

- rehabilitation of Long Beach Trail between Thames Promenade and Edithvale Road
- upgrade of dog off-leash park in Iluka Reserve Aspendale
- improved foreshore waste management, including placing QR codes on bins for easier reporting of issues.



**CR TAMSIN BEARSLEY**  
Yammerbook ward

Cr Bearsley was elected to Council in October 2012 and lives in Aspendale Gardens with her husband and two children. She joined Council to improve community consultation and is particularly interested in supporting community groups and residents' associations, improving local amenities and strengthening budget controls.

Cr Bearsley's highlights for the year include:

- support for our elderly, through aged care services
- Aspendale Gardens Sports Ground Masterplan including new sports fields, paths, landscaping, lighting and pavilion
- employment forum for young jobseekers
- 'Park and Stride' program, to address peak traffic issues near schools encouraging parents to park nearby and walk or ride.



**CR GEORGE HUA**  
Caruana ward

Cr Hua was elected to Council in October 2016. Through his experience running a financial technology business and previously running a local cafe, George is passionate about supporting small, family-owned businesses.

Cr Hua's highlights for the year include:

- delivery of Chadwick Reserve Park Plan, including sports field, play spaces and pavilion
- 10-year Asset Plan to carefully manage Council assets, including roads, footpaths, community facilities and more
- introduction of an express footpath trading permit to support businesses.



**CR CAMERON HOWE**  
Banksia ward

Cr Howe was elected in 2020 after a decade of community advocacy. Excelling in networking with the tenacity to secure investment, Cameron holds a Bachelor of Business, majoring in Management and Marketing. As an artist and outdoors enthusiast, Cameron sits on the Arts and Culture, and Bay Watch committees.

Cr Howe's highlights for the year include:

- redevelopment of Bonbeach Surf Lifesaving Club
- upgrade of six tennis courts and two new netball courts at Roy Dore Reserve
- introduced reviews of philanthropist/private sector partnerships and digital marketing to boost economy.



**CR TRACEY DAVIES**  
Chicquita ward

Cr Davies was elected to Council in November 2020. She lives in Parkdale with her husband and two sons. Tracey is heavily involved in the local community, having volunteered with community sporting groups and schools for over 20 years. Tracey has been a lawyer since 1988 and has operated her firm for the past 10 years.

Cr Davies' highlights for the year include:

- successful advocacy saw the Federal Government refuse the Draft Moorabbin Airport Master Plan
- installation of sports lighting across eight sports reserves to increase training and competition
- cool road surfacing trial in Kembla Street, Cheltenham to reduce urban heat.



**CR CHRIS HILL**  
Como ward

Cr Hill was elected to Council in 2020 and was a strong community advocate as Chair of the Save the Edgy Committee and founder of Kingston Save Our Streets. Chris lives in Mentone with his wife and two daughters and is passionate about the need for community consultation, improving our beaches, including better accessibility, safer streets, more off-leash dog parks and more affordable housing.

Cr Hill's highlights for the year include:

- redevelopment of the Dolamore athletics facility in Mentone, including new running track
- progressing construction of Mentone Life Saving Club
- strong advocacy to ensure a community voice was heard on the proposed Level Crossing Removals at Warrigal Road/Parkers Road.



**CR TIM COCHRANE**  
Melaleuca ward

Cr Cochrane was elected to Council in 2020. If Tim is not at work as a firefighter, you will usually see him pounding the pavement with his wife Marlie and dogs, Humphrey and Charlie. His key priorities are to continue to advocate for improved amenities, common sense outcomes and reduce over-governance.

Cr Cochrane's highlights for the year include:

- purchased site for new Aquatic and Leisure Centre on Governor Road, Mordialloc
- construction of Peter Scullin Reserve Changing Places disability toilet facility
- installation of the Rainbow Sculpture at Hazel Pierce Reserve
- strong advocacy to ensure a community voice was heard on the proposed Level Crossing Removals at Warrigal Road/Parkers Road.

## JUNIOR MAYOR

Kingston primary schools are invited to participate in the Junior Mayor election. The Junior Mayor assists the Mayor at a range of official Council events.

Amelia Holko, from Cheltenham Primary School, was Junior Mayor until May 2022 when Carrum Primary School student Eli Murphy was elected.

# COUNCIL WARDS

**Banksia**  
**Bunjil**  
**Caruana**  
**Chicquita**  
**Como Ward**  
**Karkarook**  
**Longbeach**  
**Melaleuca**  
**Sandpiper**  
**Wattle**  
**Yammerbook**



Each of the City's 11 wards has a councillor elected to represent the views and interests of the residents and ratepayers in their electorate.



## PROMOTING HEALTH AND WELLBEING IN OUR COMMUNITY

Kingston's *Municipal Public Health and Wellbeing Plan 2021-25* identifies key priorities to help create a strong, healthy and connected community. Delivery of the Plan involves collaboration between Council, partners and the community.

The five goals of the MPHWP are:

1. A healthy and well community
2. A safe and secure community
3. A kind and connected community
4. A liveable community
5. An informed and empowered community.

### ACHIEVEMENT HIGHLIGHTS FROM THE 2021-22 IMPLEMENTATION OF THE MPHWP:

				
<b>GOAL 1.</b>	<b>GOAL 2.</b>	<b>GOAL 3.</b>	<b>GOAL 4.</b>	<b>GOAL 5.</b>
<b>A healthy and well community</b>	<b>A safe and secure community</b>	<b>A kind and connected community</b>	<b>A liveable community</b>	<b>An informed and empowered community</b>
<ul style="list-style-type: none"> <li>Implemented Kids Eat Well program in Outside School Hours Care in partnership with Central Bayside Community Health Services.</li> <li>Developed a Mental Health Working Group to bring together 11 local agencies.</li> </ul>	<ul style="list-style-type: none"> <li>Developed family violence prevention resources (in English and other languages) with Kingston Family Violence Working Group.</li> <li>Installed solar-powered lighting at Gertrude McKenzie Reserve and in three laneways to improve connectivity and feelings of safety after dark.</li> </ul>	<ul style="list-style-type: none"> <li>Home Library Service has 208 members matched for regular delivery or visit with one of 27 library volunteers or staff members.</li> <li>Derrimut Weelam Gathering Place held its first Blak Market in May 2022 to showcase First Nations culture and support artists and small business owners.</li> </ul>	<ul style="list-style-type: none"> <li>In partnership with the Victorian Government, Highett Common and Owen Street Piazza were created to provide a safe, engaging and inviting space near local shopping and dining precincts.</li> <li>Implemented the Start Now Program to help entrepreneurs develop and scale their business start-up or idea into a sustainable model.</li> </ul>	<ul style="list-style-type: none"> <li>Council's new website can be translated into Kingston's top languages and has been re-written into plain English to improve access to Council information.</li> <li>Delivery of the Kingston Digital Literacy Program to develop skills and confidence of people aged 55+ to become socially active online and access information and services.</li> </ul>

## RESPONDING TO THE CLIMATE EMERGENCY

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Kingston Council declared a climate and ecological emergency in January 2020 and adopted the *Climate and Ecological Emergency Response Plan* (CEERP) in July 2021. The CEERP established a net zero by 2025 goal for Council operations, and an aspirational goal of net zero by 2030 for the Kingston community.

Over the last year, we have accelerated action to reduce greenhouse gas emissions, as well as preparing for the impacts of climate change. Actions include:

### REDUCING COUNCIL'S OWN EMISSIONS:

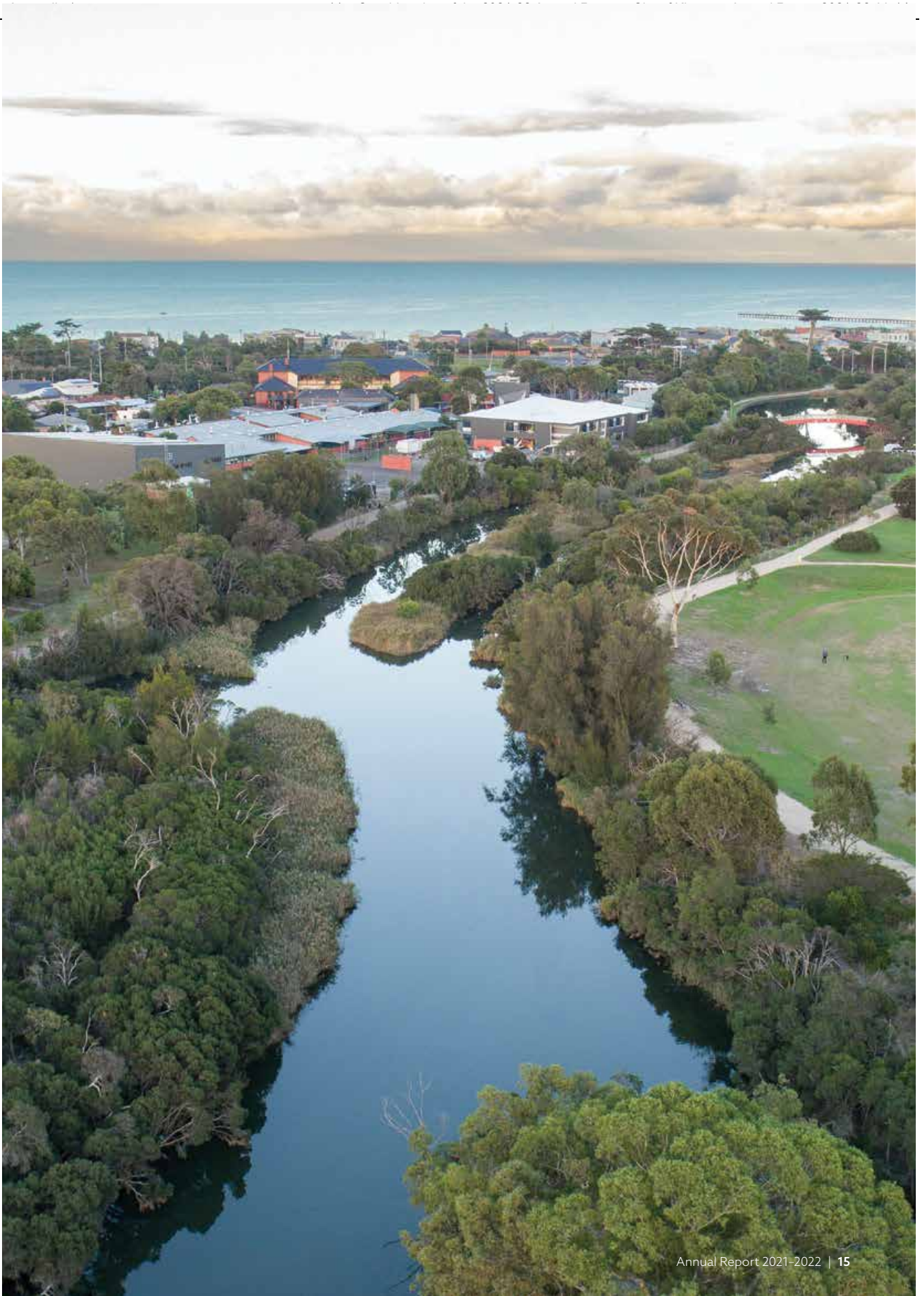
- Installed nearly 1 MW of solar on Council facilities.
- Transitioning away from fully fossil fuel vehicles with the purchase of a plug-in hybrid for the Mayor, and four electric fleet vehicles ordered.

### SUPPORTING KINGSTON BUSINESSES AND RESIDENTS TO REDUCE EMISSIONS:

- Installed a popular public electric vehicle charger in Chelsea. To date, over 9,200 kg of CO<sub>2</sub>e (carbon dioxide equivalent) have been avoided.
- Improved our processes to consider Ecologically Sustainable Design (ESD) in development applications, in line with the ESD amendment VC216 gazetted early June 2022. This will improve energy efficiency and reduce emissions from our built environment.
- Delivered the Small Business Energy Saver program in partnership with the South East Councils Climate Change Alliance (SECCCA) and with funding from Sustainability Victoria. We engaged over 400 local businesses to improve energy efficiency, leading to an estimated reduction of 1,331 tonnes of CO<sub>2</sub>e and annual savings of approximately \$373,000.
- Screened the inspirational film Regenerating Australia and delivered bike maintenance workshops, Solar and Batteries Expo (with Bayside Council), Gardens for Wildlife garden assessments and events, and Sustainable Business Breakfasts.
- Raised awareness of our Net Zero 2030 goal through the Optika photographic competitions, with the theme Focus on 2030: Inspiring a Zero Emissions Future.

### PREPARING FOR THE IMPACTS OF CLIMATE CHANGE

- Assessed the vulnerability of Council's roads, drains and buildings to future climate change impacts.
- Applied a 'cool road' surface in an industrial area in Cheltenham to test the cooling potential of lightening the road surface.
- Began work on a Resilient Communities project with SECCCA, looking for opportunities to build the resilience to climate change of vulnerable community members.



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## FINANCIAL PERFORMANCE SUMMARY

In 2021-22, Council had an operating surplus of \$32.2 million, and this result was \$8.3 million favourable to the revised budget of \$23.9 million and was also \$13.3 million favourable compared to the \$18.9 million surplus reported in 2020-21. This result was influenced by:

### COVID-19 IMPACT

During 2021-22, the COVID-19 pandemic continued to impact on Council's operations. Council noted the following significant impacts on its financial operations:

- **Additional revenue:**
  - (i) Working for Victoria grants (\$0.1 million)
  - (ii) COVID-19 Safety Outdoor Activation and Trader Support Initiatives \$0.6 million
- **Revenue reductions:**
  - (i) Council allowed ratepayers to defer payment of their rates until 30 June 2022 and did not charge interest on overdue rates during the year.
  - (ii) User fees were impacted during the pandemic across most Council services. Particularly impacted were businesses forced to close or reduce capacity including Council's leisure centre, libraries and childcare.
- **Revenue foregone:**
  - (i) Council reduced 2021-22 health license fees on a sliding scale depending on how COVID-19 impacted business operations.
  - (ii) Council granted rental relief to lessees of Council properties.
  - (iii) Council has not charged any overdue fees or interest on rates for 2021-22.

### RATES AND CHARGES

In 2021-22, rates and charges comprised \$155.5 million, and this represented 61% of the total operating income of \$253.8 million, which compares to \$143.2 million (63% of \$227.9 million) in 2020-21. The 2021-22 result was \$0.3 million favourable to the revised budget.

### GRANTS

- Operating grants of \$46.2 million were \$4.7 million favourable to the revised budget, and this included a bring-forward of the Victorian Local Government Grants Commission's financial assistance grants.

### USER FEES

- User Fees of \$17 million were \$3.3 million unfavourable to the revised budget due to continued COVID-19 impacts, in particular, at the Waves Leisure Centre.
- Cash Contributions of \$8.8 million (\$3.6 million favourable to the revised budget) were received from developers, to be held in reserve for use on future open space and stormwater projects.

### INTEREST INCOME AND FINANCIAL ASSETS

- Interest Income on Investments was \$0.6 million and \$0.4 million lower than the revised budget and \$0.1 million below the level achieved in 2019-20. These variances were affected by the low-interest rate environment in place for most of 2021-22.

For more detailed information on the financial operating variances to budget, please refer to Note 1 in the Financial Statements – Performance to Budget.



## CAPITAL WORKS

Council's total capital works expenditure was \$64.4 million (compared to \$45.3 million in 2020-21), and this was \$8.4 million higher than the revised budget, and mainly associated with a significant land acquisition for the proposed new aquatic centre, in part offset by external factors affecting the program, including supply chain issues.

## CASH FLOW

Total financial assets of \$148.4 million increased by \$13.2 million during the year, and this was affected by the profile of the capital works program.

## BALANCE SHEET

Council's net assets were \$3.1 billion. This is primarily associated with physical assets and included total property (\$2,109.5 million), infrastructure (\$839.1 million) and plant and equipment (\$8.9 million). The work-in-progress balance was \$28.4 million.

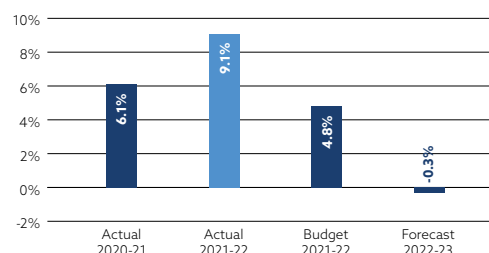
## FUTURE FINANCIAL SUSTAINABILITY

The Victorian Auditor General reports to Parliament each year on the financial performance of Victoria's councils. The below indicators are used in Auditor-General's report to reflect short- and long-term sustainability:

- Net Operating Result
- Liquidity
- Indebtedness
- Internal Financing
- Renewal Gap.

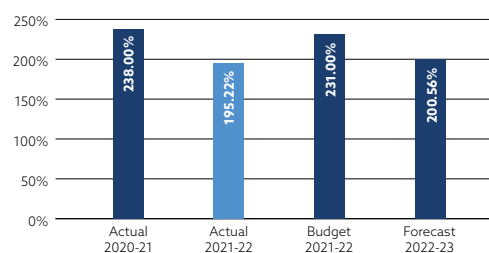
Kingston's performance in relation to these indicators is based on the last two years of actual results along with the forecast for the next two years. The results highlight the trend of Kingston's financial sustainability in line with the methodology reported on by the Victorian Auditor-General.

## NET OPERATING RESULT



The net operating result reflects whether Council can generate enough revenue to cover operating costs (including the cost of replacing assets reflected in its depreciation expense). The result is calculated by dividing the underlying result by the underlying revenue for the year. The underlying revenue is Council's total revenue, less any non-monetary items. The 2021-22 result of 9.1% represents an increase on the previous year as Council's revenue recovers from the COVID-19 pandemic. The forecast trend going forward is that the underlying result is a slight deficit, reflecting growth in expenses above the level of growth in revenue from rates, user fees, statutory fees and fines and operating grants.

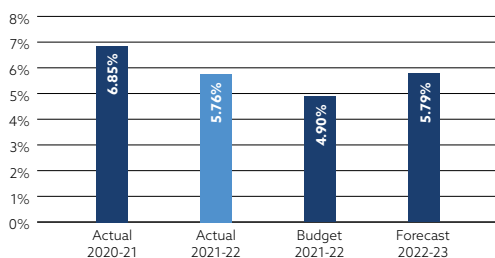
## LIQUIDITY



Liquidity ensures that Council has sufficient working capital to meet short-term commitments. It is calculated by dividing the total current assets by total current liabilities. The liquidity result for 2021-22 was 195% which is an indicator of a strong financial position, although some of the cash held at year end will be required to fund the capital works program, as well as operational grant income received in advance to deliver community services.

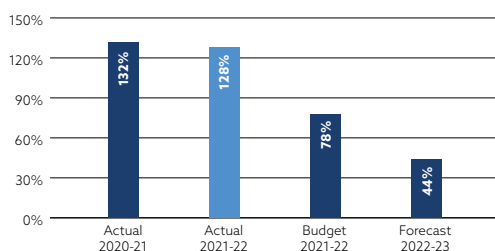
## FINANCIAL PERFORMANCE SUMMARY (CONTINUED)

## INDEBTEDNESS



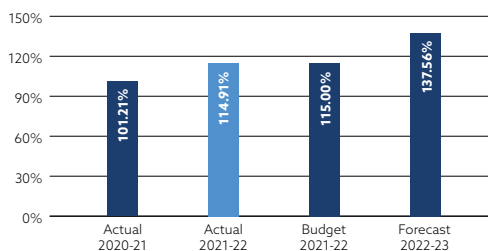
Indebtedness measures how reliant on debt Council is to fund its capital programs. It is calculated by dividing total non-current liabilities by Council's own source revenue. Own source revenue is the revenue Council can generate from its own sources, which essentially excludes grant income. The 2021-22 result of 5.8% reflects a stable position.

## INTERNAL FINANCING

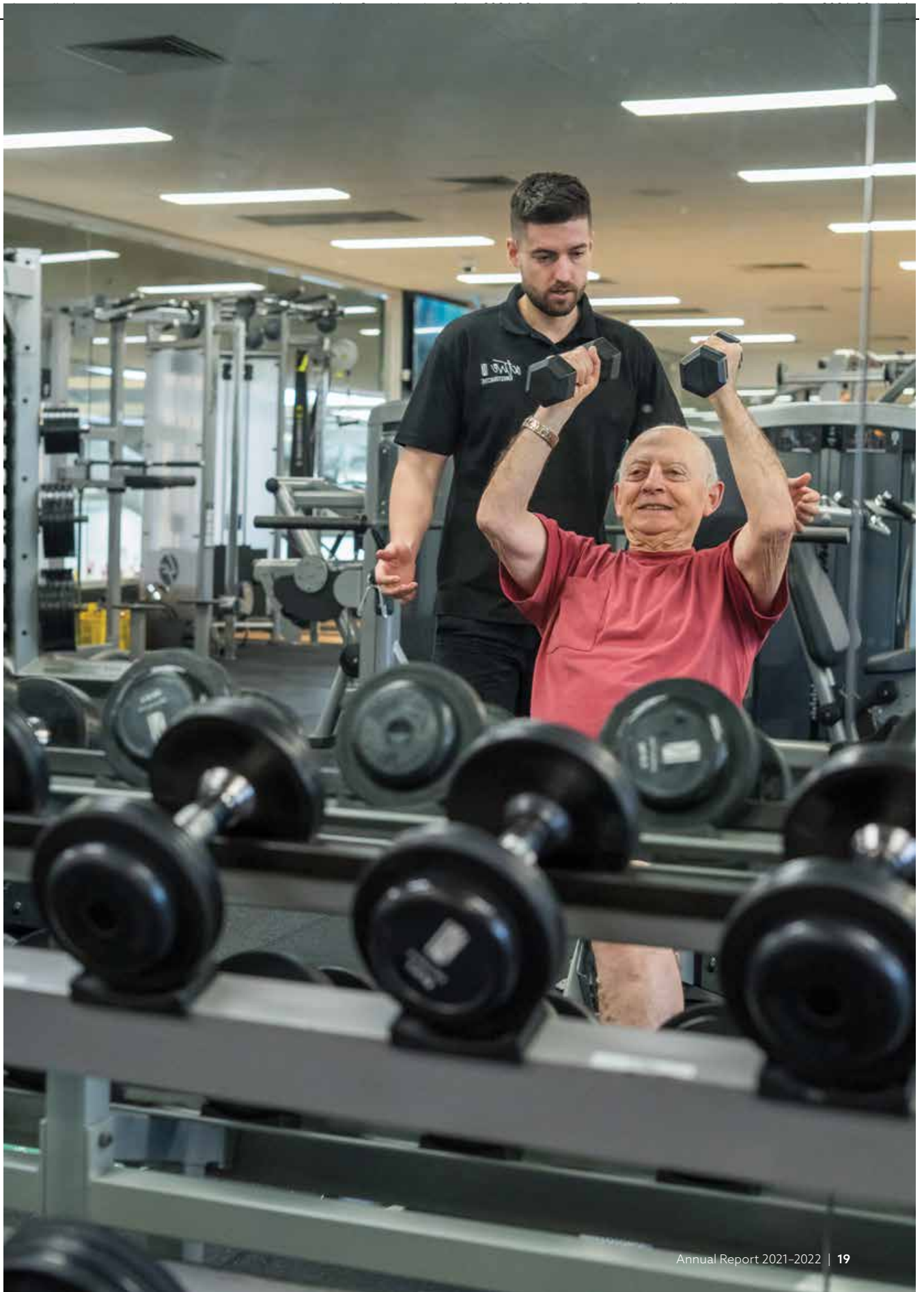


Internal financing measures the ability of Council to finance capital works from generated cash flow. The higher the percentage, the greater the ability to finance capital works from Council's own funds. It is calculated by dividing the net inflow of operating activity cash by actual cash outflows for capital works. The 2021-22 result of 128% is in line with the prior year and the impact of timing issues within the capital works program, as funding of projects is spread across multiple years.

## RENEWAL GAP



Council's renewal gap represents the renewal and upgrade of existing assets at a consistent rate. It is calculated by adding the renewal and upgrade expenditure together, and then dividing that by Council's depreciation expense. A score of more than 100% indicates a low risk of insufficient spending on our asset base. Council has a score of 114.9% for 2021-22 which indicates assets are being maintained at a rate higher than they are depreciating.



## DESCRIPTION OF OPERATIONS

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Council is responsible for a broad range of services to support the wellbeing of our community, including family and children's services, traffic management, open space, youth facilities, waste management, planning for appropriate development and ensuring accountability for Council's budget.

Council's vision and strategic objectives to further improve services and facilities are described in our Council Plan 2021-25 and the 2021-22 Budget and are reported on in this document.

The delivery of services, facilities, support and advocacy to achieve the strategic objectives is measured by a set of service performance indicators and measures. Council also has a range of responsibilities under Victorian and Australian legislation.

### ECONOMIC FACTORS

During the first half of 2021-22, the City of Kingston continued to be impacted by the COVID-19 pandemic with continued restrictions and extended closures to libraries and swimming pools, in addition to other council services throughout much of the year.

This continued to have an impact on Council's revenue, through loss of fees and charges, as well as through the continuation of Council's community and business support package which offered waiving of unpaid rates interest, and reduced health registrations and footpath trading fees.

It also impacted Council's expenditure, through additional cleaning and personal protective equipment costs.

### MAJOR CAPITAL WORKS

#### Mentone Life Saving Club

**Budget \$8.1m**

**Actual \$6.7m**

The Mentone Life Saving Club has a history stretching back to 1920, with the first dedicated clubhouse built in 1928.

The clubhouse is being rebuilt into a state-of-the-art facility as part of a larger precinct upgrade in a partnership between Council and the Victorian Government.

A new ramp will provide wheelchair access to the beach, with the clubhouse being furnished with accessible facilities and storage, and a public roof deck.

Construction of the Mentone Life Saving Club is well underway, with building completion expected by November 2022. Civil works and landscaping will follow and are due for completion in February 2023.

#### Chadwick Sports Pavilion Development

**Budget \$3.2m**

**Actual \$2.5m**

Chadwick Reserve was upgraded with a new, larger pavilion featuring female-friendly change rooms, disability access, umpire's facilities and a community room.

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## MAJOR CHANGES

An organisational realignment was implemented in April 2022. Changes included the addition of a Chief Financial Officer and a Customer Experience department, which were created by redistributing functions from other areas.

The new structure:

- ensures our focus and resourcing are providing the most effective delivery of the Council Plan 2021-25 priorities
- promotes key collaborations and teamwork
- gives our customers an exceptional experience.

## MAJOR ACHIEVEMENTS

- Adopted the Climate and Ecological Emergency Response Plan in July 2021, with a net zero by 2025 goal for Council operations, and net zero by 2030 goal for the Kingston community.
- Developed a 10-year Financial Plan from 2021-22 as part of Council's ongoing financial planning to assist in adopting a budget within a long-term framework.
- Developed a 10-year Asset Plan.
- Acquired the site for the new aquatic and leisure facility in Kingston's central/southern area.

## CHALLENGES AND OUTLOOK

### Challenges

- Transitioning Council's 21 departments and over 50 business units to a post-COVID-19 hybrid work environment.
- Supporting our community as it recovers from the impacts of the COVID-19 pandemic and lockdowns.
- Continuing to upgrade ageing assets to meet modern standards and community expectations, while operating in a rate-capping environment.
- Operating a diverse range of vital community services (such as childcare and aged care services) during times of staff shortages due to COVID-19 impacts.

### The future

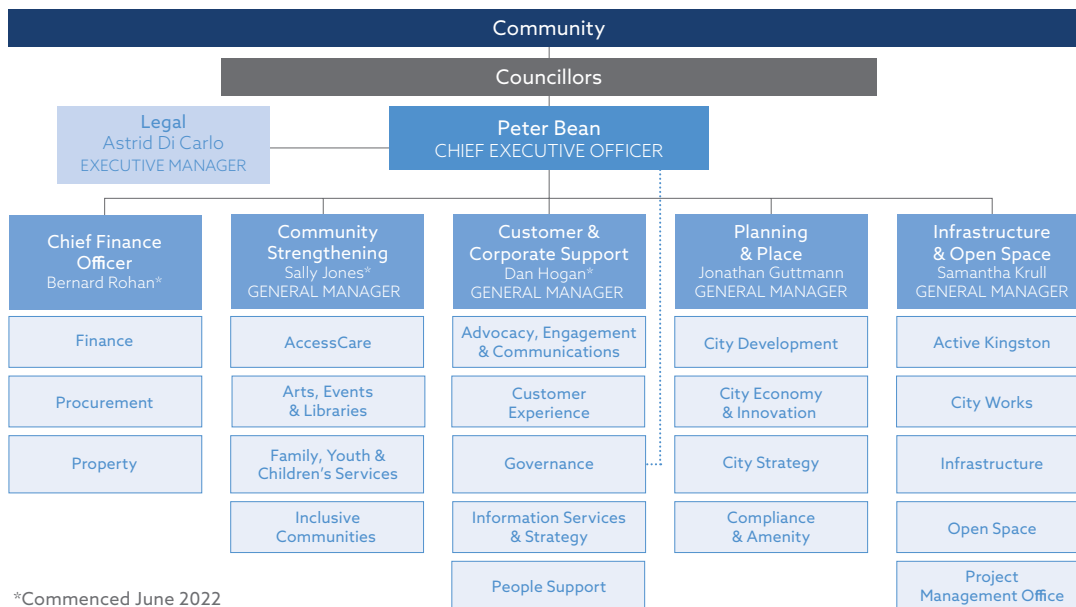
- Major city-shaping projects delivered by the Victorian Government are underway, or about to begin, in Kingston, including the Suburban Rail Loop and further level crossing removal projects.
- Progress is imminent on the realisation of the decades-held vision for a Chain of Parks in Kingston's Green Wedge.
- Kingston is embarking on a major project to deliver a new Aquatic and Leisure Centre for our community.

## OUR ORGANISATION



Kingston's Corporate Leadership Group. Top row: Bernard Rohan, Samantha Krull, Jonathan Guttman. Bottom row: Sally Jones, Peter Bean, Dan Hogan.

The diagram below shows the organisational structure in place from April 2022.



The organisational structure shown immediately below was in place until 1 April 2022, when we underwent an organisational realignment. Reporting in this Annual Report follows this structure.





# OUR PEOPLE

## OUR ORGANISATIONAL CULTURE

Our organisation is guided by six values: accountable, community-centric, dynamic, future-orientated, expert and celebrate. These values underpin the work we do and guide our day-to-day activities.

To support our staff to live these values, we have a Workforce Action Plan based on the following pillars:

- **Business intelligence** – our data is reliable, and informs future planning and how we engage and develop our staff.
- **Development** – every employee has the opportunity to develop so that their next job is their best job.
- **Engagement** – our people are provided clarity, are supported and recognised.
- **Future proof** – we are innovative and recognise the changing expectations for people, processes and technology.

As an organisation, we are committed to creating a safe and respectful workplace for all our employees. We are committed to advancing equity in the workplace through action and leading by example for the wider Kingston community.

We aim to achieve this by:

- sharing stories and experiences of diversity to support employee connection and understanding
- supporting our staff to use best-practice, inclusive language and strategies to ensure all voices are heard
- thoughtfully completing our Workplace Gender Equality Audit and Council's first Gender Equality Action Plan
- creating a safe and respectful workplace culture where all staff are 'able to be their true self every day'.

Our Diversity and Inclusion Working Groups are currently developing Kingston's first Employee Inclusion Strategy to support the promotion of an inclusive and safe environment at Kingston.

We conducted our first Human Synergistics Organisational Culture Survey in June 2022, with over 70% of employees (933 people) completing the survey.

## HUMAN RESOURCES SERVICE IMPROVEMENTS

In 2021-22, several service improvements were made, including:

- launching a confidential, online employee grievance reporting system
- supporting Kingston's organisational realignment process in March/April through direct support to people leaders and employees
- working collaboratively on the challenging task of transitioning Council's 21 departments and over 50 business units to a post-COVID-19 hybrid work environment
- rolling over the 2019 Enterprise Agreement for an extra year to ensure a stronger climate to negotiate in from March 2023. This process included identifying over 400 employees who couldn't work remotely during lockdowns, so were eligible to receive 'flexibility leave'.

## OUR PEOPLE PROFILE

As of 30 June 2022, Council employed 1,447 people, including Kingston-employed casuals, in a diverse range of positions, including community and aged services, engineering, customer service, maternal child health, finance, youth and children's services, sport and recreation, parks and gardens, planning and arts.

A summary of the number of full-time equivalent (FTE) council staff is shown in Tables 1 and 2, on the following page.



**Table 1. City of Kingston employment by organisational structure**

Employee type / gender	Central / Executive Services FTE	Planning & Development FTE	City Assets & Environment FTE	Community Sustainability FTE	Corporate Services FTE	Total FTE
Permanent full time - Female	4.00	47.36	47.60	161.76	53.03	313.75
Permanent full time - Male	1.00	48.00	115.00	36.00	48.00	248.00
Permanent full time - X	0.00	0.00	0.00	0.00	0.00	0.00
Permanent part time - Female	0.60	28.48	9.34	179.26	31.90	249.58
Permanent part time - Male	0.00	14.27	2.72	11.61	3.00	31.60
Permanent part time - X	0.00	0.00	0.00	0.00	0.00	0.00
Casual Council staff - Female	0.00	0.30	4.47	7.89	0.00	12.66
Casual Council staff - Male	0.00	0.44	1.68	1.59	0.00	3.71
Casual Council staff - X	0.00	0.00	0.00	0.03	0.00	0.03
<b>Total</b>	<b>5.60</b>	<b>138.85</b>	<b>180.81</b>	<b>398.14</b>	<b>135.93</b>	<b>859.33</b>

**Table 2. City of Kingston employment by classification**

Employment classification	Band 1 FTE	Band 2 FTE	Band 3 FTE	Band 4 FTE	Band 5 FTE	Band 6 FTE	Band 7 FTE	Band 8 FTE	All other FTE	Total FTE
Permanent Full Time - Female	0.00	0.00	26.23	67.75	54.43	90.43	38.60	7.63	28.68	313.75
Permanent Full Time - Male	0.00	0.00	44.00	33.00	32.00	62.00	40.00	11.00	26.00	248.00
Permanent Full Time - X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Permanent Part Time - Female	14.95	29.75	16.41	64.76	34.48	39.15	7.92	5.67	36.49	249.58
Permanent Part Time - Male	13.73	2.92	3.20	3.32	2.21	4.62	0.00	0.00	1.60	31.60
Permanent Part Time - X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Casual Council staff - Female	0.54	2.31	2.40	2.23	1.87	0.03	0.00	0.00	3.28	12.66
Casual Council staff - Male	0.53	1.23	0.75	0.66	0.12	0.00	0.00	0.00	0.42	3.71
Casual Council staff - X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.03	0.03
<b>Total</b>	<b>29.75</b>	<b>36.21</b>	<b>92.99</b>	<b>171.72</b>	<b>125.11</b>	<b>196.23</b>	<b>86.52</b>	<b>24.30</b>	<b>96.50</b>	<b>859.33</b>

## OUR OHS PERFORMANCE

A summary of Council's Occupational Health and Safety performance is shown below. While we aim for zero incidents, the results are at an acceptable level for the types of activities within Kingston.

- Number of Workcover claims accepted - 10
- Number of notifiable incidents (employee) - 3
- Number of notifiable incidents (non-employee) - 5
- There was an average of 2.9 Lost Time Injuries per month in 2021-22.
- An average of 3.5 workers per month had medically treated injuries.
- Injuries requiring first aid slightly increased slightly, with an average of 6.0 workers receiving first aid treatment per month, compared to 5.4 workers in 2020-21.

## Gender Equality Action Plan

To support our commitment to gender equality, Kingston published its first *Gender Equality Action Plan 2021-2025*, which was informed by our first *Gender Workplace Audit 2021*. Our Action Plan represents our fundamental commitment to leading systematic change and will ensure our organisation is a gender-equal, safe and respectful place for all employees.

The Action Plan is built on five key pillars:

1. How we learn
2. Who we attract
3. How we work
4. What we expect
5. How we grow.

These pillars are representative of each stage of the employee lifecycle and guide ongoing, positive action to reduce discrimination, bullying, sexual harassment and gendered segregation.



# OUR OPERATIONAL PERFORMANCE

## INTEGRATED STRATEGIC PLANNING AND REPORTING FRAMEWORK

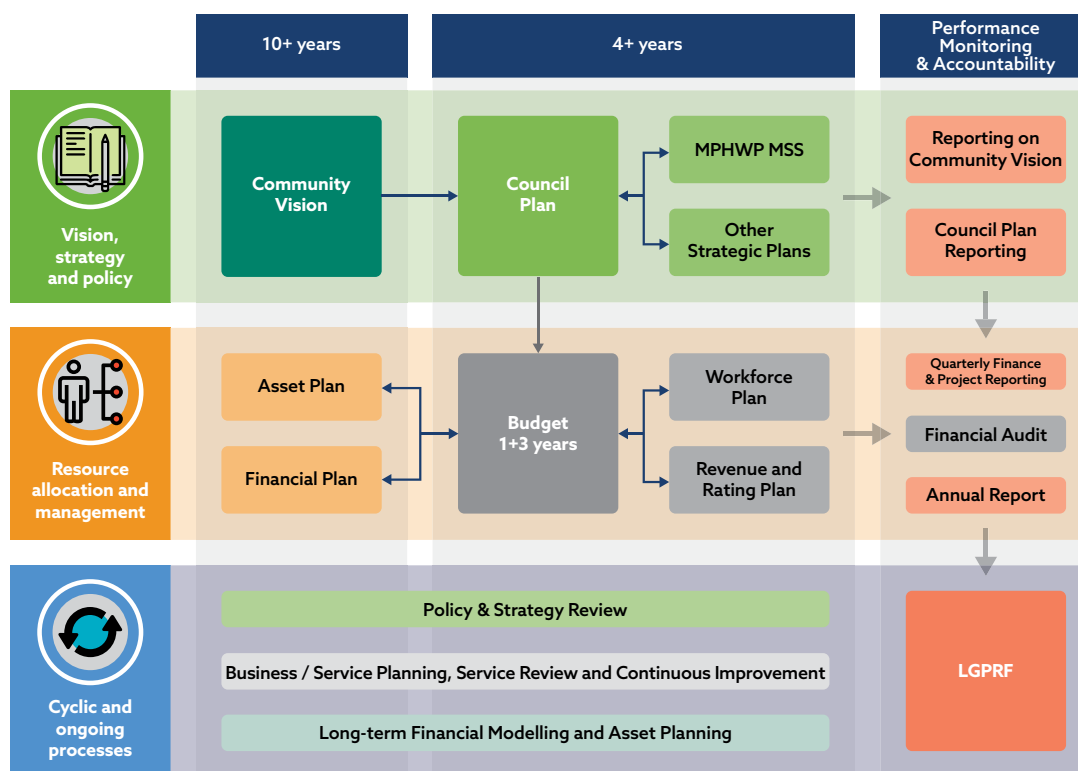
The *Local Government Act 2020* (the Act) requires councils to prepare:

- a Community Vision (for at least the next 10 financial years)
- a Council Plan (for at least the next 4 financial years)
- a Financial Plan (for at least the next 10 financial years)
- an Asset Plan (for at least the next 10 financial years)
- a Revenue and Rating Plan (for at least the next 4 financial years)
- an Annual Budget (for the next 4 financial years)
- a Quarterly Budget Report
- an Annual Report (for each financial year)
- Financial Policies.

The Act also requires councils to prepare:

- A Workforce Plan (including projected staffing requirements for at least 4 years).

The following diagram shows the relationships between the key planning and reporting documents that make up the integrated strategic planning and reporting framework for local government. It also shows that there are opportunities for community and stakeholder input and feedback.









Source: Victorian Department of Jobs, Precincts and Regions, 2022.

## OUR OPERATIONAL PERFORMANCE (CONTINUED)

### COUNCIL PLAN

The *Council Plan 2021-25* includes six strategic directions, strategic objectives and the strategies for achieving them.

Strategic Direction	Strategic objective
<b>LIVEABLE</b>  	<b>Our city will be a vibrant, enjoyable and easy place to live.</b> Strategies for achieving the objectives: <ul style="list-style-type: none"> <li>• Provide accessible, quality public open spaces for passive and active recreation</li> <li>• Invest in high-quality community assets</li> <li>• Manage movement around the city, including traffic and parking, to make community activities accessible</li> <li>• Plan for changes in the population and the community's housing needs</li> <li>• Preserve and enhance Kingston's character and heritage</li> <li>• Support the development of affordable housing options, including social and community housing</li> <li>• Foster a thriving and innovative arts and culture scene, which is both diverse and inclusive.</li> </ul>
<b>SUSTAINABLE</b>  	<b>We prioritise our environment and reduce our impact on the earth.</b> Strategies for achieving the objectives: <ul style="list-style-type: none"> <li>• Recognise climate change and actively address our climate and ecological emergency</li> <li>• Consider environmental sustainability in all Council decisions</li> <li>• Protect and enhance our foreshore, marine environment, waterways and wetlands</li> <li>• Protect and enhance the Green Wedge and progress the delivery of the Chain of Parks</li> <li>• Build sustainable transport options to reduce congestion and pollution</li> <li>• Enable choice of movement across our city</li> <li>• Actively promote the use of emerging technologies to influence a more sustainable built environment.</li> </ul>
<b>PROSPEROUS</b>  	<b>We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.</b> Strategies for achieving the objectives: <ul style="list-style-type: none"> <li>• Support Kingston's economy, local industry and businesses to thrive in a changing environment</li> <li>• Embrace innovation to further promote Kingston businesses</li> <li>• Promote local jobs and employment pathways</li> <li>• Improve connections between activity zones, public transport hubs and where people live through an integrated network</li> <li>• Pursue and enhance regional collaborative opportunities and partnerships</li> <li>• Support our local visual and performing arts community.</li> </ul>

Strategic Direction	Strategic objective
<b>HEALTHY AND INCLUSIVE</b>  	<p><b>We are progressive, inclusive and prioritise the wellbeing of all members of our community.</b></p> <p>Strategies for achieving the objectives:</p> <ul style="list-style-type: none"> <li>• Respect the importance of Aboriginal and Torres Strait Islander people in Kingston and their connection to the land</li> <li>• Champion social equality</li> <li>• Celebrate and learn from our diversity</li> <li>• Support community education, life-long learning and creativity</li> <li>• Support the inclusion of everyone in community life</li> <li>• Support our community's physical wellbeing</li> <li>• Prioritise our community's mental wellbeing</li> <li>• Tailor our communication to our diverse community to make communication accessible to all.</li> </ul>
<b>SAFE</b>  	<p><b>Our community will feel safe and be safe in all aspects of their lives.</b></p> <p>Strategies for achieving the objectives:</p> <ul style="list-style-type: none"> <li>• Design an environment and infrastructure that promotes better safety and accessibility</li> <li>• Support safe travel through various modes of transport</li> <li>• Improve feelings of safety across Kingston's diverse community</li> <li>• Strive to provide an environment free from all forms of family violence</li> <li>• Foster caring attitudes and a safe environment for native wildlife and domestic animals</li> <li>• Provide a well-maintained and clean environment for residents.</li> </ul>
<b>WELL-GOVERNED</b>  	<p><b>Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.</b></p> <p>Strategies for achieving the objectives:</p> <ul style="list-style-type: none"> <li>• Hold ourselves to the highest standard of governance and integrity</li> <li>• Focus all of our decision-making on the long-term best interests of the Kingston community</li> <li>• Look after the community's financial resources responsibly and efficiently</li> <li>• Openly report our progress and performance</li> <li>• Actively seek broad community participation</li> <li>• Deliver exceptional customer experiences.</li> </ul>

In the following pages, Council's 2021-22 performance has been reported against each strategic objective to demonstrate achievement against the *Council Plan 2021-25*.

Performance has been measured by the:

- results achieved in relation to the strategic indicators in the Council Plan
- progress in relation to the major initiatives identified in the budget
- services funded in the budget and the persons or sections of the community who receive those services
- results against the prescribed service performance indicators and measures.



## STRATEGIC DIRECTION: LIVEABLE

### STRATEGIC OBJECTIVE:

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

### STRATEGIC INDICATORS

Council's performance against the strategic indicators in the Council Plan is presented below.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 1.</b> Additional open space created in the municipality	0	2	Two additional open space sites were created this financial year – Horscroft and Moorabbin pocket parks.
<b>Si 2.</b> Council's renewal gap ratio measured against the Victorian Auditor-General's Office indicator	1.00	1.15	The result is due to additional capital works during 2021-22.
<b>Si 3.</b> Number of community activities where sustainable transport is promoted	15	9	Events held by Kingston's Environmental Planning team and at organisation-wide community festivals run by Kingston's Events team. Due to COVID-19-related restrictions, there were no relevant Council events run in Q2 which affected the year-to-date result.
<b>Si 4.</b> The level of alignment between Council's population forecast for 2021 and the results of the 2021 ABS Census	100%	100%	Council officers are working with Council's demographic consultant in forecasting as they look to incorporate the outcomes of the 2021 ABS census into Council's own population forecasts. Further analysis of any new trends or projections will be undertaken once this information is made available.
<b>Si 5.</b> Percentage of Planning Applications for multi-dwelling development that receive five or less objections	95%	92%	Most multi-dwelling development applications received five or fewer objections in 2021-22.
<b>Si 6.</b> Number of new social and community housing dwellings approved	N/A trend indicator	0	Reporting on this indicator commenced in Q4. No new social and community housing dwellings were approved this quarter.
<b>Si 7.</b> Attendance at Council-run festivals and civic events	50,000	7,879	Events held included the Pet Expo, the launch of Mentone Pavilions, Carrum Sailing Club and Dales Park Netball Pavilion and courts, and three Citizenship Ceremonies. Numbers were less than anticipated over the year due to COVID-19, with no events held in Q1, no large-scale events in Q2, and MordiFest not held in Q3.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 8.</b> Community satisfaction rating for Council-run large-scale events	80%	82.24%	For the year to date, the majority of attendees at the two large events held – Mordi Movies and Pet Expo – were either satisfied or loved the experience.
<b>Si 9.</b> Number of participants at programs provided by Council at Council-managed community centres	28,600	14,257	The number of participants attending Council-managed centres was significantly affected by COVID-19 restrictions during the year and the reluctance of community members to resume participation in community life. Recently, participation has begun to increase as community confidence increases.
<b>Si 10.</b> Participant satisfaction with City of Kingston arts and cultural programs and events	80%	90%	90% of post-event survey respondents rated their overall experience between 7 to 10 out of 10.



STRATEGIC DIRECTION: **LIVEABLE** (CONTINUED)**MAJOR INITIATIVES**

Council's progress in relation to the major initiatives identified in the 2021-22 budget is reviewed below.

Major Initiatives	Progress on work planned for 2021-22	Comment
Commence development of the Dingley Souter Reserve Pavilion (Actual: \$0.4m, Revised Budget: \$30,000)	100%	Detailed design was completed in April 2022. Construction has now commenced.  Works progressed faster than expected, so \$0.3m for construction was brought forward from 2022-23.
Commence implementation of the Peter Scullin Reserve Masterplan and Regional Playground Upgrade (Actual: \$40,000, Revised Budget: \$30,000)	100%	Implementation commenced with Council's endorsement of the Peter Scullin Reserve Playspace Plan in January 2022. This followed community engagement, where 91.8% of survey respondents expressed strong support.  Construction is planned to start in late 2022.
Commence redevelopment of the Aspendale Life Saving Club (Actual: \$2.5m, Revised Budget: \$1.8m)	100%	Construction work at Aspendale Life Saving Club is progressing well, and the project is expected to be completed by November 2022.  Works progressed faster than expected, so additional funds were brought forward for 2022-23.
Complete the redevelopment of Chadwick Pavilion (Actual: \$2.5m, Revised Budget: \$3.2m)	100%	The Chadwick Pavilion redevelopment is complete. The cost of the redevelopment was less than anticipated, so the remainder of the budgeted funds have been marked as savings.
Complete the redevelopment of the Bonbeach Life Saving Club (Actual: \$0.8m, Revised Budget: \$0.9m)	100%	Redevelopment of the Bonbeach Surf Lifesaving Club is complete. The occupancy certificate was granted in late 2021 and the club is now occupying the facility.
Redevelop the Mentone Life Saving Club and Foreshore Precinct (Actual: \$6.7m, Revised Budget: \$8.1m)	100%	Construction of the Mentone Life Saving Club is well underway, with expected building completion by November 2022. Civil works and landscaping will follow and are due for completion in February 2023.  The cost was lower than expected so \$0.4m has been marked as savings. \$1m has been carried over to the 2022-23 budget.
Refurbish the Scout Hall for the 5th Mordialloc Sea Scouts (Actual: \$0.5m, Revised Budget: \$0.8m)	100%	Refurbishment of the Scout Hall for the 5th Mordialloc Sea Scouts was completed and handed over to Scouts Victoria in late December 2021. \$0.3m has been carried over to 2022-23 for remediation of defects.



## OUR SERVICES

The services funded in the 2021-22 budget, and the people or sections of the community who are provided with the service, are described below.

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Arts and cultural services</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>• Manage Kingston Arts Centre, Kingston City Hall, Shirley Burke Theatre and community halls.</li> <li>• Provide a venue hire service for community activities.</li> <li>• Manage public art and the city's art collection.</li> <li>• Administer the Arts Grants program to support community arts and culture groups.</li> <li>• Produce cultural programs and events for the community.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>• 3,888 attendances at Kingston-run arts events.</li> <li>• 9,392 hours of use of Kingston arts venues.</li> </ul>	2,202 2,795 593
<b>Building consents and compliance</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>• Administer the <i>Building Act</i> and Building Regulations and undertake Council's permit and enforcement responsibilities, including assessing permit applications, conducting mandatory inspections and issuing occupancy permits/final certificates.</li> <li>• Respond to requests to inspect high-risk buildings and undertake pool and spa safety barriers compliance inspections to ensure a safer built environment.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>• 551 demolition consents issued.</li> <li>• 638 report and consent applications.</li> <li>• 539 building enforcement compliance audits.</li> </ul>	1,256 1,186 (70)
<b>Capital works planning</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>• Deliver the annual capital works program for the upgrading and renewal of roads, footpaths, drainage, bridges and other civil infrastructure.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>• \$16.7 million expended on civil infrastructure projects in 2021-22.</li> </ul>	601 0 (601)
<b>City assets and infrastructure maintenance</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>• Maintain Council's roads, drains, bridges, footpaths, public lighting, coastal structures, pavement markings, signs and street furniture.</li> <li>• Manage street and footpath cleaning contracts.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>• 13,000 km of streets swept.</li> <li>• 93,810 square metres of local roads resealed.</li> <li>• 5.2 km of footpaths renewed.</li> <li>• 842.56 km of stormwater drains maintained.</li> </ul>	5,692 6,066 374

STRATEGIC DIRECTION: **LIVEABLE** (CONTINUED)

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Land use policy and planning</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Develop policies and implement plans to ensure population growth is balanced with community amenity.</li> <li>Manage construction sites to ensure compliance with policy requirements and respond to concerns raised by customers.</li> <li>Undertake strategic planning to accommodate Kingston's population.</li> <li>Administer Council's planning responsibilities, including permit applications.</li> <li>Hold planning consultation meetings and defend Council planning decisions at the Victorian Civil and Administrative Tribunal (VCAT).</li> <li>Assess and make decisions on applications to subdivide land or buildings and provide advice about development and land use proposals.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>198,340 people are expected to live in Kingston by 2041.</li> <li>1,093 planning application decisions made.</li> </ul>	<p>6,891</p> <p><u>7,725</u></p> <p>834</p>
<b>Maintaining open space</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Maintain Kingston's parks and open spaces, playgrounds, sports grounds and facilities.</li> <li>Plant and maintain street and park trees, including programmed and 'reactive' tree pruning.</li> <li>Maintain natural resource areas.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>Approximately 81,000 street and park trees form Kingston's mature tree canopy.</li> <li>3,219 street and park trees planted.</li> <li>259 playgrounds, parks and reserves maintained.</li> </ul>	<p>16,391</p> <p><u>16,431</u></p> <p>40</p>
<b>Maintenance of Council's buildings</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Ensure statutory compliance for Council's buildings.</li> <li>Manage refurbishment and planned maintenance of Council's buildings.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>5,186 building maintenance requests received.</li> <li>27% of Council buildings compliant with Disability (Access to Premises – Buildings) Standards 2010.</li> </ul>	<p>8,155</p> <p><u>8,068</u></p> <p>(87)</p>

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Planning and improving open space</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Implement master plans for parks to ensure that medium and long-term community needs are met.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>173 items of furniture installed – including bins, shelters, bike hoops, seats and picnic tables.</li> </ul>	730 <u>652</u> (78)
<b>Planning, design and development of Council's buildings</b>	<b>Provided to the community as a whole and to support direct service delivery:</b> <ul style="list-style-type: none"> <li>Manage major capital works building projects.</li> <li>Plan facilities for future Council needs.</li> <li>Undertake inspection and condition auditing of Council's buildings and ensure they are safe and fit for purpose.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>\$23.8 million invested in redeveloping community buildings.</li> </ul>	994 <u>1,233</u> 239
<b>Strategic asset management</b>	<b>Provided to the community as a whole and to support direct service delivery:</b> <ul style="list-style-type: none"> <li>Undertake medium to long-term asset planning based on demographic and service demand.</li> <li>Manage assets within the constraints of the organisational resources and funding.</li> <li>Establish asset management objectives and how to achieve them.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>\$2.8 billion in community assets managed by Council.</li> </ul>	2,095 <u>2,501</u> 406
<b>Urban area transformation</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Coordinate a program of capital and other works to provide for upgrades across Council's activity centres.</li> <li>Implement Activity Centre Structure Plans.</li> <li>Lead design advocacy for level crossing removals and major transport projects for which urban design and place-based input were provided.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>Invested with the LXRP to introduce new public open spaces around the Cheltenham and Mentone level crossings.</li> </ul>	1,175 <u>688</u> (487)
<b>Total Liveable</b>		<b>46,182</b> <u><b>47,345</b></u> <b>1,163</b>

STRATEGIC DIRECTION: **LIVEABLE** (CONTINUED)**LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK**

The results of the service performance indicators and measures prescribed by the Victorian Government are shown below.

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Statutory Planning</b>					
<b>Timeliness</b>					
<b>Time taken to decide planning applications</b>  [The median number of days between receipt of a planning application and a decision on the application]	90.00	77.00	85.00	87.00	The time taken to decide planning applications increased slightly compared to the previous year due to the easing of COVID-19 lockdown restrictions. This meant that a higher number of staff were due for leave during the first six months of 2022, and in most cases positions were not backfilled.
<b>Service standard</b>					
<b>Planning applications decided within required time frames</b>  [(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x 100	58.63%	68.29%	64.80%	58.59%	The number of applications decided within required timeframes decreased compared to the previous year due to the easing of COVID-19 lockdown restrictions. This meant that a higher number of staff were due for leave during the first six months of 2022, and in most cases positions were not backfilled.
<b>Service cost</b>					
<b>Cost of statutory planning service</b>  [Direct cost of the statutory planning service / Number of planning applications received]	\$2,450.47	\$2,412.83	\$2,443.58	\$2,353.99	The statutory planning service showed a decrease in cost per planning application compared to previous years.

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Decision making</b>					
<b>Council planning decisions upheld at VCAT</b>  [Number of VCAT decisions that did not set aside Council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x 100	41.18%	44.44%	47.37%	48.00%	Only a small percentage (3.1%) of Council's planning decisions were referred to VCAT in 2021-22. A number of these were resolved at VCAT through consent or at mediation. Although these are still reflected as decisions 'not upheld', Council considers this a good outcome as agreement was reached by all parties through mediation.

For more information and to compare Kingston to other Victorian councils, visit [knowyourcouncil.vic.gov.au](https://knowyourcouncil.vic.gov.au).



## STRATEGIC DIRECTION: SUSTAINABLE

### STRATEGIC OBJECTIVE:

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

### STRATEGIC INDICATORS

Council's performance against the strategic indicators in the Council Plan is presented below.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 11.</b> Percentage of non-potable water used across all sports grounds and reserves	n/a trend indicator	21%	Total annual water use was 107 megalitres across sportsgrounds. 22,500 megalitres were non-potable storm and bore water.
<b>Si 12.</b> Number of plants distributed as part of Council's Free Tree and Plant Vouchers scheme	4,200	5,000	Approximately 4,900 plants were distributed across designated collection days in autumn. The remaining 100 plants were distributed to participants at Gardens for Wildlife and the Kingston staff culture survey.
<b>Si 13.</b> Percentage reduction in corporate greenhouse emissions	25%	44%	The reduction is primarily due to a Power Purchase Agreement and Green Energy Contract coming into effect for Council buildings. The main sources of emissions are from diesel used by our contractors, gas in our buildings, and electricity in unmetered lights (i.e. decorative lights in parks and reserves). Note: The result is an estimate. Since greenhouse emissions data lags by about 3 months, we have estimated the emissions for the final quarter to arrive at the estimated annual reduction.
<b>Si 14.</b> Number of Gardens for Wildlife assessments of residential gardens	120	78	The number of assessments for the year was lower than anticipated because no assessments were made from July to October due to COVID-19 restrictions.
<b>Si 15.</b> Number of Planning Applications that have had an Environmentally Sustainable Design Assessment	20	26	This indicator began to be reported in January 2022. Between January and June 2022, 26 applications were assessed.
<b>Si 16.</b> Percentage of actions implemented in the Coastal and Marine Management Plan	n/a trend indicator	0%	This indicator cannot be reported yet as the 2021 Coastal and Marine Management Plan is awaiting ministerial approval from the Victorian Department of Environment, Land, Water and Planning before it can be implemented.
<b>Si 17.</b> Amount of land purchased and developed for the Chain of Parks	n/a trend indicator	0 Ha	DELWP is in the process of acquiring the land to realise the Chain of Parks vision. Four hectares of new open space was created in the Elder St South Reserve, and further enhancement works are planned for 2022-23.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 18.</b> Number of electric vehicle charging sessions in Kingston	60	432	Charging station popularity is higher than anticipated and increasing month-by-month.
<b>Si 19.</b> Number of walking and cycling improvement projects completed to enhance the local network	7	7	Seven improvements were made during 2021-22 to the walking and cycling network in response to concerns raised by the community.
<b>Si 20.</b> Kerbside collection waste diverted from landfill	55%	55.28%	The percentage of kerbside collection waste diverted from landfill has decreased slightly, with a drop in recycling tonnages from household recycling bins.  This is likely due to COVID-19 lockdowns finishing and residents no longer ordering as many products for home delivery.
<b>Si 21.</b> Number of participants engaged in environmental education opportunities	450	665	Environmental education opportunities were provided by school engagement through the I Sea, I Care program; community engagement through local community groups such as Transition Kingston; and training programs and events such as Gardens for Wildlife and the screening of the film Regenerating Australia.

STRATEGIC DIRECTION: **SUSTAINABLE** (CONTINUED)**MAJOR INITIATIVES**

Council's progress in relation to the major initiatives identified in the 2021-22 budget is reviewed below.

Major Initiatives	Progress on work planned for 2021-22	Comment
Commence development of a pedestrian bridge in the Green Wedge (Actual: \$0, Revised Budget: \$0.1m)	0%	The budget for this project was redirected to the Elder Street South Reserve because the Reserve forms a key link within the Chain of Parks and needs to be completed for the pedestrian bridge to commence.
Commence implementation of the Climate and Ecological Emergency Response (Actual: \$0.5m, Revised Budget: \$0.5m)	100%	We adopted the Climate and Ecological Emergency Response Plan, which established a net zero by 2025 goal for Council operations, and a net zero by 2030 aspirational goal for the Kingston community. Actions included: <ul style="list-style-type: none"> <li>• Reduced emissions by 44% compared to previous year due to a new 'green' power purchase agreement for streetlights and facilities.</li> <li>• Four electric vehicles ordered to replace petrol vehicles.</li> <li>• Replaced fossil fuel garden maintenance equipment with electric equipment.</li> <li>• Applied a cool road surface to Kembla Street, Cheltenham.</li> <li>• Increased the requirement to reduce emissions and consider climate impacts in planning decisions through the Ecologically Sustainable Design state-wide planning scheme amendment.</li> </ul>
Continue the Long Beach Trail rehabilitation (Actual: \$0.9m, Revised Budget: \$0)	100%	The rehabilitation of the Long Beach Trail between Thames Promenade and Edithvale Road (Stage 2) was completed in Q3.  A grant of \$0.5m for Stage 2 was received from Local Roads, and Community Infrastructure after the Revised 2021-22 Budget was adopted. The project cost \$386k more than this amount.



## OUR SERVICES

The services funded in the 2021-22 budget, and the people or sections of the community who are provided with the service, are described below.

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Environment management and education</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Help the community to live and work more sustainably in response to emerging environmental challenges such as climate change.</li> <li>Develop and implement policies and strategies for environmental management, public space improvements, landfill remediation, conservation of natural resources and sustainable development.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>22,500 million litres of recycled water used across Kingston's parks and reserves.</li> </ul>	<p>1,697</p> <p><u>1,728</u></p> <p>31</p>
<b>Foreshore management and maintenance</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Coordinate the management and maintenance of the foreshore.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>13km and 50ha of foreshore reserve maintained.</li> <li>22,000 indigenous plants planted.</li> <li>244 tonnes of beach litter collected.</li> </ul>	<p>586</p> <p><u>574</u></p> <p>(12)</p>
<b>Transport planning and traffic engineering</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Manage local area traffic and parking.</li> <li>Implement the Kingston Integrated Transport Strategy.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>618.20 kilometres of local roads in Kingston.</li> </ul>	<p>1,045</p> <p><u>1,259</u></p> <p>214</p>
<b>Waste services</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Manage the collection of kerbside garbage, recycling and green waste bins and the collection of hard waste.</li> <li>Manage the collection of commercial waste.</li> <li>Provide waste education programs to the community.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>6.3 million bins collected annually.</li> <li>19,644.14 tonnes of green waste and recyclables diverted from landfill.</li> </ul>	<p>20,501</p> <p><u>18,979</u></p> <p>(1,522)</p>
<b>Total Sustainable</b>		<p><b>23,829</b></p> <p><b><u>22,540</u></b></p> <p><b>(1,289)</b></p>

STRATEGIC DIRECTION: **SUSTAINABLE** (CONTINUED)**LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK**

The results of the service performance indicators and measures prescribed by the Victorian Government are shown below.

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
Waste Collection					
<b>Satisfaction</b>					
<b>Kerbside bin collection requests</b>  [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x 1,000	158.06	168.77	194.34	191.61	Kerbside bin collection requests include any request from the public relating to Council's formal kerbside garbage and recycling collection service. The number of requests decreased in this period, with no service changes occurring that may have prompted extra requests.
<b>Service standard</b>					
<b>Kerbside collection bins missed</b>  [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x 10,000	9.29	7.79	9.46	9.10	The number of missed bins has dropped slightly compared to last year. This may be due to more residents returning to work in their offices, with fewer cars parked in residential streets and inadvertently blocking bin collections.
<b>Service cost</b>					
<b>Cost of kerbside garbage bin collection service</b>  [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$103.60	\$104.47	\$101.54	\$121.40	Kerbside garbage bin collection and disposal costs have increased due to an increase in the Victorian Government's landfill levy on the disposal component of this service.
<b>Cost of kerbside recyclables collection service</b>  [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]	\$43.29	\$68.41	\$70.28	\$75.00	The cost of providing a kerbside recycling collection and processing service has increased slightly and is related to the increase in material disposal costs.

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Waste diversion</b>					
<b>Kerbside collection waste diverted from landfill</b>  [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x 100	49.53%	52.83%	56.53%	55.28%	The percentage of kerbside collection waste diverted from landfill has decreased slightly, with a drop in recycling tonnages from household recycling bins. This is likely due to COVID-19 lockdowns finishing and residents no longer ordering as many products for home delivery. There has not been a shift across bins, i.e. the decrease didn't come out of household recycling bins and move to waste bins.

For more information and to compare Kingston to other Victorian councils, visit [knowyourcouncil.vic.gov.au](https://knowyourcouncil.vic.gov.au).



## STRATEGIC DIRECTION: PROSPEROUS

### STRATEGIC OBJECTIVE:

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

### STRATEGIC INDICATORS

Council's performance against the strategic indicators in the Council Plan is presented below.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 22.</b> Number of business support workshops and events held by Council	20	12	Events included Sustainability Breakfast; Ready for Work in partnership with youth services; Strategies to Advance Online Business; and Sparking the Circular Economy in Melbourne's Manufacturing Industry. The number of events held during the year was affected by COVID-19 restrictions.
<b>Si 23.</b> Number of VicSmart applications decided within 10 days	60	160	The number of VicSmart applications increased during the year.
<b>Si 24.</b> Satisfaction with the Better Approvals co-ordination service	95%	100%	The Better Approvals coordination service achieved 100% satisfaction.
<b>Si 25.</b> Percentage of Footpath Trading applications processed within 15 days	90%	92%	50 applications were received for the year-to-date, with 46 processed within 15 days.
<b>Si 26.</b> Number of local Jobs Portal registrations by employers	25	40	Forty businesses registered jobs on the portal in 2021-2022. 98 jobs were posted by registered businesses in that period.
<b>Si 27.</b> Number of new and improved high-quality walking and cycling paths	3	3	The construction of three shared user path connections was completed in 2021-22 to boost links to activity zones.
<b>Si 28.</b> Participation in regional collaborations or partnerships entered to enhance local economic outcomes	3	4	Collaborations in 2021-22 included a Monash Business School forum on the circular economy in manufacturing; partnership development with Jobs Advocates Jobs Victoria; participation in the South East Big Build Event hosted at Frankston; and the Start Now Entrepreneur regional project.
<b>Si 29.</b> Number of local artists supported through Council Grants	5	8	Arts Grants were provided to eight local artists for exhibitions in G1, G2, G3 Galleries and the Bridge Projection Space; a series of drawing tutorials; a live music season; a musical theatre stage show; and a children's circus performance.

## MAJOR INITIATIVES

There were no major initiatives identified for this Strategic Direction in the 2021-22 revised budget.

## OUR SERVICES

The services funded in the 2021-22 budget, and the people or sections of the community who are provided with the service, are described below.

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Local jobs retention, growth, and diversification</b>	<p><b>Provided to local businesses and the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Facilitate business development, mentoring and networking activities to meet current and emerging business challenges.</li> <li>Support regional economic growth through participation in partnerships.</li> <li>Assist businesses to navigate Council's regulatory processes.</li> <li>Be a voice for the business community – within Council and to other tiers of government.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>128 Better Approvals co-ordination services processed.</li> </ul>	<p>1,368</p> <p>997</p> <p>(371)</p>
<b>Total Prosperous</b>		<p><b>1,368</b></p> <p><b>997</b></p> <p><b>(371)</b></p>

## LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK

There are no Local Government Performance Reporting Framework indicators that fit under this Strategic Direction.

For more information, visit [knowyourcouncil.vic.gov.au](https://knowyourcouncil.vic.gov.au).



## STRATEGIC DIRECTION: HEALTHY AND INCLUSIVE

### STRATEGIC OBJECTIVE:

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

### STRATEGIC INDICATORS

Council's performance against the strategic indicators in the Council Plan is presented below.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 30.</b> Number of Kingston's plans and strategies which the Registered Aboriginal Party, the Bunurong Land Council, is consulted on	n/a trend indicator	18	The Bunurong Land Council consulted on several strategies including the Coastal and Marine Management Plan; Open Space Strategy; Wayfinding Strategy; Integrated Water Cycle Strategy; and Patterson River Sculpture Walk Strategy.  They were also engaged to undertake a municipal-wide Cultural Values Assessment which will prioritise places undergoing masterplan development; e.g. the Chain of Parks, Heights Park, Spring Road Reserve and Heatherton Park.
<b>Si 31.</b> Number of Council buildings displaying Aboriginal cultural acknowledgment	50	10	Delays in the arrival of cultural acknowledgement stickers resulted in a delay in the installation on buildings.  Since June 2022, displays are being rolled out and expected to be completed by September 2022.
<b>Si 32.</b> Number of female sporting teams registered at Kingston's sporting clubs	n/a trend indicator	145	Council allocated sportsgrounds to female teams for the following sports - football, cricket, touch rugby, rugby union, soccer, athletics and baseball. Other sports played by female teams in Kingston include netball, tennis, basketball and bowls, but data on numbers isn't currently available as they are not booked through Council.
<b>Si 33.</b> Percentage of Kingston's sporting facilities that are female friendly	42.90%	39%	Sports pavilions are being upgraded to female friendly, with two facilities upgraded in 2021-22, and three other facilities in the process of being upgraded.  Completion of the three in progress was delayed due to supply chain issues.
<b>Si 34.</b> Number of new Citizenship requests met at Council-run ceremonies	n/a trend indicator	983	All requests for ceremonies received from the Department of Home Affairs were met.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 35.</b> Active library borrowers in municipality	18.08%	13.14%	The number of active members continues to be affected by the COVID-19 pandemic and the resulting closure of libraries during lockdowns, building capacity restrictions and vaccination status restrictions.  Kingston is now actively promoting our libraries as part of the Libraries Change Lives, Return Yourself to the Library state-wide campaign.
<b>Si 36.</b> Number of carers and children attending story times	20,400	10,156	Attendance during the year was significantly affected by COVID-19, with in-person story times only resuming in late November 2021.  Since May 2022, attendance levels have begun to reach pre-COVID-19 levels. Story times continue to be promoted widely.
<b>Si 37.</b> Recently purchased library collection (per cent of collection purchased within last 5 years)	66.67%	63.03%	Library collections are reviewed and assessed according to Kingston Libraries' collection policies. With restricted access to the collections due to COVID-19 restrictions, less maintenance was possible. The pandemic also had an impact on the availability of physical stock, with shortages and increasing costs. This saw a decrease in the number of physical items purchased and more e-resources purchased.
<b>Si 38.</b> Number of hours provided by the home maintenance and modifications service	11,000	8,812	COVID-19 has had an impact on service delivery during the year and there is a shortage of staff across the sector.
<b>Si 39.</b> Percentage of Council buildings compliant with Disability (Access to Premises – Buildings) Standards 2010	27%	27%	Council is committed to improving accessibility in Council buildings.
<b>Si 40.</b> Hours of domestic, personal and social support care delivered	142,800	115,280	We are experiencing shortages in support workers for a range of reasons, including staff isolating with COVID-19; retiring staff members; sector-wide staff shortages impacting recruitment; vaccination status; and long service leave.
<b>Si 41.</b> Number of immunisations administered by Council	n/a trend indicator	11,198	We continue to provide this essential service within community and school settings, using COVID-19-safe practices.
<b>Si 42.</b> Participation in Learn to Swim programs	n/a trend indicator	2,600	For three months of the year, lessons were not run due to COVID-19 restrictions, but students remained enrolled in anticipation of lessons resuming.  The average enrolment over the previous year was the highest we have had at Waves since the program has been running.

STRATEGIC DIRECTION: **HEALTHY AND INCLUSIVE** (CONTINUED)

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 43.</b> Participation in the MCH service	82%	74.54%	Under COVID-19 pandemic health orders from the Department of Health, the Maternal and Child Health service was directed to prioritise babies under four months and vulnerable babies and toddlers. There was a COVID-19-related reduction in both enrolments and general attendance of children. However, because both reduced at a similar rate, the participation rate remained stable compared to previous years.
<b>Si 44.</b> Participation in the MCH service by Aboriginal children	81.69%	72.92%	During the COVID-19 pandemic, some families were not comfortable coming to the Maternal and Child Health centres. With staffing restrictions, it was sometimes very difficult to offer outreach visits.
<b>Si 45.</b> Utilisation of aquatic facilities	3.23	2.52	As a result of the Victorian Government's COVID-19 restrictions, Kingston saw a significant reduction in the utilisation of Waves Leisure Centre during 2021-22. The ongoing lockdowns resulted in Waves being closed for approximately five months. When the Centre was able to reopen to the public, there was a return to normal attendance at the facility. In comparison to the previous year, the 2021-22 result has improved.
<b>Si 46.</b> Satisfaction with Kingston's family support programs	80%	100%	The Pit Stop men's parenting education program was held in Q2, with 100% satisfaction. 100% satisfaction was also recorded for all families engaging in our counselling programs. Due to staffing shortages, no family support programs were run in Q4.
<b>Si 47.</b> Satisfaction with Kingston's youth services support and counselling	80%	100%	100% of respondents reported being satisfied (with 50% satisfied, and 50% very satisfied).
<b>Si 48.</b> Percentage of Kingston website pages that are Web Content Accessibility Guidelines (WCAG) 2.1 – AA standard accessible	80%	82%	We regularly review website content to improve accessibility.



## MAJOR INITIATIVES

Council's progress in relation to the major initiatives identified in the 2021-22 budget is reviewed below.

Major Initiatives	Progress on work planned for 2021-22	Comment
Commence concept design and planning for Highett Children's Hub (Actual: \$0.1m, Revised Budget: \$0.2m)	50%	A feasibility study is currently underway, looking at concept design options for three possible sites. The final location of the site is yet to be determined.  This action will continue to be reported in 2022-23 until completed.
Commence redevelopment of North Cheltenham Early Years Centre (Actual: \$36,000, Revised Budget: \$0.3m)	75%	The town planning application has been submitted. Detailed design is commencing in August 2022, with the aim of awarding the contract by January 2023.  The project was delayed while Council waited for details about the value of the applicable Victorian Government grant.  This action will continue to be reported in 2022-23 until completed.
Develop a Reconciliation Action Plan with extensive community consultation (Actual: \$0, Revised Budget: \$0)	100%	Council endorsed the Reconciliation Action Plan in April 2022.
Plan for a new aquatic and leisure facility (Actual: \$0.3m, Revised Budget: \$0.2m)	100%	In May 2022, Council endorsed the acquisition of 1-7 Wells Rd, Mordialloc, as the identified site for the new Aquatic and Leisure Facility in Kingston's central/southern area.

STRATEGIC DIRECTION: **HEALTHY AND INCLUSIVE** (CONTINUED)**OUR SERVICES**

The services funded in the 2021-22 budget, and the people or sections of the community who are provided with the service, are described below.

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Children's services partnerships</b>	<b>Provided to families:</b> <ul style="list-style-type: none"> <li>Support kindergartens and provide facilitated playgroups and planning for early years infrastructure.</li> <li>Provide kindergarten central registration.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>2,000+ kindergarten registrations received from families each year.</li> <li>11 supported playgroups held each week, supporting over 130 families.</li> </ul>	619 <u>698</u> 79
<b>Community centres</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Deliver community development support to a wide range of community groups and facilitate effective use of Council's Carrum, Chelsea, Mentone, Moorabbin and Melaleuca activity hubs, and Clarinda, Sundowner, Westall and Scott Avenue community centres.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>14,257 participants at programs provided by Council at Council-managed community centres.</li> <li>2,400+ hours of programs provided by Council at council-managed community centres.</li> </ul>	1,386 <u>1,566</u> 180
<b>Community grants</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Deliver grants to the community through the Community Grants program.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>\$1.6 million in community grants distributed to support community groups.</li> </ul>	1,594 <u>1,689</u> 95
<b>Community transport</b>	<b>Provided to aged and frail community members:</b> <ul style="list-style-type: none"> <li>Provide transport for community members who are unable to access mainstream transport to support social engagement within the community.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>1,708 trips on the community bus for social outings and shopping.</li> </ul>	1,222 <u>1,846</u> 624
<b>Family and children's centres</b>	<b>Provided to families:</b> <ul style="list-style-type: none"> <li>Provide high-quality long day care and kindergarten services.</li> <li>Facilitate supported playgroups.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>465 full day Kindergarten places provided per week.</li> <li>77 sessional kindergarten places provided for four-year-olds and 66 for three-year-olds per week.</li> </ul>	12,090 <u>11,488</u> (602)

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Family day care</b>	<b>Provided to families:</b> <ul style="list-style-type: none"> <li>Manage the Kingston Family Day Care service which provides care for children in the homes of registered and professional early childhood educators.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>240,043 hours of care provided.</li> <li>471 children cared for.</li> </ul>	1,546 <u>1,737</u> 191
<b>Homelessness support</b>	<b>Provided to people experiencing or at risk of homelessness:</b> <ul style="list-style-type: none"> <li>Provide case management and outreach support to people experiencing homelessness or risk of homelessness within the City of Kingston and City of Bayside.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>Assisted 191 people who were homeless or at risk of homelessness.</li> </ul>	386 <u>266</u> (102)
<b>In-home support</b>	<b>Provided to aged and frail community members:</b> <ul style="list-style-type: none"> <li>Support people who are 'frail aged' or who have a disability to participate fully in life by providing in-home and community services (e.g. personal and domestic care, shopping assistance, respite, social outings, home maintenance and meals).</li> <li>Provide 'packaged care' and case management to older people who need higher levels of in-home and community support.</li> <li>Facilitate volunteering opportunities in Kingston.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>204,261 community care hours delivered.</li> <li>611 people assisted by the home modification service.</li> </ul>	26,793 <u>27,527</u> 734
<b>Leisure and aquatic centres</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Provide accessible leisure, health and fitness, and aquatic education opportunities to the community.</li> <li>Improve the health and wellbeing of the Kingston community by increasing opportunities for physical activity, social connections, education and family leisure time, in turn, reducing the burden on the health system.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>414,442 visits to Kingston's Leisure Centre.</li> <li>2,600 Learn to Swim enrolments on average.</li> <li>1,553 Kingston Active members on average.</li> </ul>	6,187 <u>5,807</u> (380)

STRATEGIC DIRECTION: **HEALTHY AND INCLUSIVE** (CONTINUED)

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Libraries and community centres</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Provide a wide range of library collections and services, including online and through the home library service.</li> <li>Provide library programs and activities for the whole community.</li> <li>Promote reading, literacy and lifelong learning.</li> <li>Strengthen community awareness of local history.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>824,757 library loans (physical collection and eBooks).</li> <li>10,156 attendances by carers and children at story times.</li> </ul>	5,634 <u>5,561</u> (73)
<b>Maternal and child health and immunisation</b>	<b>Provided to families:</b> <ul style="list-style-type: none"> <li>Deliver a universal and enhanced maternal and child health service.</li> <li>Provide an immunisation service.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>10 maternal child health centres.</li> <li>16,456 maternal and child health consultations held.</li> <li>11,198 immunisations delivered.</li> </ul>	3,893 <u>3,816</u> (77)
<b>Outside school hours programs</b>	<b>Provided to families:</b> <ul style="list-style-type: none"> <li>Deliver before and after school programs and school holiday programs.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>11,634 before school care attendances.</li> <li>32,512 school care attendances.</li> <li>2,288 School Holiday Program attendances.</li> </ul>	1,613 <u>1,666</u> 53
<b>School crossing supervisors</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Provide school crossing supervisors.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>84 school crossings supervised.</li> </ul>	1,216 <u>1,171</u> (45)
<b>Social development and planning</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Foster strong community networks by supporting the work of a diverse range of community groups and organisations.</li> <li>Identify and address the needs of vulnerable community members.</li> <li>Support and promote volunteering.</li> <li>Develop and implement social strategies and policies for public health and wellbeing; positive ageing; disability access and inclusion; multiculturalism; reconciliation and support for Aboriginal and Torres Strait Islander people; community safety; interfaith networks; prevention of family violence; gambling harm reduction; and supporting neighbourhood houses.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>220 community groups supported.</li> </ul>	2,453 <u>2,471</u> 18

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Social support</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Build community connections and inclusion by supporting community organisations and optimising the use of community facilities and spaces.</li> <li>Identify and address the needs of vulnerable communities for engaging with their community.</li> <li>Facilitate volunteering opportunities in Kingston.</li> <li>Develop and implement social strategies and policies for positive ageing; disability access and inclusion; multiculturalism; reconciliation and support for Aboriginal and Torres Strait Islander people; interfaith networks; and prevention of family violence.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>1,600 volunteering hours provided by the community in Council's social development community programs.</li> </ul>	1,728 <u>1,483</u> (245)
<b>Sports and recreation</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Encourage increased participation in sport, recreation, play and leisure activities to build community connections, encourage social inclusion and improve physical and mental health and wellbeing.</li> <li>Lead the planning and development of improved sport, recreation and play opportunities through the preparation of strategic plans for recreation reserves, sports facilities and physical activities.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>Over 145 sporting clubs in Kingston.</li> <li>7,600+ summer users and 13,500+ winter users of outdoor sporting facilities.</li> </ul>	1,029 <u>1,304</u> 275
<b>Youth and family services</b>	<b>Provided to families:</b> <ul style="list-style-type: none"> <li>Facilitate the provision of youth activities, youth work, and counselling and family support services.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>8,781 contacts with young people.</li> <li>2,016 contacts with vulnerable families.</li> </ul>	1,176 <u>1,479</u> 303
<b>Total Healthy &amp; Inclusive</b>		<b>70,547</b> <u><b>71,575</b></u> <b>1,028</b>

STRATEGIC DIRECTION: **HEALTHY AND INCLUSIVE** (CONTINUED)**LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK**

The results of the service performance indicators and measures prescribed by the Victorian Government are shown below.

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
Aquatic Facilities					
<b>Service standard</b>					
<b>Health inspections of aquatic facilities</b>  [Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]	2.00	1.00	0.00	1.00	An inspection of Council's aquatic facility was undertaken by an environmental health officer and water samples submitted for analysis.
<b>Utilisation</b>					
<b>Utilisation of aquatic facilities</b>  [Number of visits to aquatic facilities / Municipal population]	5.47	3.92	1.73	2.60	As a result of the Victorian Government's COVID-19 restrictions, Kingston saw a significant reduction in the utilisation of Waves Leisure Centre during 2021-22 as the ongoing lockdowns resulted in Waves being closed for approximately five months. When the Centre was able to reopen to the public, there was a return to normal attendance at the facility. In comparison to the previous year, the 2021-22 result has improved.

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Service cost</b>					
<b>Cost of aquatic facilities</b>  [Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities]	New in 2020	\$1.96	\$6.57	\$4.02	The cost of running Waves Leisure Centre was significantly impacted by COVID-19 closures and restrictions. During the closures, Kingston City Council supported its workforce through redeployment opportunities and the Kingston Job Keeper allowance. Kingston Job Keeper assisted Waves Leisure Centre with retention of staff, allowing a full complement of services to resume upon reopening. The 2021-22 result has improved compared to the previous year.
<b>Libraries</b>					
<b>Utilisation</b>					
<b>Physical library collection usage</b>  [Number of physical library collection item loans / Number of physical library collection items]	4.71	3.75	2.71	3.11	The number of loans per item increased slightly from last year but remains lower than previous years due to the continuing effect of the COVID-19 pandemic. Services offered during COVID-19 restrictions included home library service deliveries, direct mail out and click & collect.

STRATEGIC DIRECTION: **HEALTHY AND INCLUSIVE** (CONTINUED)

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Resource standard</b>					
<b>Recently purchased library collection</b>  [Number of library collection items purchased in the last 5 years / Number of library collection items] x 100	73.94%	84.14%	62.83%	63.03%	Library collections are reviewed and assessed according to Kingston Libraries' collection policies. With access to the collections limited by COVID-19 restrictions, less maintenance was possible. The pandemic also had an effect on the availability of physical stock, with shortages and increasing costs. This saw a decrease in the number of physical items purchased and more e-resources purchased.  Note: In 2020-21, there was a data issue with recently purchased library collection, with the percentage recorded as 79.35% when it should have been 62.83%.
<b>Participation</b>					
<b>Active library borrowers in municipality</b>  [Number of active library borrowers in the last three years / The sum of the population for the last three years] x 100	16.61%	16.05%	14.27%	13.28%	The number of active members was affected by the COVID-19 pandemic and the resulting closure of libraries during lockdowns, building capacity restrictions and vaccination status restrictions. Kingston is actively promoting our libraries as part of the 'Libraries Change Lives, Return Yourself to the Library' state-wide campaign.
<b>Service cost</b>					
<b>Cost of library service per population</b>  [Direct cost of the library service / Population]	New in 2020	\$31.56	\$30.26	\$32.01	The cost of providing the library service is consistent with previous years. Kingston Libraries continued to provide programs online and in the library including storytimes, author talks, literacy, digital literacy, click & collect and a customised item selection service.



Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
Maternal and Child Health (MCH)					
<b>Service standard</b>					
<b>Infant enrolments in the MCH service</b>  [Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x 100	100.55%	100.82%	100.00%	100.65%	There has been a slight drop in the number of babies born in the last financial year, but uptake of the service remains high.
<b>Service cost</b>					
<b>Cost of the MCH service</b>  [Cost of the MCH service / Hours worked by MCH nurses]	\$97.90	\$96.53	\$101.53	\$105.31	Providing safe pandemic practice in Maternal and Child Health, increased cleaning between clients and wearing of PPE have increased the hours worked by MCH nurses.
<b>Participation</b>					
<b>Participation in the MCH service</b>  [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100	73.97%	76.74%	74.31%	74.54%	Under COVID-19 pandemic health orders from the Department of Health, the MCH service was directed to prioritise babies under four months old and vulnerable babies and toddlers. There was a COVID-19-related reduction in both enrolments and general attendance of children. However, because both reduced at a similar rate, the participation rate remained stable compared to previous years.

STRATEGIC DIRECTION: **HEALTHY AND INCLUSIVE** (CONTINUED)

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Participation</b>					
<b>Participation in the MCH service by Aboriginal children</b>  [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x 100	63.72%	77.67%	84.85%	72.92%	During the COVID-19 pandemic, some families were not comfortable coming to the MCH centres. With COVID-19-related staffing restrictions, it was sometimes very difficult to offer outreach visits.
<b>Satisfaction</b>					
<b>Participation in 4-week Key Age and Stage visit</b>  [Number of 4-week key age and stage visits / Number of birth notifications received] x 100	New in 2020	97.59%	95.43%	98.17%	During the COVID-19 pandemic, some families were not comfortable coming to the Maternal and Child Health centres and, with staffing restrictions, it was sometimes very difficult to offer outreach visits. Despite this, the participation rate was higher than the previous year because the number of birth notifications declined comparatively more than the number of four-week visits by families.

Retired Indicators		
Service / indicator / measure	Results 2019	Comment
<b>Aquatic Facilities</b>		
<b>Service cost</b>		
<b>Cost of indoor aquatic facilities</b>  [Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]	\$0.75	This measure was replaced by Cost of aquatic facilities for 2020.
<b>Cost of outdoor aquatic facilities</b>  [Direct cost of outdoor aquatic facilities less income received / Number of visits to outdoor aquatic facilities]	\$0.00	This measure was replaced by Cost of aquatic facilities for 2020.
<b>Libraries</b>		
<b>Service cost</b>		
<b>Cost of library service</b>  [Direct cost of the library service / Number of visits]	\$8.34	This measure was replaced by Cost of library service per population for 2020.
<b>Maternal and Child Health (MCH)</b>		
<b>Satisfaction</b>		
<b>Participation in first MCH home visit</b>  [Number of first MCH home visits / Number of birth notifications received] x 100	99.4%	This measure was replaced by Participation in 4-week Key Age and Stage visit for 2020.

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## STRATEGIC DIRECTION: SAFE

### STRATEGIC OBJECTIVE:

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

### STRATEGIC INDICATORS

Council's performance against the strategic indicators in the Council Plan is presented below.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 49.</b> Time taken to action food complaints	2 days	1.87 days	The time taken to respond to food-related complaints remains fairly consistent with previous years and includes weekends and public holidays. Council officers continue to prioritise and action food complaints as a priority to ensure risks are managed appropriately within COVID-19 restrictions.
<b>Si 50.</b> Satisfaction with the condition of local streets and footpaths	66	62	This rating is sourced from the annual Local Government Community Satisfaction Survey, conducted by an independent research company.
<b>Si 51.</b> Number of graffiti removal requests	1,040	835	The number of graffiti removal requests received by Council during the year has been lower than expected because of COVID-19 restrictions.
<b>Si 52.</b> Percentage of graffiti removal requests allocated to Council's contractor within 48 hours	98%	100%	All requests were allocated to the contractor within 48 hours.
<b>Si 53.</b> Family violence incidents reported to Victoria Police [number per 100,000 population]	n/a trend indicator	1,018	For the year ending June 2022, there were 1,018 family violence incidents in Kingston per 100,000 population compared to the Victorian rate of 1,063 per 100,000 population.
<b>Si 54.</b> Satisfaction with family violence programs run by Kingston	80%	87%	Most participants are satisfied with Kingston's programs to prevent family violence.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 55.</b> Percentage of animals reclaimed	60.10%	53.40%	Of the 212 animals reclaimed, 30 were returned directly to their owner as part of Council's on-road reunion protocol, which avoids unnecessary impoundments.  The number of animals registered in Kingston increased compared to the previous year and this influenced the number of animals collected while at large, with 397 animals collected this year compared to 305 last year.
<b>Si 56.</b> Community reports received of overflowing litter bins	0	2,137	The placement of QR Code stickers on bins has made it easier to report overflowing bins, resulting in an increase in community reports.
<b>Si 57.</b> Participation in Friends of Kingston groups	118	185	Friends groups began running as usual again in Q1 and Q2 after COVID-19 restrictions were relaxed.

STRATEGIC DIRECTION: **SAFE** (CONTINUED)**MAJOR INITIATIVES**

Council's progress in relation to the major initiatives identified in the 2021-22 budget is reviewed below.

Major Initiatives	Progress on work planned for 2021-22	Comment
Develop the Chelsea rail pedestrian bridge (Actual: \$0.8m, Revised Budget: \$0.8m)	100%	Works have been completed, and payment made to LXP.
Develop the linkage of Karkarook Park to Settlement Creek/Clayton Road (Actual: \$0, Revised Budget: \$0.2m)	0%	The budget for this project was redirected to the Elder Street South Reserve because the Reserve forms a key link within the Chain of Parks and needs to be completed for this project to commence.
Flood mitigation drainage program (Actual: \$3.4m, Revised Budget: \$4.1m)	83%	The ongoing impact of the COVID-19 pandemic on supply lines and contractor availability delayed the delivery of some projects.
Footpath renewal program (Actual: \$0.8m, Revised Budget: \$0.7m)	100%	All planned footpath projects have been completed.
Road infrastructure renewal and reconstruction program (Actual: \$6.0m, Revised Budget: \$6.6m)	85%	The ongoing impact of the COVID-19 pandemic on supply lines and contractor availability delayed the delivery of some projects.

## OUR SERVICES

The services funded in the 2021-22 budget, and the people or sections of the community who are provided with the service, are described below.

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Animal management and local laws</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Provide education and enforcement, investigation and resolution of issues related to the Community Local Law, including animal management.</li> <li>Identify and prevent fire risks and pollution.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>21,239 pets registered.</li> </ul>	327 <u>83</u> (244)
<b>Food safety regulation and health</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Monitor and educate about local public health standards and investigate infectious disease outbreaks.</li> <li>Deliver the food surveillance program to ensure safe food supply for the community and that Council and businesses meet their statutory obligations.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>1,403 food compliance visits.</li> <li>413 food samples taken and analysed.</li> </ul>	1,470 <u>1,684</u> 214
<b>Local law education and enforcement</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Provide education and enforcement, investigation and resolution of issues related to the Community Local Law.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>5,632 local law requests investigated.</li> </ul>	1,762 <u>2,923</u> 1,161
<b>Municipal emergency management</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Coordinate Council-wide emergency management planning, including building community resilience, emergency risk assessment and mitigation, emergency response and recovery, and liaising with emergency services.</li> </ul>	171 <u>162</u> (9)

STRATEGIC DIRECTION: **SAFE** (CONTINUED)

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Parking enforcement</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Monitor and patrol Kingston to ensure compliance with road rules.</li> <li>Enforce parking compliance within timed parking areas to promote parking availability.</li> <li>Prosecute unpaid fines in the Magistrates Court and Infringement Court.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>2,311 complaints about illegally parked vehicles investigated.</li> <li>18,605 parking infringements issued.</li> </ul>	2,173 <u>1,625</u> (548)
<b>Road safety</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Provide road safety education to the local community from preschool age to older adults.</li> <li>Encourage active transport, especially for children and young people.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>24 road safety programs, with 191 sessions held.</li> </ul>	52 <u>103</u> 51
<b>Street lighting maintenance</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Ensure that street lighting is operational and effective throughout the municipality.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>12,000 Kingston streetlights maintained.</li> </ul>	1,162 <u>966</u> (196)
<b>Total Safe</b>		7,117 <u>7,546</u> 429



## LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK

The results of the service performance indicators and measures prescribed by the Victorian Government are shown below.

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
Animal Management					
<b>Timeliness</b>					
<b>Time taken to action animal management requests</b>  [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	1.68	1.88	2.48	4.96	The time taken to action animal management requests has increased from last year. While all risks were managed appropriately, the response time for requests was affected by vacancies and secondment of staff to other areas.
<b>Service standard</b>					
<b>Animals reclaimed</b>  [Number of animals reclaimed / Number of animals collected] x 100	65.46%	75.84%	68.85%	53.40%	Of the 212 animals reclaimed, 30 were returned directly to their owner as part of Council's on-road reunion protocol which avoids unnecessary impoundments. The number of animals registered in Kingston increased compared to the previous year and this influenced the number of animals collected while at large, with 397 animals collected this year compared to 305 last year. Although the percentage of animals reclaimed by their owners decreased, the percentage of animals rehomed permanently through adoption increased in the same period.
<b>Animals rehomed</b>  [Number of animals rehomed / Number of animals collected] x 100	New in 2020	8.19%	10.16%	13.85%	Fifty-five animals were adopted and found a new, permanent home, after their original owner couldn't be found. Higher adoption rates are due to the increased demand for pet ownership during the COVID-19 pandemic.

STRATEGIC DIRECTION: **SAFE** (CONTINUED)

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Service cost</b>					
<b>Cost of animal management service per population</b>  [Direct cost of the animal management service / Population]	New in 2020	\$5.83	\$4.84	\$6.50	Council responded to the increase in pet ownership by introducing new responsible pet ownership initiatives including additional patrols and reinstatement of the Pet Expo, which didn't run for the previous two years due to the COVID-19 pandemic.
<b>Health and safety</b>					
<b>Animal management prosecutions</b>  [Number of successful animal management prosecutions / Number of animal management prosecutions] x 100	New in 2020	100.00%	100.00%	100.00%	Council successfully resolved all animal management prosecutions that were considered during 2021-22.
<b>Food Safety</b>					
<b>Timeliness</b>					
<b>Time taken to action food complaints</b>  [Number of days between receipt and first response action for all food complaints / Number of food complaints]	1.87	1.87	1.69	1.87	The time taken to respond to food-related complaints remains fairly consistent with previous years and includes weekends and public holidays. Council officers continue to prioritise and action food complaints as a priority to ensure risks are managed appropriately within COVID-19 restrictions.
<b>Service standard</b>					
<b>Food safety assessments</b>  [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the <i>Food Act 1984</i> / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the <i>Food Act 1984</i> ] x 100	100.00%	100.00%	95.14%	85.73%	During the 2021 calendar year, many businesses were closed for a significant period due to COVID-19 restrictions. Food safety assessments were not conducted at businesses such as sporting clubs, school canteens, caterers, mobile food vendors and home businesses which were not operating for significant periods during the year.

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Service cost</b>					
<b>Cost of food safety service</b>  [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the <i>Food Act 1984</i> ]	\$240.18	\$259.92	\$262.51	\$322.35	Fewer festivals and events were held during the year due to COVID-19 restrictions. This led to fewer temporary premises selling food from a food stall, truck, van or cart and affected the annual cost of the service per premises.
<b>Health and safety</b>					
<b>Critical and major non-compliance outcome notifications</b>  [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x 100	100.00%	98.60%	100.00%	94.22%	During the 2021 calendar year, a number of critical or major non-compliance premises were closed for part or most of the year due to COVID-19 restrictions. Environmental Health Officers ensured that any high-risk issues identified during an assessment were attended to immediately, and action taken to remove or reduce the risk.
<b>Roads</b>					
<b>Satisfaction of use</b>					
<b>Sealed local road requests</b>  [Number of sealed local road requests / Kilometres of sealed local roads] x 100	40.39	46.62	34.84	51.03	There has been an increase in sealed local road requests, specifically around the major rail works south of Mordialloc Creek. The high volume of heavy vehicle movements along these projects, and more residents working from home reporting these issues, has resulted in an increase compared to last year.
<b>Condition</b>					
<b>Sealed local roads maintained to condition standards</b>  [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x 100	96.48%	97.05%	98.64%	98.72%	Work undertaken in 2021-22 has ensured that our road network is in good condition.

STRATEGIC DIRECTION: **SAFE** (CONTINUED)

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Service cost</b>					
<b>Cost of sealed local road reconstruction</b>  [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]	\$107.27	\$99.25	\$150.45	\$57.92	The cost per square metre was significantly lower than the previous year because of the reconstruction methods used. Year-on-year costs vary depending on the location of the road, with reconstruction in high use or industrial areas requiring more expensive treatment than reconstruction in other areas.
<b>Cost of sealed local road resealing</b>  [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]	\$24.20	\$27.73	\$25.69	\$25.64	The cost of resealing varies annually depending on the proportion of residential to industrial roads resealed. This is because industrial areas require specific treatments, whereas residential resurfacing is less costly.
<b>Satisfaction</b>					
<b>Satisfaction with sealed local roads</b>  [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	69.00	65.00	67.00	65.00	This rating is sourced from the annual Local Government Community Satisfaction Survey, conducted by an independent research company.

Retired Indicators		
Service / indicator / measure	Results 2019	Comment
Animal Management		
<b>Service cost</b>		
<b>Cost of animal management service</b>  [Direct cost of the animal management service / Number of registered animals]	\$40.23	This measure was replaced by Cost of animal management service per population for 2020.
<b>Health and safety</b>		
<b>Animal management prosecutions</b>  [Number of successful animal management prosecutions]	7	This measure was replaced by Animal management prosecutions (%) for 2020.

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## STRATEGIC DIRECTION: WELL-GOVERNED

### STRATEGIC OBJECTIVE:

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

### STRATEGIC INDICATORS

Council's performance against the strategic indicators in the Council Plan is presented below.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 58.</b> Percentage of Freedom of Information requests completed on time	100%	64%	Of the 25 formal decisions made, 16 were completed on time. The complexity of the requests and consultation requirements continue to affect timeframes.
<b>Si 59.</b> Percentage of Council decisions made at meetings closed to the public	5.50%	6.49%	Some matters involving legal privilege, property, or personal information were discussed at meetings closed to the public, consistent with the confidential provisions of the <i>Local Government Act 2020</i> . Council endeavours to make confidential resolutions or parts of resolutions public later where possible.
<b>Si 60.</b> Satisfaction with Council decisions (in the interest of the community)	61	61	This rating is sourced from the annual Local Government Community Satisfaction Survey, conducted by an independent research company.
<b>Si 61.</b> Council's financial sustainability risk measured against the Victorian Auditor-General's Office financial sustainability indicators	1	-	Data for this measure is no longer available.
<b>Si 62.</b> Percentage of Council Plan Annual Action Plan actions on track	90%	96.10%	Delivery of the Council Plan Annual Action Plan is on track.
<b>Si 63.</b> Number of consultation projects offered for community input	80	83	Consultation projects delivered included Aquatic Centre design, Mentone/Parkdale LXR Urban Design Framework, beach access, streetscape improvements and park masterplans. Promotion included school visits, pop-ups, shopping centre visits, ads in key Council buildings and social media campaigns.
<b>Si 64.</b> Participant satisfaction with the Community Panel	80%	100%	The Community Panel was facilitated by MosaicLab, an independent facilitator, in 2021. 100% of panellists felt that this process was 'collaborative, genuine and worthwhile'.

Strategic Indicator	Target	Result 2021-22	Comment
<b>Si 65.</b> Satisfaction with community consultation and engagement	59	59	This rating is sourced from the annual Local Government Community Satisfaction Survey, conducted by an independent research company.
<b>Si 66.</b> Percentage of Customer Care telephone calls resolved at the first point of contact	80%	92.88%	The high level of calls resolved without needing to be transferred to other departments means a better experience for our customers.

STRATEGIC DIRECTION: **WELL-GOVERNED** (CONTINUED)**MAJOR INITIATIVES**

Council's progress in relation to the major initiatives identified in the 2021-22 budget is reviewed below.

Major Initiatives	Progress on work planned for 2021-22	Comment
Administer the new <i>Local Government Act 2020</i> (Actual: \$0, Revised Budget: \$0)	100%	<ul style="list-style-type: none"> <li>• Adopted the <i>Kingston Council Plan 2021-25</i>.</li> <li>• Implemented Kingston's Good Governance Framework to improve accountability and strengthen council governance.</li> <li>• Established a Governance and Policy Committee to identify opportunities to improve Council's governance practices.</li> <li>• Held ethics training for Councillors.</li> <li>• Adopted all plans, policies and other documents required under the <i>Local Government Act</i>.</li> </ul>
Undertake scoping for activity-based working (Actual: \$0, Revised Budget: \$0)	100%	Council has developed a Future of Work Strategy and is currently planning its implementation.



## OUR SERVICES

The services funded in the 2021-22 budget, and the people or sections of the community who are provided with the service, are described below.

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Communications and engagement</b>	<p><b>Provided to support Council's direct service delivery areas:</b></p> <ul style="list-style-type: none"> <li>Facilitate communication between the City of Kingston and the community.</li> <li>Facilitate opportunities for the community to inform decision-making.</li> <li>Advocate to other levels of government on a broad range of issues of importance to the community.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>83 consultation projects offered for community input.</li> </ul>	1,435 1,971 536
<b>Council governance and administration</b>	<p><b>Provided to support Council's direct service delivery areas:</b></p> <ul style="list-style-type: none"> <li>Provide transparent and accountable performance reporting to the organisation and community.</li> <li>Improve organisational performance through effective business planning.</li> <li>Coordinate the audit program.</li> <li>Administer Council meetings, elections and maintain statutory records.</li> <li>Manage Council's compliance and integrity functions, e.g. Freedom of Information requests, information privacy functions and coordinate Protected Disclosures.</li> <li>Facilitate consultation through Council's Advisory and Ward committees.</li> <li>Administer the Quick Response Grants program.</li> <li>Manage Council's corporate information, including electronic and physical business records.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>4,541 hits on the Council Meeting web streaming.</li> <li>49 Freedom of Information requests received.</li> <li>163,958 incoming correspondence items registered in Kingston's document management system.</li> </ul>	6,444 5,909 (535)
<b>Customer Service</b>	<p><b>Provided to the community as a whole:</b></p> <ul style="list-style-type: none"> <li>Deliver exceptional customer service in line with Council's customer commitment. Provide multiple customer contact and service options.</li> <li>Foster a customer-responsive culture across Council.</li> <li>Improve visibility and responsiveness to customer complaints.</li> </ul> <p><b>Fast facts:</b></p> <ul style="list-style-type: none"> <li>104,627 calls received.</li> <li>3,841 live chat interactions.</li> <li>13,645 questions answered by Kingston's Chatbot.</li> </ul>	2,175 2,328 153

STRATEGIC DIRECTION: **WELL-GOVERNED** (CONTINUED)

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Digital design and events</b>	<b>Provided to support Council's direct service delivery areas:</b> <ul style="list-style-type: none"> <li>• Deliver local festivals and events to promote community involvement and engagement.</li> <li>• Facilitate and support community-run events in Kingston.</li> <li>• Hold citizenship ceremonies.</li> <li>• Administer the Kingston Charitable Fund.</li> <li>• Manage Council's digital platforms.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>• 44,339 Facebook followers.</li> <li>• 8,897 LinkedIn followers.</li> <li>• 1,501,362 sessions on Council's websites.</li> <li>• 166 community-run events supported by Kingston.</li> <li>• \$76,597 distributed by the Kingston Charitable Fund.</li> </ul>	2,013 <u>2,149</u> 136
<b>Executive services</b>	<b>Provided to support Council's direct service delivery areas:</b> <ul style="list-style-type: none"> <li>• Provide responsible stewardship of the community's resources.</li> <li>• Foster a corporate culture that promotes service excellence, good governance and accountability within a fair, safe and healthy work environment.</li> </ul>	2,667 <u>2,430</u> (237)
<b>Financial management</b>	<b>Provided to support Council's direct service delivery areas:</b> <ul style="list-style-type: none"> <li>• Provide budget, performance and statutory reporting services and accounts payable, accounts receivable and payroll services.</li> <li>• Maximise return on investments within policy guidelines.</li> <li>• Provide financial analysis and advice to support decision making.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>• 65,521 invoices processed.</li> </ul>	1,279 <u>1,860</u> 581
<b>Health, safety and wellbeing</b>	<b>Provided to support Council's direct service delivery areas:</b> <ul style="list-style-type: none"> <li>• Manage organisational risk, including occupational health and safety, WorkCover, risk management and business continuity.</li> <li>• Support return to work and injury management and rehabilitation for employees.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>• COVID-19 protocols established to maintain business continuity.</li> </ul>	1,200 <u>650</u> (550)
<b>Human resources management</b>	<b>Provided to support Council's direct service delivery areas:</b> <ul style="list-style-type: none"> <li>• Coordinate recruitment, industrial relations, remuneration, award/agreement interpretation, corporate training and Council's employee development management system.</li> <li>• Support the organisation in change management, leadership development, diversity and inclusion, and organisational development.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>• 23 training and professional development courses delivered to staff.</li> <li>• 712 employees attended professional development and systems training.</li> </ul>	2,345 <u>2,392</u> 47

Service area	Description (figures are for 2021-22 unless otherwise specified)	Net Cost Actual Budget Variance \$000
<b>Manage Council's property portfolio</b>	<b>Provided to the community as a whole:</b> <ul style="list-style-type: none"> <li>Develop Council's Property Strategy and provide strategic property guidance.</li> <li>Manage Council's properties, including acquisition and disposal and leasehold properties.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>Managed a property portfolio with a rental income of over \$3.1 million.</li> <li>Purchased properties worth \$1.1 million.</li> </ul>	1,275 <u>1,237</u> (38)
<b>Procurement, fleet, insurance and contracts</b>	<b>Provided to support Council's direct service delivery areas:</b> <ul style="list-style-type: none"> <li>Manage insurance for Council's activities and manage Council's vehicle fleet.</li> <li>Provide support for all Council's procurement activities.</li> <li>Manage OHS matters related to contractors engaged by Council.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>75 public quotations, tenders and expressions of interest closed.</li> <li>143 pool vehicles (passenger and light commercial) on 16 June 2022.</li> </ul>	2,848 <u>2,792</u> (56)
<b>Property rating and collection services</b>	<b>Provided to support home and business owners and Council's direct service delivery areas:</b> <ul style="list-style-type: none"> <li>Manage the valuation of all rateable properties within the municipality and ensure the accurate levying and collection of rates and charges due.</li> <li>Undertake accurate and timely maintenance of Council's property database.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>11,959 properties registered for electronic and email rate notices.</li> <li>77,924 property assessments.</li> </ul>	1,855 <u>1,539</u> (316)
<b>Provision of information technology services</b>	<b>Provided to support Council's direct service delivery areas:</b> <ul style="list-style-type: none"> <li>Deliver information technology and communications services to the organisation, including help desk support, ensuring currency of Council's information systems, disaster recovery and business continuity plans.</li> </ul> <b>Fast facts:</b> <ul style="list-style-type: none"> <li>1,000+ personal computers/laptops supported across multiple Council sites.</li> </ul>	7,769 <u>8,027</u> 258
<b>Total Well-governed</b>		<b>33,305</b> <u><b>33,284</b></u> <b>(21)</b>

STRATEGIC DIRECTION: **WELL-GOVERNED** (CONTINUED)**LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK**

The results of the service performance indicators and measures prescribed by the Victorian Government are shown below.

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Governance</b>					
<b>Transparency</b>					
<b>Council decisions made at meetings closed to the public</b>  [Number of Council resolutions made at meetings of Council, or at meetings of a delegated committee consisting only of Councillors, closed to the public / Number of Council resolutions made at meetings of Council or at meetings of a delegated committee consisting only of Councillors] x 100	8.93%	12.67%	5.75%	6.49%	Some matters involving legal privilege, property, or personal information were discussed at meetings closed to the public, consistent with the confidential provisions of the <i>Local Government Act 2020</i> . Council endeavours to make confidential resolutions or parts of resolutions public later where possible.
<b>Consultation and engagement</b>					
<b>Satisfaction with community consultation and engagement</b>  [Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]	53.00	56.00	60.00	59.00	This rating is sourced from the annual Local Government Community Satisfaction Survey, conducted by an independent research company.
<b>Attendance</b>					
<b>Councillor attendance at council meetings</b>  [The sum of the number of Councillors who attended each Council meeting / (Number of Council meetings) x (Number of Councillors elected at the last Council general election)] x 100	87.30%	89.71%	88.54%	93.94%	Councillor attendance has remained within the expected range. Twelve out of 18 council meetings were held solely online in response to COVID-19 restrictions during the year.

Service Performance Indicators					
Service / indicator / measure	Results 2019	Results 2020	Results 2021	Results 2022	Comments
<b>Service cost</b>					
<b>Cost of elected representation</b>  [Direct cost of the governance service / Number of Councillors elected at the last Council general election]	\$58,490.33	\$58,239.33	\$40,080.92	\$51,271.36	The cost of elected representation in 2020-21 was significantly impacted by the increase in number of Councillors from nine to eleven. With a stable number of eleven Councillors during 2021-22, the cost of elected representation has now returned to a figure in line with the years prior to 2020-21.  Note: In 2020-21 there was a data issue with the cost of elected representation, with the cost recorded as \$44,050.27 when it should have been \$40,080.92.
<b>Satisfaction</b>					
<b>Satisfaction with council decisions</b>  [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	56.00	55.00	65.00	61.00	This rating is sourced from the annual Local Government Community Satisfaction Survey, conducted by an independent research company.

For more information and to compare Kingston to other Victorian councils, visit [knowyourcouncil.vic.gov.au](https://knowyourcouncil.vic.gov.au).





# GOVERNANCE

## GOOD GOVERNANCE FRAMEWORK

The *Local Government Act 2020* (the Act) establishes local government as a distinct and essential tier of government. It consists of a democratically-elected Council that has the necessary functions and decision-making authority to ensure the peace, order and good government of its municipal community.

The role of a Council is to provide good governance for the benefit and wellbeing of the municipal community. Council must apply legislated governance principles in performing its role.

To implement best practice, we use a Good Governance Framework based on the four cornerstones of leadership and direction, integrity, transparency and accountability.



Information and key documents on these topics are available on our website at [kingston.vic.gov.au](https://kingston.vic.gov.au)



## LEADERSHIP AND DIRECTION - 'DRIVE IT'

The elected Council drives delivery of the best possible outcomes for the community through the development and implementation of the Council Plan, other strategic plans and fiscal management. Council staff facilitate Council's decision-making process and implement Council decisions.

This shared responsibility ensures the objectives of the Council Plan are achieved for the benefit of the community and that all processes, practices and decisions are managed in a transparent, compliant and accountable manner.

### Mayor and Deputy Mayor

The Mayor's role includes providing leadership, promoting positive relationships and modelling good governance. The Deputy Mayor provides support to the Mayor.

On 10 November 2021, Cr Steve Staikos was elected Mayor and Cr Jenna Davey-Burns was elected Deputy Mayor by councillors at the annual Council (Statutory) meeting.

### Council decision-making

The role of a Councillor is to participate in the decision-making of Council and to represent the interests of the community in that decision making. It is the objective of Council to make decisions transparently wherever possible, at meetings accessible to the public.

All Council decision-making is in accordance with the Act and the Governance Rules, which set out meeting procedures to be followed.

### Delegated Committees

Decisions are made through formal Council meetings or through delegation of powers to officers and delegated committees. Council has one delegated committee, the Planning Committee that makes decisions regarding planning matters.

Council is empowered to make decisions through resolution of the Council. Individual Councillors have no decision-making authority outside of a Council Meeting.

Any decisions made by delegates are, for all legal purposes, a decision of Council. Instruments of delegation are available on Council's website.

## GOVERNANCE (CONTINUED)

### Council meetings

Council meetings are held on the fourth Monday of each month and Planning Committee meetings are usually held on the third Wednesday of each month at 1230 Nepean Highway, Cheltenham, commencing at 7pm, unless otherwise advertised.

Council meetings are open to the public and questions can be submitted on question forms available on Council's website.

Council held 18 meetings in 2021-22. The following table provides a summary of Councillor attendance.

Councillor	Meetings attended
Cr Steve Staikos	18
Cr Tamsin Bearsley	17
Cr Tim Cochrane	16
Cr Tracey Davies	18
Cr Jenna Davey-Burns	18
Cr David Eden	15
Cr Chris Hill	18
Cr Cameron Howe	17
Cr George Hua	14
Cr Georgina Oxley	17
Cr Hadi Saab	18

Council is sometimes required to consider confidential matters, so specific meetings or items may occasionally be closed to the public. Examples of confidential matters include land use planning, legal, privileged information, private commercial information and personal information.

All Council and Planning Committee meetings are streamed live on Council's website. The live stream and archives of previous streams and minutes of Council and Planning Committee meetings can be found on Council's website.

### Informed decision-making

To make informed decisions, Councillors are briefed on important issues at informal briefing sessions, known as Councillor Information Sessions. These provide Councillors and Council officers with an opportunity to discuss issues in detail, seek further information and to address questions and concerns.

Councillor Information Sessions are not a decision-making forum – rather, the information received by Councillors is used to assist with their decision-making at Council meetings.



### INTEGRITY - 'LIVE IT'

Integrity is about doing the right thing, with values and codes of conduct embedded into the way we work. The documents and processes below are part of Council's integrity framework.

### Codes of Conduct

The Councillor Code of Conduct sets out agreed standards of Councillor behaviour and commitment. It also provides guidance on managing interpersonal matters and alleged breaches of the Code of Conduct.

The Staff Code of Conduct sets out the standards and expectations of responsibilities and behaviours for members of Council staff.

### Public Interest Disclosure

Council's Public Interest Disclosure procedure is a system for making disclosures of improper conduct or detrimental action by Council employees. Such conduct can be reported to our Public Interest Disclosure Coordinator on **1300 653 356** or by emailing [pid@kingston.vic.gov.au](mailto:pid@kingston.vic.gov.au).

There were no public interest disclosures made in 2021-22.



### Conflict of interest

Conflict of interest involves matters where exercising public duty may provide a real or perceived personal benefit.

At the start of a Council meeting, Councillors must disclose any material or general conflict of interest. If a conflict is disclosed, the Councillor must leave the meeting prior to the issue being discussed, debated, or voted on.

For Council staff, the Conflict-of-Interest Policy provides information and guidance regarding identifying and managing conflicts of interest as set out in the Act, as well as potential and perceived conflicts of interest that exist outside of the legislative framework.

### Councillor remuneration

A Victorian Independent Remuneration Tribunal review of allowances payable to Mayors, Deputy Mayors and Councillors took effect from 18 December 2021. The revised allowances per annum are:

- Mayors: \$119,316
- Deputy Mayors: \$59,658
- Councillors: \$35,972

### Reimbursement of Councillor expenses

Council is required to reimburse Councillors for expenses incurred in the performance of their duties. The Councillor Support and Reimbursement of Expenses Policy can be accessed on Council's website.

### Councillor allowances and expenses 2021-22

	Councillor allowance <sup>2</sup>	Communications expenses <sup>3</sup>	Travel intrastate	Travel interstate
<b>Cr Tamsin Bearsley</b>	\$35,323.96	\$942.00	-	\$2,532.72
<b>Cr Tim Cochrane</b>	\$35,323.96	\$604.50	-	-
<b>Cr Jenna Davey-Burns<sup>4</sup></b>	\$48,058.91	\$517.50	-	\$3,458.90
<b>Cr Tracey Davies</b>	\$35,323.96	\$648.00	-	\$2,365.34
<b>Cr David Eden</b>	\$35,323.96	\$876.94	-	-
<b>Cr Chris Hill</b>	\$35,323.96	\$474.00	-	\$2,387.55
<b>Cr Cameron Howe</b>	\$35,323.96	\$648.00	-	-
<b>Cr George Hua</b>	\$35,323.96	\$714.00	-	\$2,566.99
<b>Cr Georgina Oxley</b>	\$35,323.96	\$1,146.00	-	-
<b>Cr Hadi Saab</b>	\$35,323.96	\$648.00	-	\$4,891.62
<b>Cr Steve Staikos<sup>5</sup></b>	\$115,229.34	\$1,005.00	\$634.63	\$4,820.07

Note: There were no claims made for overseas travel; training conferences and education; or other expenditure

<sup>2</sup> The Victorian Independent Remuneration Tribunal set the allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) which took effect from 18 December 2021.

<sup>3</sup> Communications expenses include mobile phones, tablets, and wireless data cards, with standard data and mobile plan costs.

<sup>4</sup> Cr Jenna Davey Burns was elected Deputy Mayor on 10 November 2021.

<sup>5</sup> Cr Steve Staikos was elected Mayor on 10 November 2021.

## GOVERNANCE (CONTINUED)



### TRANSPARENCY - 'SHOW IT'

Council is committed to the community's right to know and upholds an 'if not, why not' approach to transparency. We openly show how we work, our decision-making processes and outcomes wherever possible.

Being open with our community also requires effective engagement and connection. This is guided by our Community Engagement and Public Transparency policies.

The following documents are also publicly available on Council's website:

- Agendas and minutes for Council Meetings, except for confidential items.
- A register of delegations which is available for public inspection or online (kept by Council under the Act)
- Details of all leases involving land entered by Council as lessor
- Register of appointments made under the *Local Government Acts 1989 and 2020*
- List of donations and grants made by Council in the previous 12 months.

### Information Privacy

Council's Information Privacy Policy describes the way in which we comply with principles and legislative requirements on personal and health information about an individual that is collected, stored, used or disclosed by Council.

### Freedom of Information (FOI)

Under the *Victorian Freedom of Information Act 1982* (FOI Act), anyone has the right to request access to documents held by Council.

The term 'documents' covers a broad range of media, including any document, photos, videos, emails, and conversations via chat platforms and is not limited to final copies.

For enquiries about access to documents under the FOI Act, contact Council's FOI Officer at [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au).



### ACCOUNTABILITY - 'OWN IT'

Council is committed to ensuring that those making decisions and delivering services are answerable for them. Rigorous programs such as risk management, compliance attestation and internal and external audits offer assurance in our work.

### Risk management

Council continues to embed the management of strategic and operational risk across the organisation and regularly monitors and reviews the risk profile of all functional and service areas of Council. Council has achieved all internal targets and those in the Local Government Performance Reporting Framework.

### Audit and Risk Committee

In accordance with Section 53 of the *Local Government Act 2020*, Kingston has an Audit and Risk Committee which acts as an independent advisory board to Council on its responsibilities.

### Internal audit

Pitcher Partners have been Council's internal auditors since July 2013 and were reappointed for 2022.

Internal auditors provide an independent and objective assurance that appropriate processes and controls are in place.

The audit programs give the Audit and Risk Committee and Council assurance on the systems, processes and procedures employed by Council in the governance and control of its daily operations.

In 2021-22, the following internal audit reviews were completed:

- Business functional risk assurance map
- Financial data analysis
- Privacy
- Recruitment and onboarding
- Payroll and encoding
- Long Term Financial Plan and Strategy
- Computer assisted audit techniques
- Parking services infringements.

## External audit

Council's current external auditor is the Victorian Auditor-General. The Auditor-General has contracted this activity to Crowe Australasia, which is responsible for providing a recommendation to the Auditor-General that the Annual Financial Statements of Council are presented fairly and in accordance with applicable accounting standards. The external auditor reviews the internal audit program as part of the internal control framework at Council.

## Local Laws

Under the Act, Council has the authority to create and enforce local laws. Local laws are made in consultation with the community, to protect public health, safety and amenity in Kingston. View Kingston's Community Local Law at [kingston.vic.gov.au](http://kingston.vic.gov.au).

## Governance and Management Checklist

The following checklist shows Kingston's performance against the frameworks, policies, procedures and practices used to ensure strong and effective governance.

Governance and Management Items	Assessment	
<b>1 Community engagement policy</b> (policy under section 55 of the Act outlining Council's commitment to engaging with the community on matters of public interest)	Adopted in accordance with section 55 of the Act Date of adoption: 22/02/2021	✓
<b>2 Community engagement guidelines</b> (guidelines to assist staff to determine when and how to engage with the community)	Date of commencement of current guidelines: 12/10/2017	✓
<b>3 Financial Plan</b> (plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years)	Adopted in accordance with section 91 of the Act Date of adoption: 25/10/2021	✓
<b>4 Asset Plan</b> (plan under section 92 of the Act setting out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Adopted in accordance with section 92 of the Act Date of adoption: 27/06/2022	✓
<b>5 Revenue and Rating Plan</b> (plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the Act Date of adoption: 28/06/2022	✓
<b>6 Annual budget</b> (plan under section 94 of the Act setting out the services to be provided and initiatives to be undertaken during the budget year and the funding and other resources required)	Adopted in accordance with section 94 of the Act Date of adoption: 28/06/2022	✓
<b>7 Risk policy</b> (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Date of commencement of current policy: 10/04/2019	✓
<b>8 Fraud policy</b> (policy outlining Council's commitment and approach to minimising the risk of fraud)	Date of commencement of current policy: 09/07/2019	✓

## GOVERNANCE (CONTINUED)

Governance and Management Items	Assessment	
<b>9 Municipal emergency management plan</b> (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency mitigation, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> Date of preparation: 06/07/2021	✓
<b>10 Procurement Policy</b> (policy under section 108 of the Act outlining the principles, processes and procedures that will apply to the purchase of goods and services by the Council)	Adopted in accordance with section 108 of the Act Date of adoption: 22/11/2021	✓
<b>11 Business continuity plan</b> (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Date of commencement of current plan: 12/07/2021	✓
<b>12 Disaster recovery plan</b> (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Date of commencement of current plan: 12/07/2021 (Incorporated into the Business Continuity Plan)	✓
<b>13 Risk management framework</b> (framework outlining Council's approach to managing risks to the Council's operations)	Date of commencement of current framework: • Risk Management Policy, June 2019 • Risk Management Procedure, May 2019 • Risk Management Tables and Matrix, March 2021	✓
<b>14 Audit and Risk Committee</b> (see sections 53 and 54 of the Act)	Established in accordance with section 53 of the Act Date of establishment: 26/04/2021	✓
<b>15 Internal audit</b> (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Date of engagement of current provider: 01/07/2013	✓
<b>16 Performance reporting framework</b> (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act)	Date of adoption of current framework: June 2014	✓
<b>17 Council Plan report</b> (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first 6 months of the financial year)	Date of report: 28/02/2022	✓

Governance and Management Items	Assessment	
<b>18 Quarterly budget reports</b> (quarterly reports to the Council under section 97 of the Act, comparing actual and budgeted results and an explanation of any material variations)	Reports presented to the Council in accordance with section 97(1) of the Act Dates reports presented: • 23/08/2021 • 21/11/2021 • 28/02/2022 • 23/05/2022	✓
<b>19 Risk reports</b> (6-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Dates of reports: • December 2021 • June 2022	✓
<b>20 Performance reports</b> (6-monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act)	Dates of reports: • Kingston Performance Report: 28/02/2022 • LGPRF half year update: 8/03/2022 • Annual Report 2021-22: estimated 24/10/2022	✓
<b>21 Annual report</b> (annual report under sections 98 and 99 of the Act containing a report of operations and audited financial and performance statements)	Presented at a meeting of the Council in accordance with section 100 of the Act Date of presentation: 25/10/2021	✓
<b>22 Councillor Code of Conduct</b> (Code under section 139 of the Act setting out the standards of conduct to be followed by Councillors and other matters)	Reviewed and adopted in accordance with section 139 of the Act Date reviewed and adopted: 22/02/2021	✓
<b>23 Delegations</b> (documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff, in accordance with sections 11 and 47 of the Act)	Reviewed in accordance with section 11(7) of the Act and a register kept in accordance with sections 11(8) and 47(7) of the Act Date of review under section 11(7): • CEO to staff: 14/10/2021 • Council to CEO: 23/08/2021 • Council to staff: 23/08/2021	✓
<b>24 Meeting procedures</b> (Governance Rules under section 60 of the Act governing the conduct of meetings of Council and delegated committees)	Governance Rules adopted in accordance with section 60 of the Act Date Governance Rules adopted: 24/08/2020	✓

I certify that this information presents fairly the status of Council's governance and management arrangements.

Signature to be added

**Peter Bean**  
Chief Executive Officer

Date: TBC

Signature to be added

**Cr Steve Staikos**  
Mayor

Date: TBC

## GOVERNANCE (CONTINUED)

### Governance highlights

#### Ethics training for Councillors

A panel of local government experts facilitated ethics training for Councillors. Topics included group ethics, decision making, conflict of interest and other integrity provisions of the Act.

#### Governance Matters

We continue to run fortnightly 'Governance Matters' information sessions for staff covering topics such as conflict of interest, privacy obligations, decision-making processes in local government and findings from integrity agencies.

#### Compliance Program

The annual review of high-risk legislative obligation demonstrated that Council is highly compliant in respect to legislative obligation and committed to continuous improvement of the compliance framework.

#### Governance and Policy Committee

Council established a Governance and Policy Committee to identify opportunities to improve governance practices. The Committee provides advice to Council on the following strategic objectives of the Council Plan:

- holding ourselves to the highest standard of governance and integrity
- focusing all our decision-making on the Kingston community.

#### Probity review implementation

Council continues to work towards the implementation of the recommendations made by Holding Redlich in January 2021 to enhance the decision-making framework for planning matters. A summary of the probity review and recommendations can be found on Council's website.

### STATUTORY INFORMATION

#### Legislative Reporting

##### Disability Action Plan

Kingston's *Disability Action Plan 2015-19* was endorsed by Council in November 2014. The implementation of this plan is guided by Council's Access and Equity Advisory Committee. The Action Plan has four key priority areas:

1. Access to goods, services and facilities
2. Employment opportunities
3. Encourage inclusive attitudes and practices
4. Promote inclusion and participation.

Work to develop an updated Disability Action Plan is underway. Council continues to operate under the *Disability Action Plan 2015-19* until the new plan has been endorsed by Council.

Council continues to deliver outcomes for people with disabilities in Kingston, in line with the requirements of the *Disability Act 2006*.

In 2021-22 this included ensuring Council's Integrated Transport Strategy has regard to the access requirements of people with a disability and continuing to advocate for services and facilities to better meet the needs of people with disability including transport housing retail and open space.

### Contracts

The following contracts, entered during 2021-22, were within the threshold amounts where a tender or expression of interest process is required by Council's Procurement Policy. They all underwent a tender or expression of interest process.

Contract Number	Contract name	Value	Contractor
CON-21/066	Road resurfacing works	\$8,000,000	RABS Paving Services Pty Ltd
CON-21/008	Street sweeping services	\$5,870,000	KS Environmental Pty Ltd
CON-21/053	Redevelopment of Aspendale Life Saving Club	\$4,225,250	2Construct Pty Ltd
CON-21/044	Sportsground lighting specialists (panel)	\$4,000,000	Commlec Services, High Access Cabling Pty Ltd, Wallgates Electrical Services, Ultralec Electrical Services
CON-21/055	Kinross Avenue and Montrose Avenue, Edithvale – drainage construction and road reconstruction	\$2,334,033	Parkinson Group Pty Ltd
CON-21/078	Stormwater pumping station at 141 Thames Promenade Chelsea	\$2,213,982	Entracon Pty Ltd
CON-21/020	Litter bin collection service	\$2,200,000	Selkrig Enterprises Pty Ltd
CON-21/065	Traffic and transport consultancy services (panel)	\$1,550,000	Austraffic, Traffic Works Pty Ltd, Stantec Australia Pty Ltd, Ratio Consultants, One Mile Grid Pty Ltd, SALT3, HDS Australia Pty Ltd, BVY Pty Ltd
CON-21/064	Roy Dore Reserve tennis and netball courts development	\$1,152,304	Turf One Pty Ltd
CON-21/060	Elonera kindergarten modular facility development	\$1,059,786	Insight Construction Group Pty Ltd
CON-21/017	Supply of electricity for small market sites	\$1,000,000	Shell Energy Retail Pty Ltd
CON-21/077	Northcliffe Road, Edithvale, Munro Ave to Randall Ave, road reconstruction	\$779,368	CDN Constructors Pty Ltd
CON-21/049	Web content management system – provision of website services (Saas Agreement) – MAV CM4323-2015	\$738,000	Open Cities Pty Ltd
CON-21/079	Isabella Street, Moorabbin Walsh Ave to Rowans Rd Road reconstruction	\$713,683	Delfino Paving Pty Ltd
CON-21/034	Kingston Playspace renewal. Harbour Town, Hendon and Sherbrook Reserve	\$713,500	YellowStone Landscaping Pty Ltd

**GOVERNANCE** (CONTINUED)

Contract Number	Contract name	Value	Contractor
CON-21/022	Consultant building surveyor services (panel)	\$689,130	PSA Consultants Pty Ltd, Bayard Consulting
CON-21/073	Provision of project management services. aquatic facility development	\$499,895	Donald Cant Watts Corke Management Pty Ltd
CON-21/104	Installation of sports lighting at Doug Denyer Reserve	\$467,242	BTM Electrical Pty Ltd
CON-21/094	Regents Park tennis courts refurbishment	\$432,000	Turf One Pty Ltd
CON-21/072	Edithvale baseball sports lighting	\$401,590	Commlec Services
CON-20/130	Installation of lift Chelsea Football Club	\$374,337	Ducon Building Solutions Pty Ltd
CON-22/020	GR Bricker cricket net upgrade and reserve improvements	\$367,646	SmartGrass
CON-22/032	CCTV networks installation and integration foreshore 2021-22	\$357,438	JAS Broadband Pty Ltd
CON-21/054	Environmental data management system	\$356,560	Azility
CON-21/071	Highbett Reserve floodlights	\$355,517	Wallgates Electrical Services
CON-21/007	Mordialloc Sailing Club maintenance works	\$290,000	Shell Energy Retail Pty Ltd
CON-21/099	Tom Johnson – female friendly upgrade	\$278,895	AWS Services Pty Ltd
CON-21/095	Clarinda tennis court lights	\$235,000	Pulse Technical Services
CON-21/002	Browns Lane Scout Hall DDA upgrade	\$207,910	AWS Services Pty Ltd
CON-21/031	Parks weed steaming services	\$189,300	WeedSteamers
CON-21/056	Keith Street Nepean Highway Parkdale intersection works	\$186,100	Presta & Sons Pty Ltd
CON-21/033	Provision of insurance brokering insurance	\$148,500	JLT Risk & Solutions Pty Ltd
CON-21/082	Exterior painting & window caulking of municipal office Cheltenham	\$119,600	Triple R Painting
CON-21/070	Sports pavilions project management services	\$117,975	Bridge42 Pty Ltd



### Domestic Animal Management Plan

In accordance with the *Domestic Animals Act 1994* Section 68a, Council is required to prepare a Domestic Animal Management Plan at four yearly intervals and evaluate its implementation in the annual report.

Council adopted the *Domestic Animal Management Plan 2021-25* in November 2021 following extensive research and community consultation. The following initiatives were implemented in 2021-22:

- An enhanced registration process, incorporating free first pet registration, pro-rata refunds, and a staggered pricing model
- A review of existing Council orders such as the mandatory desexing age
- Progressed development of a dog off-leash policy
- Additional patrols of Kingston reserves
- Continued proactive education and the promotion of responsible pet ownership through comprehensive marketing, including an animated video.

### Food Act – Ministerial direction

In accordance with section 7E of the *Food Act 1984*, Council is required to publish a summary of any Ministerial Directions received during the financial year in its annual report. No such Ministerial Directions were received by Council during the financial year.

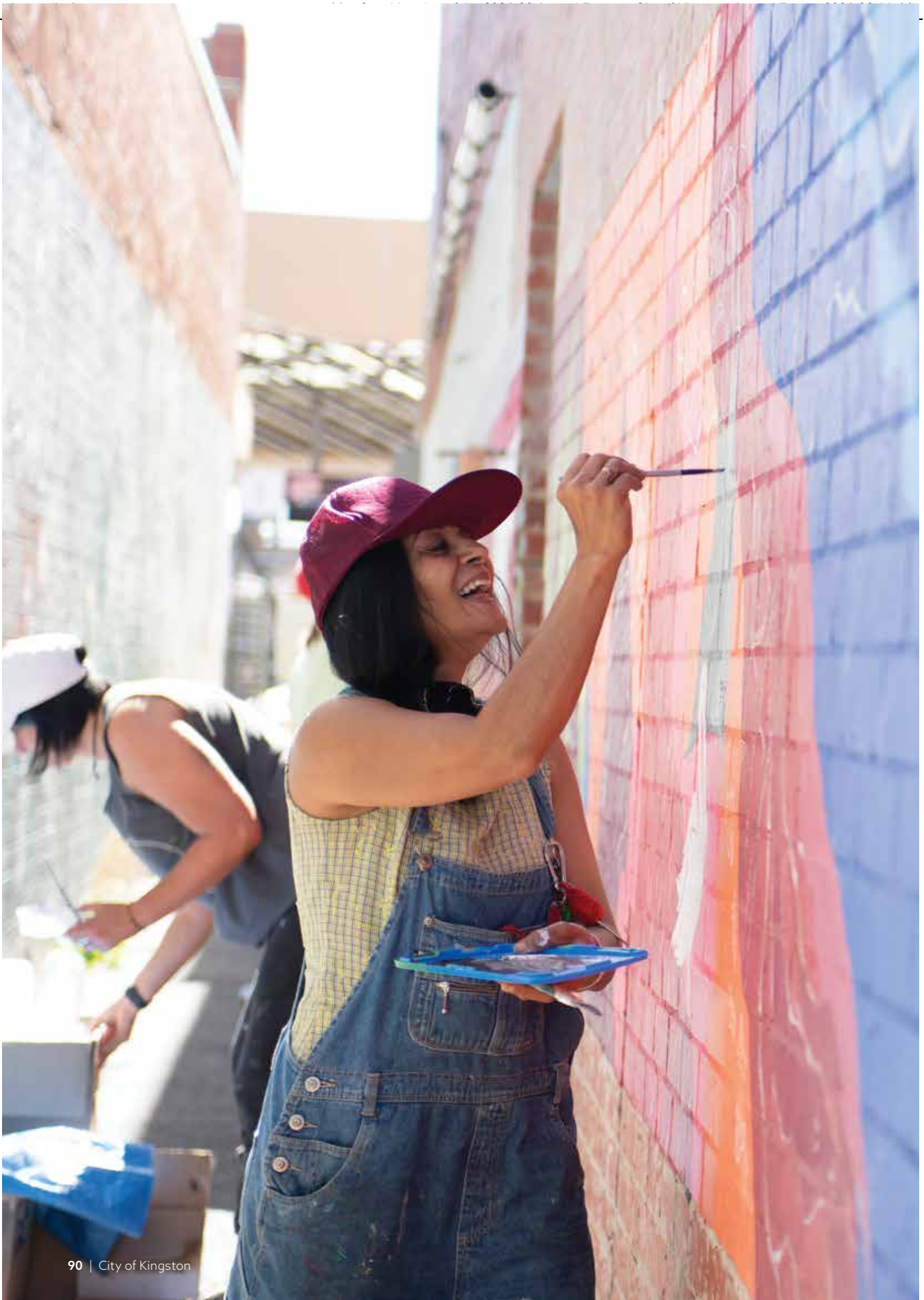
### Road Management Act – Ministerial direction

In accordance with section 22 of the *Road Management Act 2004*, a council must publish a copy or summary of any Ministerial direction in its annual report. No such Ministerial directions were received by Council during the financial year.

### Infrastructure and development contributions

In accordance with section 46GM and 46QD of the *Planning and Environment Act 1987*, a council that is a collecting or development agency must prepare and give a report to the Minister for Planning on infrastructure and development contributions including levies and works in kind. The report must be published in a council's annual report.

The Development Contributions Overlay has not been applied within Kingston and no development contribution plans have been prepared. Infrastructure contributions within new developments have historically been secured through Section 173 Agreements and the like. Currently, therefore, Council does not have an obligation to report back to the Minister for Planning under Sections 46GM or 46QD of the Act.



## CERTIFICATION OF THE PERFORMANCE STATEMENT

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In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Signature to be added

Principal Accounting Officer  
**Bernard Rohan FCPA, BBus(Acc)**

Dated: TBC

In our opinion, the accompanying performance statement of the Kingston City Council for the year ended 30 June 2022 presents fairly the results of Council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity performance.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this performance statement in its final form.

Signature to be added

Mayor  
**Cr Steve Staikos**

Dated: TBC

Signature to be added

Councillor  
**Cr Georgina Oxley**

Dated: TBC

Signature to be added

Chief Executive Officer  
**Peter Bean**

Dated: TBC

# INDEPENDENT **AUDITOR'S REPORT**

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# PERFORMANCE STATEMENT

FOR THE YEAR ENDED 30 JUNE 2022

## OUR CITY

The City of Kingston is located in the middle southern suburbs of Melbourne, approximately 20km south of the Melbourne CBD and covers an area of 91 square kilometres. Every suburb in Kingston offers something different, from diverse businesses, housing, shops and restaurants, to beaches, bushland, parks and playgrounds. Kingston is also home to over 115 parks and playgrounds, including the magnificent award-winning Bicentennial Park in Chelsea, Kingston Heath in Cheltenham and the UFO Park at Grange Reserve in Clayton South.

Kingston is one of the state's main employment centres, having one of the largest and most concentrated industrial sectors in Victoria. There are over 17,000 businesses with over 93,000 people employed throughout the City of Kingston.

Community and business networks play an important role in linking and supporting local businesses. Almost 30% of the community work locally and are able to enjoy shorter travel times and an improved work-life balance.

Kingston's shopping amenities range from local neighbourhood shops and friendly village strips, to Southland Shopping Centre, DFO Moorabbin and major activity centres in Moorabbin, Cheltenham, Mentone, Mordialloc and Chelsea.

## OUR SUBURBS

Kingston's suburbs include Aspendale, Aspendale Gardens, Bonbeach, Braeside, Carrum, Chelsea, Chelsea Heights, Cheltenham, Clarinda, Clayton South, Dingley Village, Edithvale, Heatherton, Highett, Mentone, Moorabbin, Moorabbin Airport, Mordialloc, Oakleigh South, Parkdale, Patterson Lakes and Waterways.

## POPULATION

Kingston is a diverse community with a current estimated resident population of 159,567 spanning a wide range of ages, household types and cultures. Our community is constantly growing; by 2036 Kingston's population is expected to reach 190,890, making up an anticipated 79,632 dwellings.

Consistent with national trends, Kingston's oldest residents comprise the fastest growing population group in the municipality. Future planning will explore how services will cope with the greater demand caused by this increase.

Kingston is a culturally diverse city with residents from 106 countries and more than 84 languages spoken. About 32% of Kingston's population was born overseas, with 30% from non-English speaking backgrounds, including Greek, Chinese, Russian, Italian, Vietnamese and Indian societies.

## OVERVIEW OF 2021-22

During the first half of 2021-22, the City of Kingston continued to be impacted by the COVID-19 pandemic with continued restrictions and extended closures to libraries and swimming pools, in addition to other Council services, throughout much of the year.

This continued to have an impact on Council's revenue, through loss of fees and charges, as well as through the continuation of Council's community and business support package which offered waiving of unpaid rates interest, and reduced health registrations and footpath trading fees.

It also impacted Council's expenditure through additional cleaning and personal protective equipment costs.

## SUSTAINABLE CAPACITY INDICATORS

For the year ended 30 June 2022

Indicator / measure [formula]	Results				Material Variations and Comments
	2019	2020	2021	2022	
Population					
Expenses per head of municipal population  [Total expenses / Municipal population]	\$1,146.86	\$1,250.51	\$1,249.04	\$1,388.42	This result is consistent with budget expectations. It is forecast to increase in future years, in line with increased service delivery costs post- pandemic.
Infrastructure per head of municipal population  [Value of infrastructure / Municipal population]	\$5,567.22	\$6,170.08	\$6,467.16	\$7,405.53	The result is consistent with budget expectations and has risen from the previous year due to Council's increased investment in its strong capital works program and the effect of the revaluation of infrastructure assets.
Population density per length of road  [Municipal population / Kilometres of local roads]	264.72	268.53	277.16	258.12	The population density decreased from 167,293 in 2020-21 to 159,567 in 2021-22 which has contributed to the decline in the population density per length of road. The population figure is based on the data released by the Australian Bureau of Statistics.
Own-source revenue					
Own-source revenue per head of municipal population  [Own-source revenue / Municipal population]	\$1,080.61	\$1,066.44	\$1,008.54	\$1,177.91	Council's own source revenue is continuing to recover from the COVID-19 pandemic, and the trend indicates this will continue
Recurrent grants					
Recurrent grants per head of municipal population  [Recurrent grants / Municipal population]	\$230.91	\$234.67	\$261.69	\$282.60	The result is in line with expectations and reflects a continued strong level of operating grants being received by Council, particularly in aged care and childcare.

## PERFORMANCE STATEMENT (CONTINUED)

Indicator / measure [formula]	Results				Material Variations and Comments
	2019	2020	2021	2022	
Disadvantage					
Relative Socio-Economic Disadvantage  [Index of Relative Socio-Economic Disadvantage by decile]	9	9	9	9	The result reflects a relatively low level of socio-economic disadvantage within Kingston's diverse communities.
Workforce turnover					
Percentage of staff turnover  [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x 100	13.71%	9.70%	9.96%	16.51%	The result highlights an increase in staff turnover levels following the COVID-19 period in line with broader labour market conditions.

**Note:** definitions are at the end of this document.

## SERVICE PERFORMANCE INDICATORS

For the year ended 30 June 2022

Service/indicator/ measure [formula]	Results				Material Variations and Comments
	2019	2020	2021	2022	
Aquatic Facilities					
Utilisation					
Utilisation of aquatic facilities  [Number of visits to aquatic facilities / Municipal population]	5.47	3.92	1.73	2.60	As a result of the Victorian Government's COVID-19 restrictions, Kingston saw a significant reduction in the utilisation of Waves Leisure Centre during 2021-22 as the ongoing lockdowns resulted in Waves being closed for approximately five months. When the Centre was able to reopen to the public, there was a return to normal attendance at the facility. The 2021-22 result has improved compared to the previous year.



Service/indicator/ measure [formula]	Results				Material Variations and Comments
	2019	2020	2021	2022	
Animal Management					
Health and safety					
<b>Animal management prosecutions</b>  [Number of sucessful animal management prosecutions / Total number of animal management prosecutions] x 100	New in 2020	100.00%	100.00%	100.00%	Council successfully resolved all animal management prosecutions that were considered during 2021-22.
Food Safety					
Health and safety					
<b>Critical and major non-compliance outcome notifications</b>  [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x 100	100.00%	98.60%	100.00%	94.22%	During the 2021 calendar year, a number of critical or major non-compliance premises were closed for part or most of the year due to COVID-19 restrictions. Environmental Health Officers ensured that any high-risk issues identified during an assessment were attended to immediately, and action taken to remove or reduce the risk.
Governance					
Satisfaction					
<b>Satisfaction with council decisions</b>  [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	56	55	65	61	This rating is sourced from the annual Local Government Community Satisfaction Survey, conducted by an independent research company.

## PERFORMANCE STATEMENT (CONTINUED)

Service/indicator/ measure [formula]	Results				Material Variations and Comments
	2019	2020	2021	2022	
Libraries					
Participation					
<b>Active library borrowers in municipality</b>  [Number of active library borrowers in the last three years / The sum of the population for the last three years] x 100	16.61%	16.05%	14.27%	13.28%	The number of active members was affected by the COVID-19 pandemic and the resulting closure of libraries during lockdowns, building capacity restrictions and vaccination status restrictions. Kingston is actively promoting our libraries as part of the 'Libraries Change Lives, Return Yourself to the Library' state-wide campaign.
Maternal and Child Health (MCH)					
Participation					
<b>Participation in the MCH service</b>  [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x 100	73.97%	76.74%	74.31%	74.54%	Under COVID-19 pandemic health orders from the Department of Health, the MCH service was directed to prioritise babies under four months old and vulnerable babies and toddlers. There was a COVID-19-related reduction in both enrolments and general attendance of children. However, because both reduced at a similar rate, the participation rate remained stable compared to previous years.
Participation					
<b>Participation in the MCH service by Aboriginal children</b>  [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x 100	63.72%	77.67%	84.85%	72.92%	During the COVID-19 pandemic, some families were not comfortable coming to the MCH centres. With COVID-19-related staffing restrictions, it was sometimes very difficult to offer outreach visits.

Service/indicator/ measure [formula]	Results				Material Variations and Comments
	2019	2020	2021	2022	
Roads					
Satisfaction					
<b>Satisfaction with sealed local roads</b>  [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	69	65	67	65	This rating is sourced from the annual Local Government Community Satisfaction Survey, conducted by an independent research company.
Statutory Planning					
Decision making					
<b>Council planning decisions upheld at VCAT</b>  [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x 100	41.18%	44.44%	47.37%	48.00%	Only a small percentage (3.1%) of Council's planning decisions were referred to VCAT in 2021-22. A number of these were resolved at VCAT through consent or at mediation. Although these are still reflected as decisions 'not upheld', Council considers this a good outcome as agreement was reached by all parties through mediation.
Waste Collection					
Waste diversion					
<b>Kerbside collection waste diverted from landfill</b>  [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x 100	49.53%	52.83%	56.53%	55.28%	The percentage of kerbside collection waste diverted from landfill has decreased slightly, with a drop in recycling tonnages from household recycling bins. This is likely due to COVID-19 lockdowns finishing and residents no longer ordering as many products for home delivery. There has not been a shift across bins, i.e. the decrease didn't come out of household recycling bins and move to waste bins.

**Note:** definitions are at the end of this document.

## PERFORMANCE STATEMENT (CONTINUED)

**FINANCIAL PERFORMANCE INDICATORS**

For the year ended 30 June 2022

Forecasts are based on the Financial Plan adopted by Council in June 2022 as part of the Adopted Budget.

Dimension/indicator/measure	Results			
	2019	2020	2021	2022
<b>Efficiency</b>				
<b>Expenditure level</b>				
<b>Expenses per property assessment</b>	\$2,496.74	\$2,764.16	\$2,753.62	\$2,900.54
[Total expenses / Number of property assessments]				
<b>Revenue level</b>				
<b>Average rate per property assessment</b>	New in 2020	\$1,741.24	\$1,767.84	\$1,796.98
[General rates and Municipal charges / Number of property assessments]				
<b>Liquidity</b>				
<b>Working capital</b>				
<b>Current assets compared to current liabilities</b>	351.16%	260.46%	238.03%	195.22%
[Current assets / Current liabilities] x 100				
<b>Unrestricted cash</b>				
<b>Unrestricted cash compared to current liabilities</b>	326.63%	224.43%	195.50%	151.53%
[Unrestricted cash / Current liabilities] x 100				
<b>Obligations</b>				
<b>Loans and borrowings</b>				
<b>Loans and borrowings compared to rates</b>	3.61%	1.43%	0.48%	0.00%
[Interest bearing loans and borrowings / Rate revenue] x 100				

	Forecasts				Material Variations and Comments
	2023	2024	2025	2026	
	\$3,142.18	\$3,198.61	\$3,262.29	\$3,311.06	As services gradually increased this year following the COVID-19 pandemic, combined with an increase in property assessments, there was an increase in expenditure compared to 2020-21. Council expects this indicator to continue to increase in future years, as services return to normal delivery.
	\$1,815.39	\$1,841.82	\$1,868.50	\$1,895.19	This indicator was new in 2019-20 and has remained consistent over the three-year period. The forecast trend is for this indicator to remain around the same level with a slight increase each year. Kingston is compliant with the State Government's Rate Cap each year.
	200.56%	191.75%	245.70%	225.79%	This indicator has reduced due to an increase in current liabilities which have increased due to large increases in payables and trust funds and deposits related to timing of payments to suppliers to occur in early 2022-23. Council anticipates this indicator will fluctuate as it utilises its cash holdings and borrowings (in 2024-25) to fund its capital works program.
	142.13%	122.51%	172.65%	146.70%	This indicator has reduced slightly due to an increase in current liabilities in trust funds and deposits. The unrestricted cash reduces for a short period of time in future years as Council utilises its cash reserves to fund its extensive capital works program.
	0.00%	0.00%	28.43%	26.45%	The indicator is in line with budget expectations as Kingston has focused on reducing debt. Further borrowing is anticipated in 2024-25 to fund the planned new Aquatic Facility.

## PERFORMANCE STATEMENT (CONTINUED)

Dimension/indicator/measure	Results			
	2019	2020	2021	2022
<b>Loans and borrowings repayments compared to rates</b>	5.76%	2.17%	1.00%	0.45%
[Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x 100				
<b>Indebtedness</b>				
<b>Non-current liabilities compared to own source revenue</b>	1.78%	6.77%	6.85%	5.76%
[Non-current liabilities / Own source revenue] x 100				
<b>Asset renewal and upgrade</b>				
<b>Asset renewal and upgrade compared to depreciation</b>	New in 2020	158.49%	101.21%	114.91%
[Asset renewal and asset upgrade Expenditure / Asset depreciation] x 100				
<b>Operating position</b>				
<b>Adjusted underlying result</b>				
<b>Adjusted underlying surplus (or deficit)</b>	16.44%	6.78%	6.10%	9.12%
[Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x 100				
<b>Stability</b>				
<b>Rates concentration</b>				
<b>Rates compared to adjusted underlying revenue</b>	63.23%	65.25%	64.32%	63.75%
[Rate revenue / Adjusted underlying revenue] x 100				
<b>Rates effort</b>				
<b>Rates compared to property values</b>	0.21%	0.23%	0.22%	0.23%
[Rate revenue / Capital improved value of rateable properties in the municipality] x 100				
<b>Note:</b> definitions are at the end of this document.				

	Forecasts				Material Variations and Comments
	2023	2024	2025	2026	
	0.00%	0.00%	1.79%	1.74%	The indicator is in line with budget expectations as Kingston has focused on reducing debt. Further borrowing is anticipated in 2024-25 to fund the planned new Aquatic Facility.
	5.79%	5.42%	27.80%	25.88%	This indicator has decreased slightly this year as Council's Non-Current Liabilities have reduced with the full repayment of loan borrowings. A large increase is forecast in 2024-25 when Council plans to increase its borrowings to fund the new Aquatic Facility.
	137.56%	103.54%	81.77%	78.09%	Whilst Council's indicator has increased this year, due to additional capital works, at this stage future years are anticipated to drop while Council works hard on its asset management data and information, and this will inform future capital works programs to ensure the right balance between new and renewal projects. Forecast reductions in the renewal gap from 2024-25 will be sought to improve in future budget processes.
	-0.30%	-0.48%	-0.48%	-1.68%	The result has increased this year as Council's revenue recovers from the COVID-19 pandemic. The forecast trend going forward is that the underlying result is a slight deficit, reflecting growth in expenses above the level of growth in revenue from rates, user fees, statutory fees and fines and operating grants. These parameters are being reviewed by Council as part of the forthcoming 2023-24 budget process.
	66.07%	66.16%	66.00%	66.95%	The indicator has decreased slightly this year due to the COVID-19 pandemic still impacting on revenue for some services in this financial year. The forecast trend is for this indicator to remain relatively consistent.
	0.24%	0.24%	0.25%	0.25%	This indicator is consistent with the forecast. The forecast trend moving forward is for this indicator to gradually increase, as both rate revenue and the CIV gradually increase over time.

## PERFORMANCE STATEMENT (CONTINUED)

## RETIRED INDICATORS

Service/indicator/measure	Results 2019	Comments
<b>Animal Management</b>		
<b>Health and safety</b>		
<b>Animal management prosecutions</b>	7	This measure was replaced by <i>Animal management prosecutions (%)</i> from 1 July 2019.
[Number of successful animal management prosecutions]		
<b>Efficiency</b>		
<b>Revenue level</b>		
<b>Average residential rate per property assessment</b>	\$1,840.48	This measure was replaced by <i>Average rate per property assessment</i> from 1 July 2019.
[Residential rate revenue / Number of residential property assessments]		
<b>Obligations</b>		
<b>Asset renewal</b>		
<b>Asset renewal compared to depreciation</b>	117.11%	This measure was replaced by <i>Asset renewal and upgrade compared to depreciation</i> from 1 July 2019.
[Asset renewal expense / Asset depreciation] x 100		

## BASIS OF PREPARATION

Council is required to prepare and include a performance statement within its Annual Report. The Performance Statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. It has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020*.

Where applicable, the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from Council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by Council's Financial Plan. The Local Government (Planning and Reporting) Regulations 2020 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by Council in its 2022-32 Financial Plan on 27 June 2022. The Financial Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the Annual Financial Report which includes the General Purpose Financial Statements. The Financial Plan can be obtained by contacting Council.



## DEFINITIONS

<b>Aboriginal child</b>	means a child who is an Aboriginal person
<b>Aboriginal person</b>	has the same meaning as in the <i>Aboriginal Heritage Act 2006</i>
<b>active library borrower</b>	means a member of a library who has borrowed a book from the library
<b>adjusted underlying revenue</b>	means total income other than: (a) non-recurrent grants used to fund capital expenditure; and (b) non-monetary asset contributions; and (c) contributions to fund capital expenditure from sources other than those referred to above
<b>adjusted underlying surplus (or deficit)</b>	means adjusted underlying revenue less total expenditure
<b>annual report</b>	means an annual report prepared by a council under section 98 of the Act
<b>asset renewal expenditure</b>	means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability
<b>Australian Accounting Standards (AAS)</b>	means the accounting standards published by the Australian Accounting Standards Board
<b>class 1 food premises</b>	means food premises, within the meaning of the <i>Food Act 1984</i> , that have been declared as class 1 food premises under section 19C of that Act
<b>class 2 food premises</b>	means food premises, within the meaning of the <i>Food Act 1984</i> , that have been declared as class 2 food premises under section 19C of that Act
<b>critical non-compliance outcome notification</b>	means a notification received by council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorised officer under that Act, of a deficiency that poses an immediate serious threat to public health
<b>current assets</b>	has the same meaning as in the AAS
<b>current liabilities</b>	has the same meaning as in the AAS
<b>food premises</b>	has the same meaning as in the <i>Food Act 1984</i>
<b>infrastructure</b>	means non-current property, plant and equipment excluding land
<b>local road</b>	means a sealed or unsealed road for which the council is the responsible road authority under the <i>Road Management Act 2004</i>
<b>major non-compliance outcome notification</b>	means a notification received by a council under section 19N(3) or (4) of the <i>Food Act 1984</i> , or advice given to council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken
<b>MCH</b>	means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age
<b>non-current assets</b>	means all assets other than current assets
<b>non-current liabilities</b>	means all liabilities other than current liabilities

## PERFORMANCE STATEMENT (CONTINUED)

<b>non-recurrent grant</b>	means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan
<b>own-source revenue</b>	means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)
<b>population</b>	means the resident population estimated by council
<b>rate revenue</b>	means revenue from general rates, municipal charges, service rates and service charges
<b>recurrent grant</b>	means a grant other than a non-recurrent grant
<b>relative socio-economic disadvantage</b>	in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA
<b>residential rates</b>	means revenue from general rates, municipal charges, service rates and service charges levied on residential properties
<b>restricted cash</b>	means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
<b>SEIFA</b>	means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website
<b>unrestricted cash</b>	means all cash and cash equivalents other than restricted cash

# ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022

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**FINANCIAL REPORT**  
FOR THE YEAR ENDED 30 JUNE 2022

## CERTIFICATION OF THE FINANCIAL STATEMENTS

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In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.

Signature to be added

**Bernard Rohan FCPA, B.Bus (Acc)**  
Principal Accounting Officer

Date: TBC

Location: TBC

In our opinion, the accompanying financial statements present fairly the financial transactions of Kingston City Council for the year ended 30 June 2022 and the financial position of Council as of that date.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the financial report to be misleading or inaccurate.

We have been authorised by Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.

Signature to be added

**S Staikos**  
Mayor

Date: TBC

Location: TBC

Signature to be added

**G Oxley**  
Councillor

Date: TBC

Location: TBC

Signature to be added

**Peter Bean**  
Chief Executive Officer

Date: TBC

Location: TBC

# VAGO INDEPENDENT AUDITOR'S REPORT

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To be inserted

**FINANCIAL REPORT**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

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To be inserted

**FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022

# COMPREHENSIVE INCOME STATEMENT

FOR THE YEAR ENDED 30 JUNE 2022

	Note	2022 \$'000	2021 \$'000
<b>Income</b>			
Rates and charges	3.1	155,454	143,250
Statutory fees and fines	3.2	8,244	7,818
User fees	3.3	16,964	13,113
Grants – operating	3.4	46,181	44,458
Grants – capital	3.4	10,824	6,113
Contributions – monetary	3.5	8,823	8,538
Contributions – non-monetary	3.5	-	46
Other income	3.7	7,147	4,539
Net gain on disposal of property, infrastructure, plant and equipment	3.6	147	-
<b>Total income</b>		<b>253,784</b>	<b>227,875</b>
<b>Expenses</b>			
Employee costs	4.1	95,739	89,187
Materials and services	4.2	89,592	83,692
Depreciation	4.3	33,491	32,080
Amortisation – Intangible assets	4.4	277	286
Amortisation – Right of use assets	4.5	1,174	1,518
Bad and doubtful debts	4.6	84	8
Borrowing costs	4.7	9	42
Finance costs – leases	4.8	455	493
Other expenses	4.9	725	632
Net loss on disposal of property, infrastructure, plant and equipment	3.6	-	1,018
<b>Total expenses</b>		<b>221,546</b>	<b>208,956</b>
<b>Surplus for the year</b>		<b>32,238</b>	<b>18,919</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods:</b>			
Net asset revaluation increment	6.2, 9.1(a)	164,013	268,509
<b>Total comprehensive result</b>		<b>196,251</b>	<b>287,428</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

**FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

# BALANCE SHEET

AS AT 30 JUNE 2022

	Note	2022 \$'000	2021 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1	13,382	7,792
Other financial assets	5.1	148,434	135,234
Trade and other receivables	5.1	20,304	16,927
Other Assets	5.2	1,430	1,214
Non-current assets classified as held for sale	6.1	1,199	960
<b>Total current assets</b>		<b>184,749</b>	<b>162,127</b>
<b>Non-current assets</b>			
Property, infrastructure, plant and equipment	6.2	2,985,825	2,785,571
Right-of-use assets	5.8	9,375	10,178
Investment property	6.3	4,038	3,900
Intangible assets	5.2	671	834
Other assets	5.2	250	250
<b>Total non-current assets</b>		<b>3,000,159</b>	<b>2,800,733</b>
<b>Total assets</b>		<b>3,184,908</b>	<b>2,962,860</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3	34,266	16,377
Trust funds and deposits	5.3	18,411	9,864
Unearned income	5.3	18,919	16,977
Provisions	5.5	22,093	23,286
Interest bearing loans and borrowings	5.4	-	687
Lease liabilities	5.8	951	922
<b>Total current liabilities</b>		<b>94,640</b>	<b>68,113</b>
<b>Non-current liabilities</b>			
Provisions	5.5	1,867	1,929
Interest bearing loans and borrowings	5.4	-	-
Lease liabilities	5.8	8,966	9,634
<b>Total non-current liabilities</b>		<b>10,833</b>	<b>11,563</b>
<b>Total liabilities</b>		<b>105,473</b>	<b>79,676</b>
<b>Net assets</b>		<b>3,079,435</b>	<b>2,883,184</b>
<b>Equity</b>			
Accumulated surplus		1,482,661	1,458,509
Asset revaluation reserve	9.1	1,553,838	1,389,825
Other reserves	9.1	42,936	34,850
<b>Total equity</b>		<b>3,079,435</b>	<b>2,883,184</b>

The above balance sheet should be read in conjunction with the accompanying notes.



# STATEMENT OF **CHANGES IN EQUITY**

FOR THE YEAR ENDED 30 JUNE 2022

	Note	Total \$'000	Accumulated Surplus \$'000	Asset Revaluation Reserve \$'000	Other Reserves \$'000
<b>2022</b>					
Balance as at 1 July 2021		2,883,184	1,458,509	1,389,825	34,850
Surplus for the year		32,238	32,238	-	-
Net asset revaluation increment	9.1	164,013	-	164,013	-
Transfers to other reserves	9.1	-	(12,930)	-	12,930
Transfer from other reserves	9.1	-	4,844	-	(4,844)
<b>Balance as at 30 June 2022</b>		<b>3,079,435</b>	<b>1,482,661</b>	<b>1,553,838</b>	<b>42,936</b>
<b>2021</b>					
Balance as at 1 July 2020		2,595,756	1,441,379	1,121,316	33,061
Surplus for the year		18,919	18,919	-	-
Net asset revaluation increment	9.1	268,509	-	268,509	-
Transfers to other reserves	9.1	-	(10,233)	-	10,233
Transfer from other reserves	9.1	-	8,444	-	(8,444)
<b>Balance as at 30 June 2021</b>		<b>2,883,184</b>	<b>1,458,509</b>	<b>1,389,825</b>	<b>34,850</b>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

**FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

# STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2022

	Note	2022 Inflows/ (Outflows) \$'000	2021 Inflows/ (Outflows) \$'000
<b>Cash flows from operating activities</b>			
Rates and charges		155,421	141,929
Statutory fees and fines		8,244	7,818
User fees		15,639	12,183
Grants – operating		46,840	45,784
Grants – capital		12,017	12,614
Contributions – monetary		8,823	8,538
Interest received		591	757
Trust funds and deposits taken		10,825	6,563
Other receipts		996	747
Employee costs		(93,716)	(86,650)
Materials and services		(78,070)	(88,473)
Short-term, low value and variable lease payments		-	(354)
Trust funds and deposits repaid		(2,281)	(1,471)
<b>Net cash provided by operating activities</b>		<b>85,329</b>	<b>59,985</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment		(64,427)	(43,504)
Payments for intangibles	5.2 (b)	(114)	(121)
Proceeds from sale of property, infrastructure, plant and equipment	3.6	163	53
Payments for investments		(62,334)	(101,134)
Proceeds from sale of investments		49,134	72,414
<b>Net cash used in investing activities</b>		<b>(77,578)</b>	<b>(72,292)</b>
<b>Cash flows from financing activities</b>			
Finance costs		(9)	(42)
Repayment of borrowings		(687)	(1,385)
Interest paid – lease liability		(455)	(493)
Repayment – lease liabilities		(1,010)	(1,327)
<b>Net cash provided by financing activities</b>		<b>(2,161)</b>	<b>(3,247)</b>
Net increase/(decrease) in cash and cash equivalents		5,590	(15,554)
Cash and cash equivalents at the beginning of the financial year		7,792	23,346
<b>Cash and cash equivalents at the end of the financial year</b>	<b>5.1</b>	<b>13,382</b>	<b>7,792</b>
Financing arrangements	5.6	5,082	5,123
Restrictions on cash assets	5.1	18,411	9,864

The above statement of cash flows should be read in conjunction with the accompanying notes.

# STATEMENT OF CAPITAL WORKS

FOR THE YEAR ENDED 30 JUNE 2022

	2022 \$'000	2021 \$'000
<b>Property</b>		
Land	17,279	2,005
Land improvements	-	10,359
<b>Total land</b>	<b>17,279</b>	<b>12,364</b>
Buildings	22,914	20,169
<b>Total buildings</b>	<b>22,914</b>	<b>20,169</b>
<b>Total property</b>	<b>40,193</b>	<b>32,533</b>
<b>Plant and equipment</b>		
Plant, machinery and equipment	142	140
Fixtures, fittings and furniture	955	0
Computers and telecommunications	492	808
Library books	1,108	1,014
<b>Total plant and equipment</b>	<b>2,697</b>	<b>1,962</b>
<b>Infrastructure</b>		
Roads	4,924	3,097
Footpaths and cycleways	2,601	3,254
Drainage	3,001	3,993
Recreational, leisure and community facilities	6,208	-
Parks, open space and streetscapes	3,391	-
Off street car parks	1,410	337
Other infrastructure	-	101
<b>Total infrastructure</b>	<b>21,535</b>	<b>10,782</b>
<b>Total capital works expenditure</b>	<b>64,425</b>	<b>45,277</b>
<b>Represented by:</b>		
New asset expenditure	24,682	10,736
Asset renewal expenditure	26,361	22,097
Asset expansion expenditure	1,260	2,073
Asset upgrade expenditure	12,122	10,371
<b>Total capital works expenditure</b>	<b>64,425</b>	<b>45,277</b>

The above statement of capital works should be read in conjunction with the accompanying notes.

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022

## NOTE 1. OVERVIEW

### Introduction

Kingston City Council was established by an Order of the Governor in Council on 15th December 1994 and is a body corporate. The Council's main office is located at 1230 Nepean Highway, Cheltenham Victoria.

### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

### Significant accounting policies

#### (a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of Australian Accounting Standards that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 *Revenue from Contracts with Customers* or AASB 1058 *Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with AASB 16 *Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- other areas requiring judgement.

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Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation and disclosure has been made of any material changes to comparatives.

**(b) Impact of COVID-19**

During 2021-22 the COVID-19 pandemic continued to impact on Council's operations. Council noted the following significant impacts on its financial operations:

- Additional revenue:
  - (i) Working for Victoria grants (\$0.1 million)
  - (ii) COVID-19 Safety Outdoor Activation and Trader Support Initiatives \$0.6 million
- Revenue reductions:
  - (i) Council allowed ratepayers to defer payment of their rates until 30 June 2022 and did not charge interest on overdue rates during the year.
  - (ii) User fees were impacted during the pandemic across the majority of Council's services. Particularly impacted were businesses forced to close or reduce capacity including Council's leisure centre, libraries and childcare.
- Revenue foregone:
  - (i) Council reduced 2021-22 health license fees on a sliding scale depending on how COVID-19 impacted business operations.
  - (ii) Council granted rental relief to lessees of Council properties.
  - (iii) Council have not charged any overdue fees or interest on rates for 2021-22.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

#### NOTE 2. PERFORMANCE AGAINST BUDGET

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of 10 percent and/or over \$2 million where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

#### 2.1 Income and Expenditure

	Revised Budget 2022 \$'000	Actual 2022 \$'000	Variance \$'000	Variance %	Favourable (F)/ Unfavourable (U)	Ref
<b>Income</b>						
Rates and charges	155,196	155,454	258	0.2%	F	
Statutory fees and fines	9,424	8,244	(1,180)	(12.5%)	U	
User fees	20,239	16,964	(3,275)	(16.2%)	U	1
Grants – Operating	41,524	46,181	4,657	11.2%	F	2
Grants – Capital	18,679	10,824	(7,855)	(42.1%)	U	3
Contributions – monetary	5,247	8,823	3,576	68.2%	F	4
Other income	1,907	7,147	5,240	274.7%	F	5
Net proceeds from Disposal of Assets	75	147	72	96.0%	F	
<b>Total Income</b>	<b>252,291</b>	<b>253,784</b>	<b>1,493</b>	<b>0.6%</b>	<b>F</b>	
<b>Expenses</b>						
Employee costs	97,100	95,739	1,361	1.4%	F	
Materials and services	94,406	89,592	4,814	5.1%	F	6
Depreciation	34,513	33,491	1,022	3.0%	F	
Amortisation – Intangible assets	-	277	(277)	(100.0%)	U	
Amortisation – Right of use assets	1,080	1,174	(96)	(8.7%)	U	
Bad and doubtful debts	50	84	(34)	(68.0%)	U	
Borrowing costs	31	9	22	71.0%	F	
Finance costs – Leases	500	455	45	9.0%	F	
Other expenses	641	725	(84)	(13.1%)	U	
<b>Total Expenses</b>	<b>228,321</b>	<b>221,546</b>	<b>6,775</b>	<b>3.0%</b>	<b>F</b>	
<b>Surplus (deficit) for the year</b>	<b>23,970</b>	<b>32,238</b>	<b>8,268</b>	<b>34.5%</b>	<b>F</b>	

### Explanation of material variances

Ref	Item	Explanation
1	<b>User Fees</b>	User fees are \$3.3 million unfavourable to budget predominately due to the forced closures caused by COVID-19. Arts and Cultural Services (\$0.6 million unfavourable), Family and Children's Services and Before/After School Care (\$0.7 million unfavourable) and Waves Leisure Centre (\$1.6 million unfavourable) were the most affected operational areas.
2	<b>Grants - Operating</b>	Operating grants are \$4.7 million favourable to budget. This includes \$5.9 million received in advance from the Victorian Grants Commission for 75% of the 2022-23 allocation, unbudgeted \$0.3 million for the resourcing of the Suburban Rail Loop and unbudgeted \$0.1 million received for Working for Victoria (COVID-19 support).
3	<b>Grants - Capital</b>	Capital grants of \$10.8 million are \$7.9 million unfavourable to budget. Actual capital grants received during the financial year totalled \$20,160 million, however, a delay with some capital works due to COVID-19 restrictions, plus a number of grants received in advance has resulted in \$9.3 million of capital grants being unspent as at 30th June and recorded as unearned income.
4	<b>Contributions - Monetary</b>	Monetary contributions are favourable to budget by \$3.6 million which is predominately due to additional receipts in stormwater and open space contributions from developers. These contributions are transferred to a reserve for use on open space and stormwater projects at a later date.
5	<b>Other Income</b>	Other income is \$5.2 million favourable to budget, primarily from the other income including \$5.6 million found assets from year end assets assessment. This favourable variance is offset by \$0.4 million unfavourable variance in interest received on investments due to much lower than expected interest rates during the year.
6	<b>Materials and Services</b>	Materials and Services expenditure is \$4.81 million favourable to budget arising from various business areas, such as COVID-19-impacted cancelled events (such as Spring Fair, Carols by Kingston, Mordialloc Festival), at Arts Centre, Access Care cancelled services due to lockdown, Waves activities impacted by lockdown.

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

## NOTE 2. PERFORMANCE AGAINST BUDGET (CONTINUED)

### 2.2 Capital Works

	Revised Budget 2022 \$'000	Actual 2022 \$'000	Variance \$'000	Variance %	Favourable (F)/ Unfavourable (U)	Ref
<b>Property</b>						
Land	-	17,279	17,279	100.0%	F	1
Land improvements	459	-	(459)	(100.0%)	U	2
<b>Total Land</b>	<b>459</b>	<b>17,279</b>	<b>16,820</b>	<b>100.0%</b>	<b>F</b>	
Buildings	2,800	-	(2,800)	(100.0%)	U	3
Building improvements	27,830	22,914	(4,917)	(17.7%)	U	3
<b>Total Buildings</b>	<b>30,630</b>	<b>22,914</b>	<b>(7,717)</b>	<b>(25%)</b>	<b>U</b>	
<b>Total Property</b>	<b>31,089</b>	<b>40,193</b>	<b>(9,104)</b>	<b>29%</b>	<b>F</b>	
<b>Plant and equipment</b>						
Plant, machinery and equipment	252	142	(110)	(43.6%)	U	4
Fixtures, fittings and furniture	1,845	955	(890)	(48.2%)	U	5
Computers and telecommunications	1,067	492	(575)	(53.9%)	U	6
Library books	1,121	1,108	(13)	(1.1%)	U	
<b>Total Plant and equipment</b>	<b>4,285</b>	<b>2,697</b>	<b>(1,588)</b>	<b>(37%)</b>	<b>U</b>	
<b>Infrastructure</b>						
Roads	7,320	4,924	(2,396)	(32.7%)	U	7
Bridges	900	-	(900)	(100.0%)	U	
Footpaths and cycleways	2,949	2,601	(348)	(11.8%)	U	8
Drainage	6,197	3,001	(3,196)	(51.6%)	U	9
Recreational, leisure and community facilities	7,260	6,208	(1,052)	(14.5%)	U	10
Parks, open space and streetscapes	8,748	3,391	(5,357)	(61.2%)	U	11
Off street car parks	1,713	1,410	(303)	(17.7%)	U	12
Other infrastructure	2,330	-	(2,330)	(100.0%)	U	13
<b>Total Infrastructure</b>	<b>37,417</b>	<b>21,535</b>	<b>(15,882)</b>	<b>(42%)</b>	<b>U</b>	
<b>Total Capital Works expenditure</b>	<b>72,791</b>	<b>64,425</b>	<b>(8,366)</b>	<b>(11%)</b>	<b>U</b>	
<b>Represented by:</b>						
New asset expenditure	14,719	24,682	9,963	67.7%	F	
Asset renewal expenditure	36,564	26,361	(10,203)	(27.9%)	U	
Asset expansion expenditure	3,139	1,260	(1,880)	(59.9%)	U	
Asset upgrade expenditure	18,368	12,122	(6,246)	(34.0%)	U	
<b>Total Capital Works Expenditure</b>	<b>72,791</b>	<b>64,425</b>	<b>(8,366)</b>	<b>(11%)</b>	<b>U</b>	

An additional \$6.5m was spent on capital related projects; however, this expenditure did not meet Kingston's capitalisation thresholds. The capital program has been affected by COVID-19 restrictions, as well as supply chain issues. The carry-forward will be delivered in subsequent years.



### Explanation of material variances

Ref	Item	Explanation
1	<b>Land</b>	Land purchases of \$17.3 million includes the purchase of land for the new Aquatic Centre, budgeted to occur in 2022-23 and now recognised in 2021-22.
2	<b>Land improvements</b>	Land improvements are \$0.5 million unfavourable to budget due to no spend in landfill remediation works.
3	<b>Buildings &amp; building improvements</b>	Buildings and Building improvements are \$7.7 million unfavourable due to underspend on projects for Mentone Life Saving Club (\$1.8 million), Chadwick Sports Pavilion Development (\$1.8 million), Eltona Preschool (\$1.0 million), Kerr Crescent Pavilion (\$0.9 million). The underspends are combination of true savings as well as works which will continue in the next financial year and will have budgets carried over.
4	<b>Plant, machinery and equipment</b>	Of the \$0.252 million budgeted for plant, machinery and equipment replacement in 2021-22 only \$0.142 million was spent, due to timing issues.
5	<b>Fixtures, fittings and furniture</b>	The budget for capital expenditure on fixtures, fittings and furniture includes \$1.5 million for Chelsea Yacht Club, \$0.3 million Climate Strategy and \$0.2 million Leisure Centres cardio replacement. The budget has not been fully spent and will be carried over to next financial year.
6	<b>Computers and telecommunications</b>	The budget for capital expenditure on computers and telecommunications was \$1.1 million for the 2021-22 financial year and the actual expenditure variance is \$0.6 million unfavourable to budget. The budget includes \$0.2 million for Desktop fleet, \$0.2 million for Customer Holistic view project, \$0.2 million for IT Strategy implementation, and will be carried over into 2022-23.
7	<b>Roads</b>	Capital expenditure on roads was \$2.4 million unfavourable to budget. The budget includes all expenditure on the Road Infrastructure renewal program and Traffic management program, which has not been fully spent and will be carried over into 2022-23.
8	<b>Footpaths and cycleways</b>	Footpaths and cycleways capital expenditure budget was \$3.0 million and the actual expenditure variance is favourable by \$0.3 million. The budget includes all footpaths renewal program, Longbeach Trail Rehabilitation and East/ West Cycleway.
9	<b>Drainage</b>	Drainage capital expenditure budget was \$6.2 million and the actual expenditure is \$3.0 million. The budget includes all major drainage works. The underspend is affected by delays attributable to COVID-19 restrictions and supply chain issues.
10	<b>Recreational, leisure and community facilities</b>	Recreational, leisure and community facility capital expenditure is \$7.3 million and is unfavourable to budget by \$1.1 million. The budget included Sportsground lighting and various sports and recreation. The underspend is affected by delays attributable to COVID-19 restrictions and supply chain issues.

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

**NOTE 2. PERFORMANCE AGAINST BUDGET (CONTINUED)**

**2.2 Capital Works (continued)**

**Explanation of material variances (continued)**

Ref	Item	Explanation
11	<b>Parks, open space and streetscapes</b>	The capital budget for parks, open space and streetscapes includes \$1.251 million for Cheltenham Forecourt works, \$1.250 million Elder Street Reserve development, \$1.156 million for playground Improvement and renewal, \$0.8 million Horsecroft Place Park. The actual expenditure of \$3.4 million is unfavourable to the budget by \$5.4 million. The underspend is affected by delays attributable to COVID-19 restrictions and supply chain issues.
12	<b>Off street car parks</b>	Capital expenditure on off street car parks includes \$0.9 million Cheltenham Activity Centre car park, \$0.3 million Bricker Reserve car park, \$0.2 million Parkdale Yacht Club. The actual expenditure of \$1.4 million is unfavourable to the budget by \$0.3 million. The underspend is affected by delays attributable to COVID-19 restrictions and supply chain issues.
13	<b>Other Infrastructure</b>	The budget for other infrastructure includes \$0.3 million Kingston Outdoor Eating, \$0.250 million Integrated Water Management, \$0.2 million adapting to climate change, \$0.2 million Smart City initiatives. The actual expenditure for those initiatives shows no spend in capital project, as this expenditure did not meet Kingston's capitalisation threshold and was classified as operating expenditure.

## 2.3 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

The below divisional structure was in place for the majority of the 2021-22 financial year. The structure has changed in April 2022 and will be reflected in 2022-23 reporting.

### Planning and Development Division

Planning and Development comprised 4 departments. The *City Strategy* Department was responsible for developing, managing and guiding Council's strategic land use planning and policy functions across a broad range of social, economic and environmental issues. The *City Development* Department was responsible for providing an integrated development service to meet the needs of residents, ratepayers, the development industry, and internal clients including the decisions in relation to subdivisions. *City Economy and Innovation* was responsible for supporting and assisting Kingston's 10,000+ strong business community including manufacturers, retailers, business and personal service providers and home-based businesses. The *Compliance and Amenity* Department worked with the community to provide a safer and more liveable municipality through compliance and awareness. Responsibilities included the education and enforcement of local laws; parking, animal management for over 22,000 registered animals, providing 75 schools with crossing supervisors and reducing pollution and fire risks.

### City Assets and Environment Division

The City Assets and Environment division comprised 5 departments. The *Property and Arts* Department managed Council's property portfolio and arts facilities. Property functions included commercial and community leases, acquisitions, disposals, title management, lease register, the provision of valuations for open spaces, pre-sale and purchase activities, land and buildings asset insurance and management of the Arts Program.

The *Open Space* Department managed, maintained and developed Council's Public Places, including the 13 kilometres of Kingston's foreshore, parks, reserves and gardens, sports grounds, shopping centres and streetscapes. The *Infrastructure* Department was responsible for all civil infrastructures. This included the asset management, condition assessment and planning for the upgrading and renewal of road, footpath, drainage, bridges and other infrastructure, as well as traffic and transport planning which has a strong focus on the strategic response to major transport infrastructure projects including grade separations, activity centre planning and active transport provision. The *Active Kingston* Department encouraged community participation in sport and leisure activities to increase physical and mental health and wellbeing including the operation of Council's leisure centre.

### Community Sustainability Division

Community Sustainability comprised 4 areas of responsibility. *Libraries and Social Development* were responsible for the provision of library and information services and Council community hubs to the Kingston community. The Social Development team worked directly with the community to foster strong community networks by supporting the work of a diverse range of community organisations to identify and address the needs of vulnerable community members.

The *AccessCare* department's purpose was to encourage and support a connected community with enhanced health, wellbeing and independence of individuals, groups and communities. *Family, Youth and Children's Services* was responsible for the planning and delivery of community-based support services within the municipality including Long Day Care, Maternal Child Health and immunisation programs. The purpose of the *Community Buildings* service was to facilitate the provision of 'fit for purpose' community buildings and facilities, that support the delivery of services to the Kingston community.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

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### NOTE 2. PERFORMANCE AGAINST BUDGET (CONTINUED)

#### Note 2.3 Analysis of Council results by program (continued)

##### Corporate Services Division

Corporate Services comprised 6 departments. The *Finance and Corporate Performance* team was responsible for the reporting and management of Council's finance and corporate performance and ensuring Council's compliance with statutory financial and reporting obligations, accounts receivable, accounts payable, payroll and banking functions as well as the management and maintenance of Council's property and rating database along with the overseeing of the general revaluation. The role of *Information Services and Strategy* was to provide information systems and services that ensure the quality, security and accessibility of data and information to Council. The objective of the Procurement and Contracts Department was to drive excellence in procurement and contracting. The department was responsible for providing information and specialist advice to the organisation on procurement and contracts, overseeing tendering and contract compliance, reporting organisational activity and driving best value outcomes from procurement. *People Support* was responsible for all employment related issues, including policy development and provision of advice and support on workplace relations issues; training and professional development; performance management; risk management; occupational health and safety and injury management and rehabilitation for the organisation.

The role of the *Governance* Department was to support the function of democratic local government through the Council and Councillors by promoting and assisting effective decision making and the implementation of those decisions. The *Communications and Community Relations* Department provided the Kingston community with timely, relevant and accurate information and service through creative communication, multiple contact and service channels, engagement opportunities as well as delivery of family-friendly festivals and events.

### Central Executive Services

The Central Executive Services division included Council's Executive Services and Central departments. Council's Central department included expenditure of depreciation, non-capital expenditure from the capital works program plus all income for Council's rates, asset contributions and developer contributions.

#### Summary of revenues, expenses, assets and capital expenses by program

	Income \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income \$'000	Total assets \$'000
<b>2022</b>					
Planning and Development	9,545	18,632	(9,087)	1,298	165
City Assets and Environment	9,832	60,420	(50,588)	747	2,903,212
Community Sustainability	44,892	71,385	(26,493)	36,922	101,639
Corporate Services	536	26,406	(25,870)	146	179,892
Central Executive Services	188,979	44,703	144,276	17,892	-
	<b>253,784</b>	<b>221,546</b>	<b>32,238</b>	<b>57,005</b>	<b>3,184,908</b>
<b>2021</b>					
Planning and Development	8,057	15,032	(6,975)	530	518
City Assets and Environment	7,764	54,275	(46,511)	744	1,538,592
Community Sustainability	43,786	64,830	(21,044)	37,038	1,250,133
Corporate Services	1,612	24,739	(23,127)	1,402	173,617
Central Executive Services	166,656	50,080	116,576	10,857	-
	<b>227,875</b>	<b>208,956</b>	<b>18,919</b>	<b>50,571</b>	<b>2,962,860</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 3. FUNDING FOR THE DELIVERY OF OUR SERVICES

#### 3.1 Rates and charges

Council uses the Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. CIV approximates the market value of land and improvements.

The valuation base used to calculate general rates for 2021-22 was \$66.2 billion (2020-21 \$65.9 billion). The 2021-22 declared general rate in the dollar was \$0.0019519 (2020-21 \$0.0019176).

A Municipal charge is levied at the rate of \$100 (2020-21 \$100) per rateable property and a waste service fee (choices A to F) is levied at the rate of \$200 to \$326 (2020-21 \$186 to \$296) per rateable property.

	2022 \$'000	2021 \$'000
General rates	127,831	125,127
Municipal charge	7,611	7,557
Waste service fee	18,150	8,991
Special rates and charges	49	108
Supplementary rates	1,813	1,467
<b>Total rates and charges</b>	<b>155,454</b>	<b>143,250</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2021 and the valuation was first applied in the rating year commencing 1 July 2021.

Annual rates and charges are recognised as revenue when Council issues annual rates notices.

Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rate notice issued.

#### 3.2 Statutory fees and fines

	2022 \$'000	2021 \$'000
Infringements and costs	1,465	1,511
Parking infringements	1,692	1,872
Permits	560	671
Town planning fees	3,612	3,020
Family day care and school age care	501	384
Land information certificates	197	158
Other	217	202
<b>Total Statutory fees and fines</b>	<b>8,244</b>	<b>7,818</b>

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

### 3.3 User fees

	2022 \$'000	2021 \$'000
Aged and health services	3,086	2,559
Building services	1,103	1,081
Family and children	4,192	3,634
Leisure centre and recreation	3,893	2,370
Registration and other permits	898	311
Waste management services	315	264
Rental Income	3,190	2,858
Other	287	36
<b>Total User Fees</b>	<b>16,964</b>	<b>13,113</b>

User fees by timing of revenue recognition		
User fees recognised over time	6,700	8,061
User fees recognised at a point in time	10,264	5,052
<b>Total user fees</b>	<b>16,964</b>	<b>13,113</b>

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

### 3.4 Funding from other levels of government

Grants were received in respect of the following:

	2022 \$'000	2021 \$'000
<b>Summary of grants</b>		
Commonwealth funded grants	36,120	35,059
State funded grants	20,885	15,512
<b>Total grants received</b>	<b>57,005</b>	<b>50,571</b>

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

**NOTE 3. FUNDING FOR THE DELIVERY OF OUR SERVICES (CONTINUED)**

**3.4 Funding from other levels of government (continued)**

**(a) Operating grants**

	2022 \$'000	2021 \$'000
<b>Recurrent – Commonwealth Government</b>		
Financial Assistance Grants (*see next page)	5,928	4,710
Access Care	8,615	11,041
Home and community care	13,568	9,801
Family and children	7,050	8,583
Other	142	107
<b>Recurrent – State Government</b>		
Access Care	2,822	2,625
Family and children	3,098	3,510
Libraries and education	1,627	1,443
Beach cleaning	172	201
School crossing supervisor program	475	435
Level crossing income	668	180
Other	111	325
<b>Total recurrent grants</b>	<b>44,276</b>	<b>42,961</b>
<b>Non-Recurrent – State Government</b>		
Working For Victoria	134	1,377
COVID Funding	171	-
Waste management	193	-
Local Government Business Concierge	34	120
Other	1,373	-
<b>Total non-recurrent grants</b>	<b>1,905</b>	<b>1,497</b>
<b>Total operating grants</b>	<b>46,181</b>	<b>44,458</b>



**(b) Capital grants**

	2022 \$'000	2021 \$'000
<b>Recurrent – Commonwealth Government</b>		
Roads to Recovery	818	818
<b>Total recurrent grants</b>	<b>818</b>	<b>818</b>
<b>Non-recurrent – State Government</b>		
Sporting facilities	1,312	1,837
Lifesaving clubs	1,618	2,100
Children's facilities	236	291
Civil infrastructure	3,562	838
Community facilities	3,205	-
Other	73	229
<b>Total non-recurrent grants</b>	<b>10,006</b>	<b>5,295</b>
<b>Total capital grants</b>	<b>10,824</b>	<b>6,113</b>
<b>Total Grants</b>	<b>57,005</b>	<b>50,571</b>

**(c) Unspent grants received on condition that they be spent in a specific manner**

	2022 \$'000	2021 \$'000
<b>Operating</b>		
Balance at start of year	8,178	6,852
Received during the financial year and remained unspent at balance date	8,837	7,156
Received in prior years and spent during the financial year	(8,178)	(5,830)
<b>Balance at year end <sup>(i)</sup></b>	<b>8,837</b>	<b>8,178</b>
<b>Capital</b>		
Balance at start of year	8,139	888
Received during the financial year and remained unspent at balance date	8,034	8,139
Received in prior years and spent during the financial year	(6,841)	(888)
<b>Balance at year end <sup>(i)</sup></b>	<b>9,332</b>	<b>8,139</b>

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

(i) Unspent grants are reported as unearned income in note 5.3(c). Unspent capital grants include \$2.45 million for the Level Crossing Removal Project maintenance and \$5.5 million received for various sporting and community facility upgrade projects.

\* Victorian Grants Commission funding (previous page – Financial Assistance Grants) includes \$3.6 million received in advance, being 75% of the 2022-23 payment. This also occurred in 2020-21 in that the first two instalments (50%) for 2021-22 (\$2.4 million) were received in June 2021.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 3. FUNDING FOR THE DELIVERY OF OUR SERVICES (CONTINUED)

#### 3.4 Funding from other levels of government (continued)

##### (d) Recognition of grant income

Before recognising funding from government grants as revenue, Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with AASB 15 *Revenue from Contracts with Customers*. When both these conditions are satisfied, Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies AASB 1058 *Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

	2022 \$'000	2021 \$'000
<b>Income recognised under AASB 1058 <i>Income for Not-for-Profit Entities</i></b>		
General purpose	5,928	4,710
Specific purpose grants to acquire non-financial assets	10,824	6,113
<b>Revenue recognised under AASB 15 <i>Revenue from Contracts with Customers</i></b>		
Specific purpose grants	40,253	39,748
	<b>57,005</b>	<b>50,571</b>

### 3.5 Contributions

	2022 \$'000	2021 \$'000
Monetary	8,823	8,538
Non-monetary	-	46
<b>Total contributions</b>	<b>8,823</b>	<b>8,584</b>

#### Contributions of non-monetary assets were received in relation to the following asset classes:

Land	-	46
<b>Total non-monetary contributions</b>	<b>-</b>	<b>46</b>

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

Contributions for non-monetary assets includes property now vested in Council from other organisations which are now the responsibility of Council to maintain.

### 3.6 Net gain / (loss) on disposal of property, infrastructure, plant and equipment

	2022 \$'000	2021 \$'000
Proceeds from sale	163	53
Written down value of assets disposed	(16)	-
Written down value of assets demolished	-	(1,071)
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<b>147</b>	<b>(1,018)</b>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer. Proceeds from sale in 2021-22 includes the sale of 2 vehicles and various office equipment sold at auctions.

### 3.7 Other Income

	2022 \$'000	2021 \$'000
<b>Interest Income</b>		
Interest on cash and investments	591	757
	<b>591</b>	<b>757</b>
<b>Other Income</b>		
Found assets <sup>(i)</sup>	5,560	2,885
Fair value adjustment for investment property	138	150
Other	858	747
	<b>6,556</b>	<b>3,782</b>
<b>Total Other Income</b>	<b>7,147</b>	<b>4,539</b>

(i) Found assets in 2021-22 includes \$5.1 million of buildings and \$0.4 million of drainage. These are not newly constructed or purchased assets for the year, they represent asset additions due to improved accuracy of data since moving to the new asset management system.

Interest is recognised as it is earned. Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

**NOTE 4. THE COST OF DELIVERING SERVICES**

**4.1 Employee costs**

	2022 \$'000	2021 \$'000
<b>(a) Employee costs</b>		
Wages and salaries	76,544	70,358
Casual staff	7,661	6,684
Fringe benefits tax and WorkCover	1,284	1,319
Superannuation	8,162	6,986
Annual Leave and Long Service Leave	2,088	3,840
<b>Total employee costs</b>	<b>95,739</b>	<b>89,187</b>
<b>(b) Superannuation</b>		
Council made cash contributions to the following funds:		
<b>Defined Benefit fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	268	369
	<b>268</b>	<b>369</b>
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	4,432	5,053
Employer contributions - other funds	3,780	2,093
<b>Total contributions</b>	<b>8,212</b>	<b>7,146</b>
<b>Employer contributions payable at reporting date</b>	<b>809</b>	<b>726</b>

Refer to Note 9.3 for further information relating to Council's superannuation obligations.

## 4.2 Materials and services

	2022 \$'000	2021 \$'000
Road infrastructure maintenance	13,219	15,078
Building maintenance	4,056	3,668
Waste and cleansing	20,132	18,186
Aged services	13,824	11,878
Parks, gardens and reserves	11,057	11,634
Leisure and culture	4,745	3,718
Accommodation expense	1,048	447
Information systems and telecommunications	5,477	4,744
Family services	3,219	3,162
Community engagement	1,981	1,949
Parking, monitoring and enforcement	1,538	1,092
Procurement and fleet management	2,159	1,727
Council business	448	1,036
People and culture	837	780
Finance and legal	2,457	2,549
Planning and building	2,007	826
Other	1,388	1,218
<b>Total materials and services</b>	<b>89,592</b>	<b>83,692</b>

## 4.3 Depreciation

	2022 \$'000	2021 \$'000
Property	8,328	10,250
Infrastructure	21,773	17,857
Plant and equipment	3,390	3,973
<b>Total depreciation</b>	<b>33,491</b>	<b>32,080</b>

Refer to Note 6.2 for a more detailed breakdown of depreciation charges and accounting policy.

## 4.4 Amortisation - Intangible assets

	2022 \$'000	2021 \$'000
Software	277	286
<b>Total Amortisation - Intangible assets</b>	<b>277</b>	<b>286</b>

Refer to Note 5.2(b) for a more detailed breakdown of intangible amortisation charges and accounting policy.

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

**NOTE 4. THE COST OF DELIVERING SERVICES (CONTINUED)**

**4.5 Amortisation – Right of use assets**

	2022 \$'000	2021 \$'000
Property	131	151
Vehicles	511	619
Waste	449	669
Equipment	83	79
<b>Total Amortisation – Right of use assets</b>	<b>1,174</b>	<b>1,518</b>

Refer to Note 5.8 for a more detailed breakdown of lease amortisation charges and accounting policy.

**4.6 Bad and doubtful debts**

	2022 \$'000	2021 \$'000
Other debtors	84	8
<b>Total bad and doubtful debts</b>	<b>84</b>	<b>8</b>

**Movement in provisions for doubtful debts**

Balance at the beginning of the year	166	159
New provisions recognised during the year	109	166
Amounts provided for but recovered during the year	(166)	(159)
<b>Balance at end of year</b>	<b>109</b>	<b>166</b>

Provision for doubtful debt is recognised based on an expected credit loss model. This model considers both historic and forward-looking information in determining the level of impairment.

**4.7 Borrowing costs**

	2022 \$'000	2021 \$'000
Interest – borrowings	9	42
<b>Total borrowing costs</b>	<b>9</b>	<b>42</b>

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.

#### 4.8 Finance Costs – Leases

	2022 \$'000	2021 \$'000
Interest – Lease Liabilities	455	493
<b>Total borrowing costs</b>	<b>455</b>	<b>493</b>

#### 4.9 Other expenses

	2022 \$'000	2021 \$'000
Auditors' remuneration (VAGO) – audit of the financial statements, performance statement and grant acquittals	66	63
Auditors' remuneration – internal	160	149
Councillor Allowances	499	420
<b>Total other expenses</b>	<b>725</b>	<b>632</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 5. OUR FINANCIAL POSITION

#### 5.1 Financial assets

##### (a) Cash and cash equivalents

	2022 \$'000	2021 \$'000
Cash on hand	11	12
Cash at bank	13,371	7,780
<b>Total cash and cash equivalents</b>	<b>13,382</b>	<b>7,792</b>

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

Trust fund and deposits (Note 5.3.b)	18,411	9,864
<b>Total restricted funds</b>	<b>18,411</b>	<b>9,864</b>

<b>Total unrestricted cash and cash equivalents <sup>(i)</sup></b>	<b>(5,029)</b>	<b>(2,072)</b>
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(i) Unrestricted cash and cash equivalents have reduced significantly compared to 2021 predominately due to an amount of \$12.5 million still owing to the State Revenue Office for the Fire Services Property Levy collected, which increases Council's trust funds and deposits. Unrestricted cash needs to be considered in combination with all financial assets (including other financial assets).

##### (b) Other financial assets

	2022 \$'000	2021 \$'000
Term Deposits – current	148,434	135,234
Term deposits – non-current	-	-
<b>Total Other financial assets</b>	<b>148,434</b>	<b>135,234</b>

<b>Total financial assets</b>	<b>161,816</b>	<b>143,026</b>
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##### Intended allocations

Although not externally restricted, the following amounts have been allocated for specific future purposes by Council. Refer to note 9.1 for a description of individual reserve amounts.

Asset replacement reserve	299	332
Asset development reserve	21,758	16,832
Aged care reserve	8,698	8,698
Foreshore	2,007	1,761
Green Wedge	5,878	3,803
Defined benefit call reserve	1,000	1,000
Stormwater Quality reserve	2,936	2,045
Other reserves	360	379
<b>Total funds subject to intended allocations</b>	<b>42,936</b>	<b>34,850</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value at balance date. Term deposits are measured at original cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.



**(c) Trade and other receivables**

	2022 \$'000	2021 \$'000
<b>Current</b>		
<b>Statutory receivables</b>		
Rate debtors	11,798	10,311
Net GST receivable	3,691	1,406
Infringement debtors	7,037	6,869
Provision for doubtful debts - infringements	(6,871)	(6,351)
	<b>15,655</b>	<b>12,235</b>
<b>Non statutory receivables</b>		
Other debtors	4,758	4,858
Provision for doubtful debts - other debtors	(109)	(166)
	<b>4,649</b>	<b>4,692</b>
<b>Total current trade and other receivables</b>	<b>20,304</b>	<b>16,927</b>
<b>Total trade and other receivables</b>	<b>20,304</b>	<b>16,927</b>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

**(d) Ageing of receivables**

The ageing of Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

	2022 \$'000	2021 \$'000
Current (not yet due)	962	2,330
Past due by up to 30 days	1,817	1,210
Past due between 31 and 180 days	934	576
Past due between 181 and 365 days	748	461
Past due by more than 1 year	188	115
<b>Total trade and other receivables</b>	<b>4,649</b>	<b>4,692</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 5. OUR FINANCIAL POSITION (CONTINUED)

#### 5.1 Financial assets (continued)

##### (e) Ageing of individually impaired receivables

At balance date, other debtors representing financial assets with a nominal value of \$109k (2021: \$166k) were impaired. The amount of the provision raised against these debtors was \$109k (2021: \$166k). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

	2022 \$'000	2021 \$'000
Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 180 days	-	-
Past due between 181 and 365 days	-	-
Past due by more than 1 year	109	166
<b>Total trade and other receivables</b>	<b>109</b>	<b>166</b>

#### 5.2. Non-financial assets

##### (a) Other assets

	2022 \$'000	2021 \$'000
<b>Current</b>		
Prepayments	1,052	1,110
Accrued income	378	104
<b>Total other assets - current</b>	<b>1,430</b>	<b>1,214</b>
<b>Non-Current</b>		
Refundable deposits paid	250	250
<b>Total other assets - non-current</b>	<b>250</b>	<b>250</b>
<b>Total Other assets</b>	<b>1,680</b>	<b>1,464</b>

**(b) Intangible assets**

	2022 \$'000	2021 \$'000
Software	671	834
<b>Total intangible assets</b>	<b>671</b>	<b>834</b>

	Software \$'000	Total \$'000
<b>Movement in gross carrying amount</b>		
<b>Gross carrying amount</b>		
Balance at 1 July 2021	6,486	6,486
Additions from internal developments	114	114
<b>Balance at 30 June 2022</b>	<b>6,600</b>	<b>6,600</b>

<b>Accumulated amortisation and impairment</b>		
Balance at 1 July 2021	5,652	5,652
Amortisation expense	277	277
<b>Balance at 30 June 2022</b>	<b>5,929</b>	<b>5,929</b>

Net book value at 30 June 2021	834	834
Net book value at 30 June 2022	671	671

**(b) Intangible assets**

	Software \$'000	Software - work in progress \$'000	Total \$'000
<b>Gross carrying amount</b>			
Balance at 1 July 2020	6,143	222	6,365
Additions from internal developments	121	-	121
Transfers from work in progress to software	222	-	(222)
<b>Balance at 30 June 2021</b>	<b>6,486</b>	<b>-</b>	<b>6,486</b>

<b>Accumulated amortisation and impairment</b>			
Balance at 1 July 2020	5,366	-	5,366
Amortisation expense	286	-	286
<b>Balance at 30 June 2021</b>	<b>5,652</b>	<b>-</b>	<b>5,652</b>

Net book value at 30 June 2020	777	222	999
Net book value at 30 June 2021	834	-	834

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 5. OUR FINANCIAL POSITION (CONTINUED)

#### 5.2. Non-financial assets (continued)

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight-line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

##### Software

Purchased software is recognised as an intangible asset if it meets the recognition threshold of \$50,000. Purchased software is measured at cost less accumulated amortisation and impairment costs over a finite life not exceeding five years. The purchase price and any directly attributable costs of preparing the software for operation are included in the cost of the intangible asset. All expenditure below the threshold and ongoing maintenance and fees related to the software is expensed when incurred. Operating software integral to the operation of a personal computer is recorded as Property, Plant and Equipment.

#### 5.3 Payables, trust funds and deposits and unearned income

##### (a) Trade and other payables

	2022 \$'000	2021 \$'000
Trade payables	6,208	3,800
Salary accruals	2,760	2,222
Other accruals	25,298	10,355
<b>Total trade and other payables</b>	<b>34,266</b>	<b>16,377</b>

##### (b) Trust funds and deposits

	2022 \$'000	2021 \$'000
Refundable deposits	264	319
Fire services levy	12,473	4,733
Retention amounts	5,674	4,812
<b>Total trust funds and deposits</b>	<b>18,411</b>	<b>9,864</b>

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are recognised as revenue at the time of forfeit.

##### Purpose and nature of items

**Refundable deposits** – Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

**Fire Service Levy** – Council is the collection agent for the fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

**Retention amounts** – Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

**(c) Unearned Income**

	2022 \$'000	2021 \$'000
Grants received in advance – operating	8,837	8,178
Grants received in advance – capital	9,332	8,139
User fees received in advance	750	660
<b>Total unearned income</b>	<b>18,919</b>	<b>16,977</b>

Unearned income represents contract liabilities and reflect consideration received in advance from customers in respect of operating grants, capital grants and user fees. Unearned income/revenue are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

**5.4 Interest-bearing liabilities**

	2022 \$'000	2021 \$'000
<b>Current</b>		
Borrowings – secured	-	687
	-	<b>687</b>

<b>Non-current</b>		
Borrowings – secured	-	-
	-	-
<b>Total interest bearing liabilities</b>	<b>-</b>	<b>687</b>

Loans/borrowings were settled during 2021-22.

(a) The maturity profile for Council's loans is:

Not later than one year	-	687
Later than one year and not later than five years	-	-
	-	<b>687</b>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost.

The classification depends on the nature and purpose of the interest bearing liabilities. Council determines the classification of its interest bearing liabilities at initial recognition.

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

**NOTE 5. OUR FINANCIAL POSITION (CONTINUED)**

**5.5 Provisions**

	Employee Leave \$'000	Landfill restoration \$'000	Parking Refunds \$'000	Personal Leave Bank <sup>(i)</sup> \$'000	Total \$'000
<b>2022</b>					
Balance at the beginning of the financial year	23,021	914	1,187	93	25,215
Additional provisions	5,436	-	-	3	5,439
Amounts used	(5,863)	(519)	-	-	(6,382)
Change in the discounted amount arising because of the time and the effect of any change in the discount rate	(312)	-	-	-	(312)
<b>Balance at the end of the financial year</b>	<b>22,282</b>	<b>395</b>	<b>1,187</b>	<b>96</b>	<b>23,960</b>
<b>2021</b>					
Balance at the beginning of the financial year	20,854	933	1,194	88	23,069
Additional provisions	7,440	-	-	55	7,495
Amounts used	(4,215)	(19)	(7)	(50)	(4,291)
Change in the discounted amount arising because of the time and the effect of any change in the discount rate	(1,058)	-	-	-	(1,058)
<b>Balance at the end of the financial year</b>	<b>23,021</b>	<b>914</b>	<b>1,187</b>	<b>93</b>	<b>25,215</b>

(i) Personal Leave Bank: A provision was created following a Council decision in 2020 to assist employees who have unforeseen extreme personal circumstances including serious personal health issues and serious health issues for dependents where they are the primary carer.

	2022 \$'000	2021 \$'000
<b>(a) Employee leave provisions</b>		
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual leave	7,643	5,973
Long service leave	1,136	963
	<b>8,779</b>	<b>6,936</b>
<b>Current provisions expected to be wholly settled after 12 months</b>		
Annual leave	1,445	2,805
Long service leave	10,192	11,351
	<b>11,637</b>	<b>14,156</b>
<b>Total current employee leave provisions</b>	<b>20,416</b>	<b>21,092</b>
<b>Other provisions</b>		
<b>Current provisions expected to be wholly settled within 12 months</b>		
Landfill restoration	395	914
Personal leave bank	96	93
Parking Refunds	1,186	1,187
	<b>1,677</b>	<b>2,194</b>
<b>Total current provisions</b>	<b>22,093</b>	<b>23,286</b>
<b>Non-current employee provisions</b>		
Long Service Leave	1,867	1,929
<b>Total non-current provisions</b>	<b>1,867</b>	<b>1,929</b>
<b>Aggregate carrying amount of provisions:</b>		
Current	22,093	23,286
Non-current	1,867	1,929
<b>Total aggregate carrying amount of provisions</b>	<b>23,960</b>	<b>25,215</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 5. OUR FINANCIAL POSITION (CONTINUED)

#### 5.5 Provisions (continued)

The calculation of employee costs and benefits includes all relevant on costs and are calculated as follows at reporting date:

##### Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as non-current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

##### Long service leave

Liability for Long Service Leave (LSL) is recognised in the provision for employee benefits.

Unconditional LSL is disclosed as a current liability as Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Key Assumptions:

	2022	2021
Discount rate	3.69%	1.49%
Index rate	3.85%	2.30%

##### Landfill restoration

Council is obligated to restore landfill sites to a particular standard. The forecast life of the site is based on current estimates of remaining capacity and the forecast rate of infill.

##### Key Assumptions:

The provision for landfill restoration has been calculated based on the undiscounted amount of the expected cost of works to be undertaken.

The expected cost of works has been estimated based on the current understanding of work required to reinstate the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.



### Parking Refunds

Council has raised a provision to correct the consequences of an administrative process error that has occurred between 2006 and 2016 in processing of parking infringement reviews under the *Infringements Act 2006*. This provision will fund a reimbursement scheme for individuals who sought an internal review of a parking infringement issued under the *Infringements Act 2006* and were unsuccessful in having it overturned generally between 1 July 2006 and 26th December 2016. Analysis has identified that 21,851 infringements were impacted and the total value of the infringements issued that fall within this category was \$2 million. As at 30 June 2022, a total of \$1.2 million remains unclaimed due to historic nature.

### Personal leave bank

Council has raised a new provision in 2020 to assist employees who have unforeseen extreme personal circumstances including serious personal health issues and serious health issues for dependents where they are the primary carer. Employees in these circumstances (at the discretion of the CEO) can apply to access leave when their personal circumstances have resulted in them having no leave available.

The provision is to be maintained at 2,000 hours at the Band 6B rate of pay.

## 5.6 Financing arrangements

	2022 \$'000	2021 \$'000
Bank overdraft	5,000	5,000
Credit card facilities	150	150
Loans	-	687
<b>Total facilities</b>	<b>5,150</b>	<b>5,837</b>
Used facilities – credit cards	68	27
Used facilities – loans	-	687
<b>Total used facilities</b>	<b>68</b>	<b>714</b>
<b>Total unused facilities</b>	<b>5,082</b>	<b>5,123</b>

The municipality has an arrangement for offset of overdraft against bank balances including on-call accounts. As at balance date the overdraft facility was unused. Bank Overdraft and Credit Card facilities are held with the Commonwealth Bank with security mortgage over rates revenue.

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

**NOTE 5. OUR FINANCIAL POSITION (CONTINUED)**

**5.7 Commitments**

**(a) Commitments for expenditure**

Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
<b>2022</b>					
<b>Operating</b>					
- Infrastructure works	2,320	1,245	325	-	3,890
- Parks, gardens, reserves	6,702	5,318	4,826	-	16,846
- Waste and cleansing	20,956	15,896	44,906	17,711	99,469
- Community sustainability	1,433	1,245	-	-	2,678
- Corporate services	5,304	3,257	330	-	8,891
	<b>36,715</b>	<b>26,961</b>	<b>50,387</b>	<b>17,711</b>	<b>131,774</b>
<b>Capital</b>					
- Buildings <sup>(i)</sup>	16,879	-	-	-	16,879
- Transport <sup>(i)</sup>	7,063	-	-	-	7,063
	<b>23,942</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,942</b>
<b>Total</b>	<b>60,657</b>	<b>26,961</b>	<b>50,387</b>	<b>17,711</b>	<b>155,716</b>

(i) Major capital expenditure commitments as at 30 June 2022 include: Mentone Life Saving Club (\$6.8 million), Aspendale Life Saving Club (\$2.6 million), Montrose Street works (\$2.0 million), Mulkarra Drive works (\$1.2 million), Eloneria Preschool (\$1.1 million).

	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
<b>2021</b>					
<b>Operating</b>					
- Infrastructure works	3,076	1,643	968	-	5,687
- Parks, gardens, reserves	6,742	6,159	8,093	-	20,994
- Waste and cleansing	11,617	8,537	19,671	13,664	53,489
- Community sustainability	1,475	1,373	-	-	2,848
- Corporate services	5,247	4,010	2,868	-	12,125
	<b>28,157</b>	<b>21,722</b>	<b>31,600</b>	<b>13,664</b>	<b>95,143</b>
<b>Capital</b>					
- Buildings	26,243	-	-	-	26,243
- Transport	2,654	-	-	-	2,654
	<b>28,897</b>	-	-	-	<b>28,897</b>
<b>Total</b>	<b>57,054</b>	<b>21,722</b>	<b>31,600</b>	<b>13,664</b>	<b>124,040</b>

## 5.8 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether the:

- contract involves the use of an identified asset;
- customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 5. OUR FINANCIAL POSITION (CONTINUED)

#### 5.8 Leases (continued)

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain re-measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments
- variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable under a residual value guarantee; and
- the exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Right-of-Use Assets	Property \$'000	Vehicles \$'000	Waste \$'000	Equipment \$'000	Total \$'000
<b>2022</b>					
Balance as at 1 July 2021	864	1,554	7,758	2	10,178
Additions	-	261	-	16	277
Fair value adjustment	114	(166)	-	146	94
Amortisation charge	(131)	(511)	(449)	(83)	(1,174)
<b>Balance as at 30 June 2022</b>	<b>847</b>	<b>1,138</b>	<b>7,309</b>	<b>81</b>	<b>9,375</b>
<b>2021</b>					
Balance as at 1 July 2020	992	1,071	8,427	81	10,571
Additions	23	908	-	-	931
Fair value adjustment	-	194	-	-	194
Amortisation charge	(151)	(619)	(669)	(79)	(1,518)
<b>Balance as at 30 June 2022</b>	<b>864</b>	<b>1,554</b>	<b>7,758</b>	<b>2</b>	<b>10,178</b>

	2022 \$'000	2021 \$'000
<b>Lease Liabilities</b>		
<b>Maturity analysis – contractual undiscounted cash flows</b>		
Less than one year	1,375	1,380
One to five years	3,785	4,071
More than five years	8,618	9,414
<b>Total undiscounted lease liabilities as at 30 June</b>	<b>13,778</b>	<b>14,865</b>
<b>Lease liabilities included in the Balance Sheet at 30 June:</b>		
Current	951	922
Non-current	8,966	9,634
<b>Total lease liabilities</b>	<b>9,917</b>	<b>10,556</b>

#### Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

	2022 \$'000	2021 \$'000
<b>Expenses relating to:</b>		
Short-term leases	-	-
Leases of low value assets	81	81
<b>Total</b>	<b>81</b>	<b>81</b>
Variable lease payments (not included in measurement of lease liabilities)	-	-

#### Non-cancellable lease commitments – Short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:  
Payable:

Within one year	76	89
Later than one year but not later than five years	-	-
<b>Total lease commitments</b>	<b>76</b>	<b>89</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 6. ASSETS WE MANAGE

#### 6.1 Non-current assets classified as held for sale

	2022 \$'000	2021 \$'000
Cost of acquisition	960	960
Revaluation	239	-
<b>Total non-current assets classified as held for sale</b>	<b>1,199</b>	<b>960</b>

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

Non-current assets classified as held for sale in 2021-22 includes land and building at 6 Lochiel Avenue Edithvale.

#### 6.2 Property, infrastructure, plant and equipment

##### Summary of property, infrastructure, plant and equipment

	At Fair Value 30 June 2021 \$'000	Acquisitions \$'000	Contributions & Found Assets \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Transfers \$'000	At Fair Value 30 June 2022 \$'000
Property	1,997,749	21,525	5,096	151,583	(8,328)	-	(58,136)	2,109,489
Plant and equipment	9,580	2,698	-	7	(3,390)	(16)	-	8,879
Infrastructure	769,743	19,131	464	12,185	(21,773)	-	59,350	839,100
Works in progress	8,499	21,072	-	-	-	-	(1,214)	28,357
	<b>2,785,571</b>	<b>64,425</b>	<b>5,560</b>	<b>163,774</b>	<b>(33,491)</b>	<b>(16)</b>	<b>-</b>	<b>2,985,825</b>

##### Summary of works in progress

	Opening WIP \$'000	Additions \$'000	Transfers \$'000	Closing WIP \$'000
Property	8,395	18,668	(1,214)	25,849
Plant and equipment	-	-	-	-
Infrastructure	104	2,404	-	2,508
	<b>8,499</b>	<b>21,072</b>	<b>(1,214)</b>	<b>28,357</b>

	Land Under Roads \$'000	Land - specialised \$'000	Land - non specialised \$'000	Land improvements \$'000	Total Land & Land improvements \$'000	Heritage buildings \$'000	Buildings - specialised \$'000	Building improvements \$'000	Leasehold improvements \$'000	Total Buildings \$'000	Work in Progress \$'000	Total Property \$'000
<b>(a) Property</b>												
At fair value 1 July 2021	699,953	655,745	289,365	71,625	1,716,688	37,651	497,238	12,435	1,867	549,191	8,395	2,274,274
Accumulated depreciation at 1 July 2021	-	-	-	(13,029)	(13,029)	(23,703)	(226,698)	(3,091)	(1,609)	(255,101)	-	(268,130)
	<b>699,953</b>	<b>655,745</b>	<b>289,365</b>	<b>58,596</b>	<b>1,703,659</b>	<b>13,948</b>	<b>270,540</b>	<b>9,344</b>	<b>258</b>	<b>294,090</b>	<b>8,395</b>	<b>2,006,144</b>
<b>Movements in fair value</b>												
Additions	-	-	16,111	-	16,111	-	5,414	-	-	5,414	18,668	40,193
Found Assets	-	-	-	-	-	-	8,154	-	-	8,154	-	8,154
Revaluation	20,289	85,070	37,611	-	142,970	1,347	11,946	-	-	13,293	-	156,263
Transfers	-	-	-	(71,625)	(71,625)	-	459	-	-	459	(1,214)	(72,380)
	<b>20,289</b>	<b>85,070</b>	<b>53,722</b>	<b>(71,625)</b>	<b>87,456</b>	<b>1,347</b>	<b>25,973</b>	<b>-</b>	<b>-</b>	<b>27,320</b>	<b>17,454</b>	<b>132,230</b>
<b>Movements in accumulated depreciation</b>												
Depreciation and amortisation	-	-	-	-	-	-	(7,701)	(546)	(81)	(8,328)	-	(8,328)
Accumulated depreciation of revaluations	-	-	-	-	-	(847)	(3,833)	-	-	(4,680)	-	(4,680)
Accumulated depreciation of found assets	-	-	-	-	-	-	(3,058)	-	-	(3,058)	-	(3,058)
Transfers	-	-	-	13,029	13,029	-	-	-	-	-	-	13,029
	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,029</b>	<b>13,029</b>	<b>(847)</b>	<b>(14,592)</b>	<b>(546)</b>	<b>(81)</b>	<b>(16,066)</b>	<b>-</b>	<b>(3,037)</b>
At fair value 30 June 2022	720,242	740,815	343,087	-	1,804,144	38,998	523,212	12,435	1,867	576,512	25,849	2,406,505
Accumulated depreciation at 30 June 2022	-	-	-	-	-	(24,550)	(241,290)	(3,637)	(1,690)	(271,167)	-	(271,167)
<b>Carrying amount</b>	<b>720,242</b>	<b>740,815</b>	<b>343,087</b>	<b>-</b>	<b>1,804,144</b>	<b>14,448</b>	<b>281,922</b>	<b>8,798</b>	<b>177</b>	<b>305,345</b>	<b>25,849</b>	<b>2,135,338</b>

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

**NOTE 6. ASSETS WE MANAGE (CONTINUED)**

**6.2 Property, infrastructure, plant and equipment (continued)**

**Summary of works in progress (continued)**

	Heritage plant and equipment \$'000	Plant machinery \$'000	Equipment \$'000	Fixtures and fittings and furniture \$'000	Computers and telecomms \$'000	Library books \$'000	Total plant and equipment \$'000
<b>(b) Plant and Equipment</b>							
At fair value 1 July 2021	1,855	3,531	27,466	-	-	21,140	53,992
Accumulated depreciation at 1 July 2021	(587)	(2,536)	(22,684)	-	-	(18,605)	(44,412)
	<b>1,268</b>	<b>995</b>	<b>4,782</b>	<b>-</b>	<b>-</b>	<b>2,535</b>	<b>9,580</b>
<b>Movements in fair value</b>							
Additions	-	143	-	955	492	1,108	2,698
Revaluation	16	-	-	-	-	-	16
Disposal	-	(400)	-	-	-	-	(400)
Transfers	-	-	(27,466)	19,466	8,000	-	-
	<b>16</b>	<b>(257)</b>	<b>(27,466)</b>	<b>20,421</b>	<b>8,492</b>	<b>1,108</b>	<b>2,314</b>
<b>Movements in accumulated depreciation</b>							
Depreciation and amortisation	(18)	(277)	-	(1,604)	(575)	(916)	(3,390)
Accumulated depreciation of revaluations	(9)	-	-	-	-	-	(9)
Accumulated depreciation of disposals	-	384	-	-	-	-	384
Transfers	-	-	22,684	(15,419)	(7,265)	-	-
	<b>(27)</b>	<b>(107)</b>	<b>22,684</b>	<b>(17,023)</b>	<b>(7,840)</b>	<b>(916)</b>	<b>(3,015)</b>
At fair value 30 June 2022	1,871	3,274	-	20,421	8,492	22,248	56,305
Accumulated depreciation at 30 June 2022	(604)	(2,429)	-	(17,023)	(7,840)	(19,521)	(47,427)
<b>Carrying amount</b>	<b>1,257</b>	<b>845</b>	<b>-</b>	<b>3,398</b>	<b>652</b>	<b>2,727</b>	<b>8,879</b>



	Roads <sup>(i)</sup> \$'000	Bridges \$'000	Footpaths and cycleways \$'000	Other Infrastructure \$'000	Drainage \$'000	Recreational, leisure and community facilities \$'000	Parks open space and streetscapes \$'000	Work In Progress \$'000	Total Infrastructure \$'000
<b>(c) Infrastructure</b>									
At fair value 1 July 2021	814,081	10,694	135,667	13,468	446,366	-	-	104	1,420,380
Accumulated depreciation at 1 July 2021	(302,244)	(8,748)	(91,401)	(13,468)	(234,672)	-	-	-	(650,533)
	<b>511,837</b>	<b>1,946</b>	<b>44,266</b>	<b>-</b>	<b>211,694</b>	<b>-</b>	<b>-</b>	<b>104</b>	<b>769,847</b>
<b>Movements in fair value</b>									
Additions	6,244	-	2,601	-	3,001	4,203	3,082	2,404	21,535
Found Assets	6	-	98	-	905	-	-	-	1,009
Revaluation	7,415	-	(1,282)	-	20,570	-	-	-	26,703
Transfers	-	-	-	-	-	40,278	32,101	-	72,379
Impairment losses recognised in operating result	-	-	-	-	-	-	-	-	-
	<b>13,665</b>	<b>-</b>	<b>1,417</b>	<b>-</b>	<b>24,476</b>	<b>44,481</b>	<b>35,183</b>	<b>2,404</b>	<b>121,626</b>
<b>Movements in accumulated depreciation</b>									
Depreciation and amortisation	(12,543)	(107)	(2,263)	-	(4,473)	(1,317)	(1,070)	-	(21,773)
Accumulated depreciation of revaluations	(4,320)	-	868	-	(11,066)	-	-	-	(14,518)
Accumulated depreciation of found assets	(3)	-	(66)	-	(476)	-	-	-	(545)
Transfers	-	-	-	-	-	(6,192)	(6,837)	-	(13,029)
	<b>(16,866)</b>	<b>(107)</b>	<b>(1,461)</b>	<b>-</b>	<b>(16,015)</b>	<b>(7,509)</b>	<b>(7,907)</b>	<b>-</b>	<b>(49,865)</b>
At fair value 30 June 2022	827,746	10,694	137,084	13,468	470,842	44,481	35,183	2,508	1,542,006
Accumulated depreciation at 30 June 2022	(319,110)	(8,855)	(92,862)	(13,468)	(250,687)	(7,509)	(7,907)	-	(700,398)
<b>Carrying amount</b>	<b>508,636</b>	<b>1,839</b>	<b>44,222</b>	<b>-</b>	<b>220,155</b>	<b>36,972</b>	<b>27,276</b>	<b>2,508</b>	<b>841,608</b>

(i) Roads include off street car parks

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 6. ASSETS WE MANAGE (CONTINUED)

#### 6.2 Property, infrastructure, plant and equipment (continued)

##### Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed previously in this note have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods:

	Depreciation Period Years	Purchase/ Construction \$'000	Asset Improvement \$'000
<b>Property</b>			
Land	N/A	-	N/A
Land under roads	N/A	10	N/A
Land improvements	10-50	N/A	20
Buildings	20-150	-	20
Buildings improvements	20-50	-	20
Leasehold improvements	10	-	20
<b>Plant and equipment</b>			
Plant, machinery and equipment	3-10	5	N/A
Library Books	5	-	N/A
<b>Other plant and equipment</b>			
Heritage plant and equipment	10-20	5	N/A
Fixtures, fittings and furniture	3-10	2	N/A
Computers and telecommunications	3-5	2	N/A
<b>Infrastructure</b>			
Roads	25-100	-	50
Bridges	100	-	50
Footpaths and cycleways	60	-	50
Drainage	100	-	25
<b>Other Infrastructure</b>			
Recreational, leisure and community facilities	20-150	-	20
Parks, open space and streetscapes	10-50	N/A	20
Off street car parks	25-100	-	50
Other	25-100	-	50

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### Land under roads

Council recognises land under roads it controls at fair value.

### Depreciation and amortisation

Buildings, parks, open space and streetscapes, recreation, leisure and community facilities, plant and equipment, infrastructure and other assets having limited useful lives are systematically depreciated over their useful lives to Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year. Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

### Repairs and maintenance

Routine maintenance, repair costs, and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

### Leasehold improvements

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter.

### Valuation of land and buildings

A full valuation of land and buildings was undertaken by a qualified independent valuer Opteon Solutions in June 2022.

The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

For 30 June 2022, land assets were assessed based on valuation movements on a municipal-wide basis by analysing sales of properties in the municipality that have transacted more than once in the past several years and considered the percentage difference in the sales prices.

The valuation was undertaken using market based direct comparison approach whereby the subject properties are compared to recent land sales or property sales where there is deemed to be no added or nominal added improvement value, making adjustments for points of difference to establish the Market Values.

For 30 June 2022, building assets were assessed by Opteon using the Depreciated Replacement Cost approach, determined to be the most appropriate method to assess the fair value of the improvements and existing assets.

Specialised land (land under roads) was also valued by Opteon Solutions in June 2022 and is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interest of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 6. ASSETS WE MANAGE (CONTINUED)

#### 6.2 Property, infrastructure, plant and equipment (continued)

##### Valuation of land and buildings (continued)

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole (refer note 8.4).

Level 1 – Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

Level 2 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2022 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of Valuation
Land under roads	-	-	720,242	June 2022
Land – specialised	-	-	740,815	June 2022
Land – non-specialised	30,922	312,165	-	June 2022
Land improvements	-	-	-	June 2022
Heritage buildings	-	-	14,448	June 2022
Buildings – specialised	-	-	281,922	June 2022
Building improvements	-	-	8,798	June 2022
Leasehold improvements	-	-	177	June 2022
<b>Total</b>	<b>30,922</b>	<b>312,165</b>	<b>1,766,402</b>	

##### Valuation of infrastructure

Valuation of infrastructure assets was performed by qualified engineers at Council.

The date of the current valuation is detailed in the following table. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of Council's infrastructure and information about the fair value hierarchy as at 30 June 2022 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of Valuation
Roads	-	-	508,636	June 2022
Bridges	-	-	1,839	June 2022
Footpaths and cycleways	-	-	44,222	June 2022
Drainage	-	-	220,155	
June 2022				
Recreational, leisure and community facilities	-	-	36,972	June 2022
Parks open space and streetscapes	-	-	27,276	June 2022
<b>Total</b>	<b>-</b>	<b>-</b>	<b>839,100</b>	

### Description of significant unobservable inputs into level 3 valuations

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 90%. The market value of land varies significantly depending on the location of the land and the current market conditions. Current land values range from \$6.00 to \$5,880 per square metre.

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis ranging from \$280 to \$24,755. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 20 years to 150 years. Replacement cost is sensitive to changes in market conditions with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 10 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2022 \$ '000	2021 \$ '000
<b>Reconciliation of specialised land</b>		
Land under roads	720,242	699,953
Parks and reserves	740,815	655,745
<b>Total specialised land</b>	<b>1,461,057</b>	<b>1,355,698</b>

### 6.3 Investment property

	2022 \$ '000	2021 \$ '000
Balance at beginning of financial year	3,900	3,750
Revaluation of existing investment property	138	150
Transfers to property, infrastructure, plant and equipment	-	-
<b>Balance at the end of financial year</b>	<b>4,038</b>	<b>3,900</b>

Investment property is held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the comprehensive income statement in the period that they arise.

Investment Property consists of a building at Peter Scullin Reserve, Mordialloc that is leased by a third party to operate a commercial restaurant.

#### Valuation of investment property

Valuation of investment property has been determined in accordance with an independent valuation by Opteon Solutions who has recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property. The latest full valuation of investment property is as at 30 June 2022.

## NOTE 7. PEOPLE AND RELATIONSHIPS

### (a) Related Parties

### (b) Key Management Personnel

<b>Councillors</b>	Councillor S Staikos	(Mayor: 1st July 2021 – 30th June 2022)
	Councillor T Bearsley	(1st July 2021 – 30th June 2022)
	Councillor T Cochrane	(1st July 2021 – 30th June 2022)
	Councillor J Davey-Burns	(1st July 2021 – 30th June 2022)
	Councillor T Davies	(1st July 2021 – 30th June 2022)
	Councillor D Eden	(1st July 2021 – 30th June 2022)
	Councillor C Hill	(1st July 2021 – 30th June 2022)
	Councillor C Howe	(1st July 2021 – 30th June 2022)
	Councillor G Hua	(1st July 2021 – 30th June 2022)
	Councillor G Oxley	(1st July 2021 – 30th June 2022)
	Councillor H Saab	(1st July 2021 – 30th June 2022)
<b>CEO</b>	Mr Tim Tamlin (Interim)	1st July 2021 – 31st October 2021
	Mr Peter Bean	1st November – 30th June 2022
<b>General Managers</b>	Mr Tony Ljaskevic	General Manager Corporate Services (until 17th June 2022)
	Mr Mauro Bolin	General Manager Community Sustainability (until 22nd October 2021)
	Mr Mark Patterson	General Manager Community Sustainability (from 18th October 2021 to 24th June 2022)
	Mr Jonathan Guttman	General Manager Planning & Development
	Ms Samantha Krull	General Manager City Assets & Environment
	Mr Daniel Hogan	General Manager Customer & Corporate Support (from 20th June 2022)
	Ms Sally Jones	General Manager Community Strengthening (from 27th June 2022)
	Mr Bernard Rohan	Chief Finance Officer (from 13th June 2022)

	2022 No.	2021 No.
Total Number of Councillors	11	15
Chief Executive Officer and other Key Management Personnel	10	7
<b>Total Key Management Personnel</b>	<b>21</b>	<b>22</b>

**(c) Remuneration of Key Management Personnel**

Total remuneration of key management personnel was as follows:

	2022 \$'000	2021 \$'000
Short-term benefits	1,864	1,797
Post-employment benefits (including super)	151	150
Termination benefits	-	-
<b>Total</b>	<b>2,015</b>	<b>1,947</b>

Total remuneration includes total salary package and superannuation but excludes accrued leave.

The numbers of Key Management Personnel whose total remuneration from Council and any related entities, fall within the following bands:

Income Range	2022 No.	2021 No.
\$1,000-\$9,999	3	-
\$10,000-\$19,999	-	4
\$20,000-\$29,999	-	6
\$30,000-\$39,999	10	4
\$50,000-\$59,999	-	1
\$80,000-\$89,999	-	1
\$90,000-\$99,999	-	1
\$100,000-\$109,999	1	-
\$130,000-\$139,999	2	-
\$180,000-\$189,999	1	-
\$230,000-\$239,999	1	1
\$260,000-\$269,999	1	-
\$270,000-\$279,999	-	1
\$280,000-\$289,999	2	1
\$290,000-\$299,999	-	1
\$300,000-\$309,999	-	1
	<b>21</b>	<b>22</b>

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

**NOTE 7. PEOPLE AND RELATIONSHIPS (CONTINUED)**

**7.1 Council and key management remuneration (continued)**

**(d) Senior officer remuneration**

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

(a) has management responsibilities and reports directly to the Chief Executive Officer; or

(b) whose total annual remuneration exceeds \$151,000.

The number of Senior Officers are shown below in the relevant income bands.

Income Range	2022 No.	2021 No.
\$151,000-\$159,999	-	-
\$160,000-\$169,999	-	2
\$170,000-\$179,999	3	3
\$180,000-\$189,999	7	4
\$190,000-\$199,999	3	5
\$200,000-\$209,999	1	2
\$210,000-\$219,999	2	2
\$220,000-\$229,999	-	-
	<b>16</b>	<b>18</b>

	\$'000	\$'000
<b>Total Remuneration for the reporting year of Senior Officers included above amounted to:</b>	<b>3,080</b>	<b>3,414</b>

**7.2 Related party disclosure**

**(a) Transactions with related parties**

During the period Council entered into no transactions with related parties.

**(b) Outstanding balances with related parties**

No balances are outstanding at the end of the reporting period in relation to transactions with related parties.

**(c) Loans to/from related parties**

No loans were made to/from related parties of Council during the financial year.

**(d) Commitments to/from related parties**

No commitments were made to/from related parties of Council during the financial year.



## NOTE 8. MANAGING UNCERTAINTIES

### 8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

#### (a) Contingent assets

##### Operating lease receivables

Council has entered into commercial property leases. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 50 years. All leases include a CPI based revision of the rental charge annually.

Future minimum rentals under non-cancellable operating leases are as follows:

	2022 No.	2021 No.
Not later than one year	3,054	2,224
Later than one year and not later than five years	9,359	4,712
Later than five years	12,179	2,508
	<b>24,593</b>	<b>9,444</b>

The significant increase from the previous year is from entering into new lease agreements, such as with Keller Pty Ltd (\$4.7 million), as well as from extending current agreements into longer term, such as Australian Pacific Tour (additional \$4.4 million compared to previous year).

#### (b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of Council; or
- present obligations that arise from past events but are not recognised because:
  - » it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
  - » the amount of the obligation cannot be measured with sufficient reliability.

##### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme; matters relating to this potential obligation are outlined below and in Note 9.3. As a result of the volatility in financial markets, the likelihood of making such contributions in future periods exists.

##### Future superannuation contributions

In addition to the disclosed contributions, Council has not paid any unfunded liability payments to Vision Super. There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2022. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 are \$0.3 million. At this point in time it is not known if additional contributions will be required, their timing or potential amount. 14 Council staff (2021: 19) are members of Vision Super's multi-employer defined benefits fund. Council established a Defined Benefit Call Reserve in 2014 to help provide for possible future calls on any unfunded liability of the fund. This reserve currently has a balance of \$1 million (2021: \$1 million).

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 8. MANAGING UNCERTAINTIES (CONTINUED)

#### 8.1 Contingent assets and liabilities (continued)

##### (b) Contingent liabilities (continued)

###### Contingent liabilities arising from public liability

As a local authority with ownership of numerous parks, reserves, roads and other land holdings, Council is regularly met with claims and demands allegedly arising from incidents which occur on land belonging to Council. There are a number of outstanding claims against Council in this regard. Council is currently a member of the MAV's Liability Mutual Insurance Scheme which provides \$600 million of public liability insurance and the maximum liability of the Council in any single claim is the extent of its excess. There are no claims, that Council is aware of, which would fall outside the terms of Council's policy.

###### Contingent liability arising from professional indemnity

As a local authority with statutory regulatory responsibilities, including the responsibility of issuing permits and approvals, Council is met with claims and demands for damages allegedly arising from the actions of Council or its officers. Council is currently a member of the MAV's Liability Mutual Insurance Scheme which provides \$50 million of professional indemnity insurance and the maximum liability of Council in any single claim is the extent of its excess. There are no instances or claims, that Council is aware of, which would fall outside the terms of Council's policy.

###### Other Contingent Liabilities

Council is presently involved in several confidential legal matters which are being conducted through Council's solicitors. As these matters are yet to be finalised and the financial outcomes are unable to be reliably estimated, no allowance for these contingencies has been made in the financial statements.

###### Insurance claims

Council has no major insurance claims that could have a material impact on future operations. Maximum liability per claim is \$20,000 excess. Public Liability coverage of \$120 million is maintained. Various under excess claims are also under consideration, for which an annual budgetary provision is approved.

###### Legal matters

Council has no major legal matters that could have a material impact on future operations.

###### Building cladding

Council has no potential contingent liabilities in relation to rectification works or other matters associated with building cladding that may have the potential to adversely impact on Council. However, rate relief has been provided to ratepayers adversely impacted by cladding issues.

###### Liability Mutual Insurance

Council was a participant of the MAV Liability Mutual Insurance (LMI) Scheme up until 2014. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

##### (c) Guarantees for loans to other entities

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised. There are no financial guarantees that have been granted by Council.

## 8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2022 reporting period. Council assesses the impact of these new standards. As at 30 June 2022 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2023 that are expected to impact Council.

## 8.3 Financial instruments

### (a) Objectives and policies

Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

### (b) Market risk

Market risk is the risk that the fair value or future cash flows of Council's financial instruments will fluctuate because of changes in market prices. Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

#### Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on Council's year end result.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 8. MANAGING UNCERTAINTIES (CONTINUED)

#### 8.3 Financial instruments (continued)

##### (c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council has exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as receivables from sporting clubs and associations. To help manage this risk, Council:

- has a policy for establishing credit limits for the entities council deals with;
- may require collateral where appropriate; and
- only invests surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provides a guarantee for another party. Council has no guarantees to other parties. Details of our contingent liabilities are disclosed in note 8.1 (b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

##### (d) Liquidity risk

Liquidity risk includes the risk that, as a result of Council's operational liquidity requirements, it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks, Council:

- has a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- has readily accessible standby facilities and other funding arrangements in place;
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitors budget to actual performance on a regular basis; and
- sets limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and any amounts related to financial guarantees disclosed in Note 8.1 (c) and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

#### (e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets (and particularly the impact of COVID-19), Council believes there will be minimal movement over the next 12 months from the already low base cash rate of 0.26% (Base rates are sourced from Reserve Bank of Australia).

Thus, there will be minimal impact on the valuation of Council's financial assets and liabilities, and no material impact on the results of Council's operations.

### 8.4 Fair value measurement

#### Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 *Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 – Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

Level 2 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

#### Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 6.2 Property, Infrastructure, Plant and Equipment. In addition, Council usually undertakes a formal valuation of land, buildings and infrastructure assets on a regular basis ranging from 1 to 2 years. The valuation is performed either by experienced council officers or independent experts.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

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### NOTE 8. MANAGING UNCERTAINTIES (CONTINUED)

#### 8.4 Fair value measurement (continued)

##### Revaluation (continued)

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

##### Impairment of assets

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

#### 8.5 Events Occurring After Balance Date

No other matters have occurred after balance date which require disclosure in the financial report.

## NOTE 9. OTHER MATTERS

### 9.1 Reserves

#### (a) Asset revaluation reserve

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Balance at end of reporting period \$'000
<b>2022</b>			
<b>Property <sup>(i)</sup>:</b>			
- Land (incl held for sale)	335,727	122,878	458,605
- Land under roads	298,823	20,289	319,112
- Buildings (incl held for sale)	110,877	8,654	119,531
	<b>745,427</b>	<b>151,821</b>	<b>897,248</b>
<b>Infrastructure <sup>(ii)</sup>:</b>			
- Transport	457,896	2,682	460,578
- Drainage	181,209	9,503	190,712
	<b>639,105</b>	<b>12,185</b>	<b>651,290</b>
<b>Other:</b>			
- Heritage and culture	1,327	7	1,334
- Other	3,966	-	3,966
	<b>5,293</b>	<b>7</b>	<b>5,300</b>
<b>Total Asset revaluation reserve</b>	<b>1,389,825</b>	<b>164,013</b>	<b>1,553,838</b>
<b>2021</b>			
<b>Property:</b>			
- Land	212,978	122,749	335,727
- Land under roads	207,525	91,298	298,823
- Buildings	103,468	7,409	110,877
	<b>523,971</b>	<b>221,456</b>	<b>745,427</b>
<b>Infrastructure:</b>			
- Transport	422,471	35,425	457,896
- Drainage	169,589	11,620	181,209
	<b>592,060</b>	<b>47,045</b>	<b>639,105</b>
<b>Other:</b>			
- Heritage and culture	1,319	8	1,327
- Other	3,966	-	3,966
	<b>5,285</b>	<b>8</b>	<b>5,293</b>
<b>Total Asset revaluation reserve</b>	<b>1,121,316</b>	<b>268,509</b>	<b>1,389,825</b>

The Asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

(i) Valuation of property was performed by qualified independent valuers. Land and buildings and land under roads were valued by Opteon Solutions as at June 2022.

(ii) Valuation of Infrastructure assets was performed by qualified engineers at Council. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation. Valuation levels can fluctuate depending on contract rates incurred by Council during each year.

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

**NOTE 9. OTHER MATTERS (CONTINUED)**

**9.1 Reserves (continued)**

**(b) Other reserves**

	Balance at beginning of reporting period \$'000	Transfer from Accumulated Surplus \$'000	Transfer to Accumulated Surplus \$'000	Balance at end of reporting period \$'000
<b>2022</b>				
Asset replacement reserve	332	-	(33)	299
Asset development reserve	16,832	6,952	(2,026)	21,758
Aged care	8,698	-	-	8,698
Foreshore	1,761	2,885	(2,639)	2,007
Green wedge	3,803	2,200	(125)	5,878
Defined benefit call	1,000	-	-	1,000
Stormwater Quality reserve	2,045	893	(2)	2,936
Other	379	-	(19)	360
<b>Total Other reserves</b>	<b>34,850</b>	<b>12,930</b>	<b>(4,844)</b>	<b>42,936</b>
<b>2021</b>				
Asset replacement reserve	368	-	(36)	332
Asset development reserve	15,327	6,149	(4,644)	16,832
Aged care	5,542	3,156	-	8,698
Foreshore	2,180	-	(419)	1,761
Green wedge	7,114	-	(3,311)	3,803
Defined benefit call	1,000	-	-	1,000
Stormwater Quality reserve	1,182	869	(6)	2,045
Other	348	59	(28)	379
<b>Total Other reserves</b>	<b>33,061</b>	<b>10,233</b>	<b>(8,444)</b>	<b>34,850</b>

The Asset replacement reserve is an appropriation to partially fund future costs associated with Council's buildings.

The Asset development reserve recognises the cash contributions made by developers, pursuant to the requirements of the Subdivision of Land Act. Total open space cash contributions of \$6.952 million were received in 2021-22 (2019-20: \$6.1m). Council has elected to utilise these contributions for open space purchase and development.

Aged care reserves include funds for home care clients that have not fully spent their Linkages packages.

The Foreshore and Green Wedge reserves were reserves created in 2011 via a Council resolution which are used to accelerate the renewal and improvement to Council's foreshore and non-urban green wedge area.



The Defined benefit call reserve was established in 2014 to provide for possible future calls on any unfunded liability of the Defined benefit superannuation fund. Council ceased making contributions into this reserve in 2014-15.

The Stormwater Quality reserve was first established in 2017-18 to help fund various stormwater improvement projects throughout Council.

Other reserves represent appropriations provided by the community to be used for specific purposes, including reserves created in 2012 for Sundowner Neighbourhood House and Chelsea Senior Citizens Centre due to Council taking over the operation of these facilities plus reserves for special rates.

## 9.2 Reconciliation of cash flows from operating activities to surplus

	2022 \$'000	2021 \$'000
Surplus for the year	32,238	18,919
Depreciation of property, infrastructure, plant and equipment	33,491	32,080
Amortisation of intangible assets	277	286
Amortisation of right of use assets	1,174	1,518
Loss/(gain) on sale of property, infrastructure, plant & equipment	(147)	1,018
Found assets / other (note 3.7)	(5,560)	(2,885)
Fair value adjustment for investment property	(138)	(150)
Finance costs – leases	455	493
Borrowing costs (included in profit but not operating cash flow)	9	42
Contributions – non-monetary assets	-	(46)
<b>Changes in assets and liabilities:</b>		
(Increase)/decrease in trade and other receivables	(3,377)	(3,397)
(Increase)/decrease in prepayments	58	(395)
(Increase)/decrease in accrued income	(274)	713
Increase/(decrease) in trade and other payables	17,889	(3,985)
Increase/(decrease) in other liabilities	(519)	(26)
Increase/(decrease) in provisions	(736)	2,172
Increase/(decrease) in unearned income	1,942	8,535
Increase/(decrease) in trust funds and deposits	8,547	5,093
<b>Net cash provided by operating activities</b>	<b>85,329</b>	<b>59,985</b>

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 9. OTHER MATTERS (CONTINUED)

#### 9.3 Superannuation

Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefits, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

##### Accumulation

The Fund's accumulation categories, Vision MySuper/ Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings. For the year ending 30 June 2022, this was 10% as required under Superannuation Guarantee legislation (2021: 9.5%).

##### Defined Benefit

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan. There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119 *Employee Benefits*.

##### Funding arrangements

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary.

As at 30 June 2021, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 109.8%. The financial assumptions used to calculate the VBI were:

- Net investment returns: 4.75% pa
- Salary information: 2.75% pa
- Price inflation (CPI): 2.25% pa.

As at 30 June 2022, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category. It is expected to be completed by 31 October 2022.

Vision Super has advised that the VBI at 30 June 2022 was 102.2%. Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021). The financial assumptions used to calculate this VBI were:

- Net investment returns: 5.5% pa
- Salary information: 2.5% pa to 30 June 2023, and 3.5% pa thereafter
- Price inflation (CPI): 3.0% pa.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2021 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

## Employer contributions

### (a) Regular contributions

On the basis of the results of the 2021 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2022, this rate was 10.0% of members' salaries (9.5% in 2020-21). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

### (b) Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

### The 2021 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2021 and the last full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

	2021 (Interim) \$m	2020 (Triennial) \$m
A VBI Surplus	214.7	100.0
A total service liability surplus	270.3	200.0
A discounted accrued benefits surplus	285.2	217.8

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022 (CONTINUED)

### NOTE 9. OTHER MATTERS (CONTINUED)

#### 9.3 Superannuation (continued)

##### Employer contributions (continued)

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2021.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2021.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2021.

Council was notified of the 30 June 2021 VBI during August 2021 (2020: August 2020).

##### The 2022 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2022 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2022. Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

##### Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2022 are detailed below:

Scheme	Type of Scheme	Rate	2022 \$'000	2021 \$'000
Vision Super	Defined benefit	10.0% (2021: 9.5%)	268	369
Vision Super	Accumulation fund	10.0% (2021: 9.5%)	4,280	5,053
Other funds	Accumulation fund	10.0% (2021: 9.5%)	3,765	2,093

Council has not paid any unfunded liability payments to Vision Super during 2022 (2021: Nil).

There were \$0.8 million contributions outstanding as at 30 June 2022 (2021: \$0.7 million).

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 is \$0.3 million.

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**NOTE 10. CHANGE IN ACCOUNTING POLICY**

There have been no changes to accounting policies in the 2021-22 year.

There are no pending accounting standards that are likely to have a material impact on Council.



📍 1230 Nepean Highway, Cheltenham VIC 3192  
📦 PO Box 1000, Mentone 3194  
☎ 1300 653 356  
✉ [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au)  
🌐 [kingston.vic.gov.au](http://kingston.vic.gov.au)



## **13. Notices of Motion**

## Ordinary Council Meeting

24 October 2022

Agenda Item No: 13.1

### NOTICE OF MOTION NO. 24/2022 - CR OXLEY - EDUCATIONAL/HISTORICAL SIGNAGE ALONG THE LONGBEACH TRAIL

That officers provide a report outlining opportunities for educational/historical signage along the Longbeach Trail like the attached images.

Signage opportunities could include information (but not limited to):

- Wetlands
- Flora and Fauna
- Historical references

Cr Georgina Oxley



## Appendices

Appendix 1 - Guidance Note - Notice of Motion No. 24/2022 - Cr Oxley -  
Educational/Historical Signage Along the Longbeach Trail  
(Ref 22/285994) [↓](#)



# **13.1**

## **NOTICE OF MOTION NO. 24/2022 - CR OXLEY - EDUCATIONAL/HISTORICAL SIGNAGE ALONG THE LONGBEACH TRAIL**

- 1     Guidance Note - Notice of Motion No. 24/2022 - Cr Oxley -  
Educational/Historical Signage Along the Longbeach Trail .... 431**

**Notice of Motion No. 24/2022 – Cr Oxley –  
Educational/Historical Signage Along the Longbeach Trail  
Guidance Note  
Date of Ordinary Council Meeting: 24 October 2022**



**Notice of Motion**

Cr. Oxley has submitted the following Notice of Motion to the 24 October 2022 Council Meeting:

***Motion:***

*That Officers provide a report outlining opportunities for educational/historical signage along the Longbeach Trail like the attached images.*

*Signage opportunities could include information (but not limited to):*

- *Wetlands*
- *Flora and Fauna*
- *Historical references*

**Officer Advice**

Council officers have commenced the development of a Wayfinding Strategy. The scope of works includes historical and educational signage opportunities.

The development of the Wayfinding Strategy has taken a bit longer due to copyright discussions with the artist, however it is hoped that a draft will be released for community consultation before the end of 2022.

Upon adoption of the Wayfinding Strategy, an assessment of existing signage will be conducted, along with identification of required signage locations. Subject to budget, this will inform a tender for the fabrication and installation of signage across Kingston's open space and activity centres.

22/285994

## Ordinary Council Meeting

24 October 2022

Agenda Item No: 13.2

### **NOTICE OF MOTION NO. 25/2022 - CR OXLEY - USE OF CAR STACKERS**

That Council write to inner and middle Victorian Metropolitan Local Government Councils seeking information and their experiences within their municipality on the use of Car Stackers as a form of car-parking in multi-unit developments.

Cr Georgina Oxley

#### **Appendices**

Appendix 1 - Guidance Note - Notice of Motion No. 25 2022 - Cr Oxley - Use of Car Stackers (Ref 22/286016) [↓](#)

## 13.2

### NOTICE OF MOTION NO. 25/2022 - CR OXLEY - USE OF CAR STACKERS

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# Notice of Motion No. 25/2022 – Cr Oxley – Use of Car Stackers

## Guidance Note

Date of Ordinary Council Meeting: 24 October 2022



## Notice of Motion

Cr. Oxley has submitted the following Notice of Motion to the 24 October 2022 Council Meeting:

### **Motion:**

*That Council write to inner and middle Victorian Metropolitan Local Government Councils seeking information and their experiences within their municipality on the use of Car Stackers as a form of car-parking in multi-unit / mixed use developments.*

### **Officer Advice**

The General Manager Planning and Place discussed this matter with Cr. Oxley to better understand the intent behind the Notice of Motion.

The areas Cr. Oxley was keen to explore through obtaining the input from other Councils included:

- Any available analysis to determine the utilisation rates of car stackers vs. more conventional forms of parking (eg. on ground) for medium density housing?
- Whether policy approaches could be examined to discourage the utilisation of car stackers in locations where medium density housing was not strongly encouraged (eg. the Neighbourhood Residential Zone)?
- Whether the use of car stackers should be supplemented by higher parking ratios if it could be demonstrated they were not utilised at the same rate as conventional parking, thus putting greater pressure on parking within the local street network?

Feedback was also recently provided by Cr. Davey–Burns regarding the level to which car stackers provided for equitable access for all potential users, which is another matter that could be explored in correspondence to other Councils.

This work aligns with strategies in the Council Plan that focus on the functioning of the City and the planning work the Council completes that is associated with urban development. Exploring the issue of the effectiveness of car stackers is considered to align with the direction of the Council Plan.

Once the feedback is collated from the Councils who may be interested in providing input into the above matters, a further report could be provided to Councillors outlining the feedback which has been received.

Officers are mindful that car stackers are an acceptable form of infrastructure to address parking needs in multi-unit / mixed use development and any change to how / where they are used would require changes in the planning system at a State Government level. For this reason, it is important that the perspective of other Councils is obtained to determine whether Council may wish to advocate for any changes to the future use of car stackers.

The costs associated with writing to the Councils and providing feedback to Councillors through a future report can be accommodated within existing operational budgets. Should substantially more detailed work be required additional resourcing would need to be sought.

22/286016

**15. Confidential Items**

## **15 Confidential Items**

This information is confidential information under section 3(1) of the *Local Government Act 2020* and therefore suitable for consideration in closed session. In accordance with the *Local Government Act 2020*, Council may resolve to consider these items in open or closed session.

### **15.1 Response to Resolution - CEO Employment Matters**

Agenda item *15.1 Response to Resolution - CEO Employment Matters* is designated confidential:

- because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)), and
- the explanation as to why the specified ground/s applies is that it deals with employment conditions between the Council and the Chief Executive Officer.

### **Confidential Appendices**

#### **11.6 Award of Contract CON-22/005 - Provision of New Laptop Computers**

*Appendix 1, Tender Evaluation Report Provision of Laptops CON 22 005* is designated confidential as it relates to (s3(1)(g))

### **RECOMMENDATION**

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

#### **15.1 Response to Resolution - CEO Employment Matters**

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

- because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)), and
- the explanation as to why the specified ground/s applies is that it deals with employment conditions between the Council and the Chief Executive Officer.