

# Agenda

## Ordinary Council Meeting

**Monday, 22nd April 2024**

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



## **ACKNOWLEDGEMENT OF COUNTRY**

---

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

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

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

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**22 April 2024**

**Notice** is given that a Meeting of Kingston City Council will be held at 7.00pm at Council Chamber, 1230 Nepean Highway, Cheltenham, on Monday, 22 April 2024.

**1. Apologies**

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

Minutes of Ordinary Council Meeting 25 March 2024

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

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

**4. Petitions**

Nil

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

Nil

**6. Question Time**

**7. Planning and Place Reports**

7.1 Town Planning Application Decisions - March 2024 ..... 5

**8. Community Strengthening Reports**

8.1 Community Awards 2024 - Nominations and Confirmation of Winners 19

8.2 Individual Development Grants and Community Small Grants -  
Quarterly Report (January - March 2024)..... 25

8.3 Appointment of Members to the Historical Societies Network  
Committee ..... 49

**9. Infrastructure and Open Space Reports**

9.1 Spring Road Reserve Masterplan..... 63

9.2 Naming of 19 Tarella Road, Chelsea..... 93

9.3 Response to Resolution - Notice of Motion No. 22/2023 Facilities at  
Turner Road Reserve Highett..... 97

**10. Customer and Corporate Support Reports**

10.1 Response to Resolution - Councillor Position Descriptions and Key  
Performance Indicators ..... 107

10.2 Governance and Compliance Report..... 127

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**22 April 2024**

- 11. Chief Finance Office Reports**
  - 11.1 Proposed Discontinuance and Sale Road Side of 20 Mernda Avenue, Bonbeach ..... 145
- 12. Notices of Motion**
  - 12.1 Notice of Motion No. 4/2024 - Cr Howe - Patterson River Sculpture Trail Curatorial Direction..... 157
- 13. Urgent Business**
- 14. Confidential Items ..... 161**

**Confidential Attachments**

- 8.1 Community Awards 2024 - Nominations and Confirmation of Winners
  - Appendix 1 Kingston Community Awards 2024 - Citizen of the Year Nomination Summary
- 8.1 Community Awards 2024 - Nominations and Confirmation of Winners
  - Appendix 2 Kingston Community Awards 2024 - Community Group of the Year Nomination Summary
- 8.1 Community Awards 2024 - Nominations and Confirmation of Winners
  - Appendix 3 Kingston Community Awards 2024 - Winners
- 8.3 Appointment of Members to the Historical Societies Network Committee
  - Appendix 1 Historical Societies Network Committee - Interview Evaluation Sheet Combined - 2024
- 10.2 Governance and Compliance Report
  - Appendix 5 Confidential Minutes 11 December 2023

# Explanation of Meeting Procedure



## **Meeting Procedure is Regulated by the City of Kingston Governance Rules**

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

### **Chairperson**

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

### **Agenda**

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

### **Motions**

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

### **Voting**

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

### **Amendments**

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

### **Speaking at the Meeting**

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

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

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

*community inspired leadership*

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

**Cheltenham** 1230 Nepean Highway **Chelsea** 1 Chelsea Road

1300 653 356 131 450 03 9581 4500 PO Box 1000, Mentone 3194 [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au) **Ausdoc DX** 19401 Mentone [cityofkingston](https://www.facebook.com/cityofkingston) [kingstoncc](https://twitter.com/kingstoncc)

# Explanation of Meeting Procedure



## Questions

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

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

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

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

## Confidential Business

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

## Courtesy to the Mayor

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

## Emergency Evacuation of Chamber

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

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

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

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

*community inspired leadership*

kingston.vic.gov.au

Cheltenham 1230 Nepean Highway Chelsea 1 Chelsea Road

1300 653 356 131 450 03 9581 4500 PO Box 1000, Mentone 3194 info@kingston.vic.gov.au Ausdoc DX 19401 Mentone cityofkingston kingstoncc

# Explanation of Meeting Procedure



## Do You Have a Hearing Difficulty?

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

## Interpreting Service



## Recording of Meetings

Council Meetings are recorded and streamed live on the internet.

Recordings are archived and available on Council's website [www.kingston.vic.gov.au](http://www.kingston.vic.gov.au).

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

*community inspired leadership*

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

**Cheltenham** 1230 Nepean Highway **Chelsea** 1 Chelsea Road

☎ 1300 653 356 📠 131 450 📠 03 9581 4500 📧 PO Box 1000, Mentone 3194 📧 [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au) 📄 Ausdoc DX 19401 Mentone 📘 [cityofkingston](https://www.facebook.com/cityofkingston) 🐦 [kingstoncc](https://twitter.com/kingstoncc)

# Minutes

## Ordinary Council Meeting

Monday, 25th March 2024



**Table of Contents**

1.	Apologies .....	3
2.	Confirmation of Minutes of Previous Meetings .....	3
3.	Foreshadowed Declaration by Councillors, Officers or Contractors of any Conflict of Interest .....	3
	<i>[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.]</i>	
4.	Petitions .....	4
5.	Delegates' Reports, Councillor Statements and Presentation of Awards.....	4
6.	Reports from Delegates Appointed by Council to Various Organisations.....	4
7.	Question Time.....	4
8.	Planning and Place Reports.....	11
9.	Community Strengthening Reports .....	13
10.	Infrastructure and Open Space Reports .....	14
11.	Customer and Corporate Support Reports .....	15
12.	Chief Finance Office Reports .....	22
13.	Notices of Motion .....	23
14.	Urgent Business.....	24
15.	Confidential Items .....	25

**City of Kingston  
Ordinary Council Meeting**

**Minutes**

**25 March 2024**

The meeting commenced at 7.05pm in the Council Chamber, 1230 Nepean Highway, Cheltenham.

**Present:** Cr Jenna Davey-Burns (Mayor)  
Cr Tracey Davies (Deputy Mayor)  
Cr Tamsin Bearsley  
Cr Tim Cochrane  
Cr David Eden  
Cr Chris Hill  
Cr Cameron Howe  
Cr George Hua  
Cr Georgina Oxley  
Cr Hadi Saab  
Cr Steve Staikos

**In Attendance:** Peter Bean, Chief Executive Officer  
Jonathan Guttman, General Manager Planning and Place  
Dan Hogan, General Manager Customer and Corporate Support  
Samantha Krull, General Manager Infrastructure and Open Space  
Sally Jones, General Manager Community Strengthening  
Bernard Rohan, Chief Financial Officer  
Kelly Shacklock, Manager Governance, Risk and Integrity  
Patrick O’Gorman, Team Leader Council Governance  
Sharon Banks, Governance Officer  
Gabrielle Pattenden, Governance Officer

**1. Apologies**

There were no apologies submitted to the meeting.

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

**Moved: Cr Saab**

**Seconded: Cr Hill**

That the Minutes of the Ordinary Council Meeting held on 26 February 2024 be confirmed.

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

**CARRIED**

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

There were no Conflicts of Interest submitted to the meeting.

4. **Petitions**

Nil

5. **Delegates' Reports**

Cr Saab reported on his attendance at meetings of the following:

- Municipal Association of Victoria Southern District
- Mayoral Taskforce
- Bayside Refugee Advocacy Support Association

**Moved: Cr Bearsley**

**Seconded: Cr Cochrane**

That the delegates' reports be received.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

**Councillor Statements**

Cr Saab spoke about his attendance following recent events:

- Kingswood Primary School
- Woman of the Year Awards
- Sound of Music Production by Theatrical

**Presentation of Awards**

Nil

6. **Question Time**

Question time was held at 7.15pm.

**Alex Breskin asked,**

*"Is it Council's view that clause 144.7 of the Community Local Law 2015 is consistent with the Charter of Human Rights and Responsibilities Act 2016 and the local law requirements under the Local Government Act 2020?"*

**The General Manager Planning and Place provided the following response,**

*"Council periodically reviews the Council's Local Laws and seeks advice from legal professionals to determine if the drafting remains consistent with relevant legislation. The Council will ensure that the matter Mr. Breskin has raised is further considered upon the next review of the Community Local Law."*

**Alex Breskin asked,**

*"Has Council considered introducing a neighbourhood battery scheme such as City of Melbourne's Power Melbourne project to further the city's Climate and Ecological Emergency Response Plan?"*

**The General Manager Planning and Place provided the following response,**  
*“The Council’s Climate and Ecological Emergency Response Plan has a priority action the opportunity to explore ‘Facilitate onsite power generation and sharing via rooftop solar and batteries’. With a group of 21 other councils and the Yarra Energy Foundation we have submitted an application for neighbourhood battery funding from the State Government. If the application is successful, work to support a neighbourhood battery would commence later this year.”*

**Note:** In accordance with Sub-Rule 39.8 of the Governance Rules, questions from Mark and Wandzia have been grouped together.

**Marc and Wandzia asked,**

*“Does the Access and Equity Advisory Committee and/or its satellite LGBTQIA+ committees or membership, have access to printing, mailing facilities, media and communication facilities at Council, or to any Kingston resident private data such as names, addresses and any answers to form questions and details stored at Council or with 3<sup>rd</sup> parties, which are harvested eg requested by Council when residents applied to join “Kingston Represent” or when residents create feedback or submissions to Kingston Council online through eg the Bang the Table (BTT) portal or any other tech companies currently being used by Kingston Council to manage community submissions and feedback? Are these facilities made available to these LGBTQIA+ committees at Council’s cost?”*

**The General Manager Community Strengthening provided the following response,**

*“No, the Access and Equity Advisory Committee and the LGBTQIA+ Sub-Committee do not have access to any Kingston residents’ private data, or to printing, mailing facilities, media and communication facilities. Like all community members, members of the Access and Equity Advisory Committee and the LGBTQIA+ Sub-Committee can access publicly available PCs and printing facilities at Kingston Libraries. This also applies to Kingston Represent.”*

**Note:** In accordance with Sub-Rule 39.8 of the Governance Rules, questions from Yvette and Rosemary have been grouped together.

**Yvette asked,**

*“How can there be trust toward the Council when the public question time rules have been continuously changed and are now reduced and where debate or criticism is not allowed to be heard, effectively gagging the people, and when certain questions once they get through the filtering process, are changed and modified, and then not answered fully or properly? Isn’t the Council supposed to work FOR the residents and ratepayers?”*

**Rosemary asked**

*“Can the extended question time we enjoyed previously please be restored so that the public contribution to Council affairs be acknowledged and trust between Council and the public be enhanced?”*

**The General Manager Customer and Corporate Support provided the following response:**

*“Council endeavours to answer all questions on the night of the Council meeting and under the Governance Rules there is no strict set time allocation, however from time to time the public question time segment of the meeting may be temporarily limited to ensure the business of Council within the agenda can be completed.”*

**Jagoda asked,**

*“Who at Kingston Council has the authority to suspend or threaten the suspension of a Councillor?”*

**The General Manager Customer and Corporate Support provided the following response:**

*“No person at Kingston Council has the authority to suspend or threaten the suspension of a Councillor. Any matters pertaining to Councillor misconduct processes are outlined in the Local Government Act 2020.”*

**Louise asked,**

*“How long are agendas, minutes and videos of Council meetings required to be made readily accessible to the public and viewable in that same place on your website? Why are some agendas, minutes and videos of Council meetings separated from the usual bank of Agendas and Minutes and put elsewhere on your website and given a shorter (more brief) viewing span by the public?”*

**The General Manager Customer and Corporate Support provided the following response:**

*“Minutes and agendas of Council meetings from January 2018 to the current date are available on Council’s website. Councils are required to permanently retain minutes and agendas of all Council meetings and where these cannot be obtained from Council’s website can be made available upon request. Recordings of Council meetings from the first recorded meeting in August 2013 to the current date are available on Council’s website and are not edited. Agendas of future meetings can be found on Council’s website under “Upcoming Council Meetings”. Agendas and minutes of Council past meetings from January 2018 to the current date are available under “Agendas and Minutes”. If you are referring to some other section of the website, please let me know.”*

**Anna asked,**

*“Is Kingston Council, vis a vis the Kingston Youth Service, the 1<sup>st</sup> point of call by schools and principals when they are faced with disaffected young people (children) who are referred to your Youth Services by word of mouth? Is there a system in place that 1<sup>st</sup> investigates and even supports repairing the family situation of these troubled young people before these young ones get into Kingston Youth Programs?”*

**The General Manager Community Strengthening provided the following response,**

*“We are aware that schools refer to a wide range of support organisations including Kingston Youth Services. We are unable to speak for schools and / or principals as to what their first point of call may be. A comprehensive assessment is always undertaken of a young person’s circumstances, including their family situation, as part of entering counselling or individual youth work support within Kingston Youth Services.”*

**Dean asked,**

*“What amount of waste enforcement costs in the current financial year 2023/24 has the Council included in its waste levies charged to residents (if any)?”*

**The Chief Finance Officer provided the following response,**

*“Waste enforcement costs are part of the broader Local Laws expenses managed by Council and are not itemised specific to waste enforcement; and they are not included in the Waste Charge levied to residents.”*

**Dean asked,**

*“What amount of revenue has council included in the current financial year 2023/24 from waste enforcement actions?”*

**The Chief Finance Officer provided the following response,**

*“Waste enforcement revenue forms part of Council’s Infringement Income. In 2023/24, we have had:*

- *2 x infringements for offences under Clause 184 of the Local Law (\$554)*
- *9 x infringements for offences under the Environment Protection Act 2017 (total of \$15,089).”*

**Mathew Lynn asked,**

*“Hello Kingston Council. My name is Mat Lynn and I’m asking my questions today on behalf of Melbourne Zero, an ambitious, city-wide movement to end rough sleeping by 2030. I have two questions: 1. What are Council’s official plans to increase affordable housing and end homelessness? And how is this coordinated with others, including nearby councils? 2. Does Council know how many people are sleeping rough across the LGA? How is Council collecting this vital health information?”*

**The General Manager Planning and Place provided the following response,**

*“In response to Question 1:*

*The Council has, following the adoption of its Social and Affordable Housing Strategy, worked proactively on a range of projects in recent years including:*

- *Working with Summer Foundation to provide 10 Specialist Disability Dwellings in Clayton South*
- *Working with National Affordable Housing to provide 120 new social and affordable housing dwellings in Cheltenham*
- *Working with Vicroads and Launch Housing to relocate 6 portable dwellings to provide new housing in Clarinda*
- *Identifying vacant State Government land that could be used for Social or Affordable Housing and writing to the State Government on these opportunities.*
- *Identifying older State Government owned housing parcels that could be reused for more sustainable forms of social and affordable housing.*
- *Worked with developers and other community housing providers to identify opportunities for the conversion of existing permits to provide for social and affordable housing.*
- *Provided a tour to the City of Glen Eira Councillors and Executive to illustrate completed housing projects in Kingston.*

*In response to Question 2:*

- *Kingston refers to Census data for these figures. Current census data advises that in 2021, we had three reports of rough sleepers. The count for that data was taken during COVID lockdowns, and we are aware that many homeless people were housed in motels during that time*
- *As a comparison, the data our Community Connections Program team holds shows they are currently working with approximately 15 people who have no fixed address and are sleeping rough/in their cars*

- *The team also know that services such as Launch Housing/local church emergency outlets also hold their own data”*

**Elena asked,**

*“Is it true that a Councillor who consistently refuses rate rises on a matter of principle, can be sanctioned because it may be argued, that their actions may significantly impact a Council’s ability to perform its functions?”*

**The Chief Executive Officer provided the following response,**

*“No.”*

**Colin asked,**

*“Why is Council needing to pay an outside private company such as ZeroKingston2030 in to achieve a “meaningful pathway” to enact climate action upon Kingston residents, which you say you cannot achieve within existing operational organisational and resource constraints of the Council process, even though you have 1071 full time staff? (Refer pg 853 Agenda 11 December 2023)”*

**The General Manager Planning and Place provided the following response,**

*“The Council resolution on 11 December 2023 from the item referred to in the question was:*

*That Council:*

1. *Note the work being undertaken by officers to explore and identify:
  - a) *Council’s role and objectives in facilitating community led climate action to deliver the objectives of the Climate and Ecological Emergency Response Plan (CEERP);*
  - b) *The process to be undertaken by Council to elicit expressions of interest from registered groups to deliver community led climate action;*
  - c) *The extent of financial support Council may seek to provide to a registered group focussed on the delivery of community led climate action; and*
  - d) *The governance framework required to support and enable the establishment of a partnership or Memorandum of Understanding between Council and a registered group focussed on community led climate action;**
2. *Undertake further due diligence to ensure Local Government Act 2020 and Co-operatives National Law Application Act requirements are met; and*
3. *Note that a further report will be brought to Council outlining a preferred approach aimed at supporting community led climate action, governance considerations and an estimate of any financial commitment required.*
4. *That any funds provided to any organisation or entity be on the basis that it will not be used for election purposes, self-promotion or the promotion of private businesses owned or connected with the group’s board or management team.*

*The Council has not resolved to make any payments to any outside organisations.”*

**Graeme Todd asked,**

*“Can you please disclose the name of the person who is the main leader of the organisation calling itself the Rainbow Local Government with whom Council and its officers consult and communicate with?”*

**The General Manager Community Strengthening provided the following response,**

*“Rainbow Local Government is a non-partisan campaign created by The Victorian Pride Lobby. The Victorian Pride Lobby can be contacted at [info@vicpridelobby.org](mailto:info@vicpridelobby.org).”*

**Rosemary West asked,**

*“To avoid making it look as though Council no longer cares about protecting the environment or residential amenity of Kingston, would Councillors consider amending the proposed resolution at Item 7.2 to add new dot points to identify how you propose to report on mature tree removals and two-storey in the backyard development applications, for instance:*

- Provide a quarterly report to Ordinary Council listing the number of exotic, native and indigenous 8m high trees removed and replaced (and/or planted) by Council officers (and/or planning approvals) and how this impacts our tree canopy;*
- Provide a report to Ordinary Council outlining concisely how the present and proposed rules in the new Housing Strategy to protect GRZ3 and NRZ residents from the impact of two-storey developments in their neighbours' backyards are to be implemented.”*

**The General Manager Planning and Place provided the following response,**

*“In response to the first part of the question from Ms. West in Agenda item 7.2 on tonight's agenda Section 6. of that report outlines that reporting will occur following the Councils resolution on the 23<sup>rd</sup> October, 2023 in relation to the removal of trees. In response to the second part of the question the intention of Planning Scheme Amendment C203 is to continue with a 'policy neutral' approach to two-storey development in neighbours backyards on the basis the Amendment is approved by the Minister in the form submitted for the areas identified in the question. Given the nature of the assessment will not be changing if the Amendment proceeds as adopted by Council, a report to the Council 'outlining how the present and proposed rules' will be implemented is not considered necessary.”*

**Stephen Mahony asked,**

*“The ministerial statement of 2020 setting out Victorian governments priorities for local government sectors, one of which was to start a conversation on cultural change. What is the cultural change deemed as required by state, and how has it been implemented at Kingston?”*

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

*“Council is aware of the Ministerial statement of 2020 that references cultural change amongst other various topics. The Councillor Code of Conduct sets out agreed standards of Councillor behaviour and includes tailored 'Icare' values that was developed and endorsed by the Councillor group. The Code of Conduct also provides guidance on how interpersonal issues and alleged breaches of this Councillor Code of Conduct may be managed. Focus on culture is further supported by the Councillor and Staff Interactions Policy, the recent revision of Governance Rules and focused training and information sessions held.”*



**Stephen Mahony asked,**

*As Cr Hill touched on sustainability initiatives being undertaken at the last council meeting, what exactly and where have they been conducted and at what cost to the rate payers of Kingston?*

**The General Manager Planning and Place provided the following response,**

*“Officers will review the comments attributable to Cr. Hill at the last Council Meeting and provide Mr Mahony a response via email.”*

**7. Planning and Place Reports**

**7.1 Pocket Park Proposal - Moola Court, Cheltenham**

**Moved: Cr Hill**

**Seconded: Cr Davies**

That Council:

1. Prepare and execute a Deed of Agreement with Pitard Group, to the satisfaction of Council's legal representatives, for the construction of the pocket park shown at Appendix 1 at no cost to the Council.
2. Subject to 1. above, commence the statutory procedures under Schedule 10 Clause 3 and section 223 of the Local Government Act 1989 and Council's Community Engagement Policy to discontinue the part of Moola Court Cheltenham 3192 as shown in the discontinuance plan at Appendix 2 and Title Plan at Appendix 3 of this report and to retain the land for municipal purposes and undertake parallel engagement on the design of the pocket park shown at Appendix 1.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

**7.2 Tree Removals Over 8m in Height and the Construction of Double Storey Dwellings to the Rear of Sites**

**Moved: Cr Bearsley**

**Seconded: Cr Davies**

That Council:

1. Note the matters raised in this report;
2. Amend the Planning Delegation Policy to remove the requirement that "All applications for 2-storeys in the backyard with at least one objection in the General Residential 3 Zone to be provided to Councillors in a list prior to the Planning CIS agenda; and
3. Cease the reporting of requests to remove trees over 8m in height.

**Amendment**

**Moved: Cr Oxley**

That the motion be adopted with the addition of the following:

4. Be provided with an update as part of the Councillor Weekly Update of all trees located on public land proposed to be removed; and
5. Receive as part of its quarterly report of the Council Plan the trees approved for removal and the rate of replacement planting proposed on public and private land.

**The Amendment was accepted by the Mover and Seconder**

**The Motion was put and CARRIED**

---

**City of Kingston  
Ordinary Council Meeting**

**Minutes**

**25 March 2024**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

**The resolution reads as follows:**

**Moved: Cr Bearsley**

**Seconded: Cr Davies**

That Council:

1. Note the matters raised in this report;
2. Amend the Planning Delegation Policy to remove the requirement that “All applications for 2-storeys in the backyard with at least one objection in the General Residential 3 Zone to be provided to Councillors in a list prior to the Planning CIS agenda;
3. Cease the reporting of requests to remove trees over 8m in height;
4. Be provided with an update as part of the Councillor Weekly Update of all trees located on public land proposed to be removed; and
5. Receive as part of its quarterly report of the Council Plan the trees approved for removal and the rate of replacement planting proposed on public and private land.

**CARRIED**

8. Community Strengthening Reports

**8.1 Municipal Public Health and Wellbeing Plan - Year 3 Action Plan Update and Draft Year 4 Action Plan**

**Moved: Cr Davies**

**Seconded: Cr Cochrane**

That Council:

1. Note the mid-year achievements of the Year 3 implementation of the Municipal Public Health and Wellbeing Plan 2021-25, as presented at Appendix 1.
2. Endorse the release of the Municipal Public Health and Wellbeing Plan - draft Year 4 (2024-25) Health Plan Action Plan, as presented at Appendix 2, for public exhibition from 26 March to 16 April 2024.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Hua, Bearsley, Saab and Staikos (10)

**AGAINST:** Nil (0)

**ABSTAINED:** Cr Howe (1)

**CARRIED**

**8.2 Reconciliation Action Plan Progress Report 3**

Cr Howe left the meeting at 7:48pm.

**Moved: Cr Hill**

**Seconded: Cr Davies**

That Council note the achievements of the Reconciliation Action Plan 2022 – 2024, from the period of July to December 2023.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Hua, Bearsley, Saab and Staikos (10)

**AGAINST:** Nil (0)

**8.3 Review of Arts and Cultural Advisory Committee (ACAC) Terms of Reference 2024**

**Moved: Cr Saab**

**Seconded: Cr Davies**

That Council adopt the Arts and Cultural Advisory Committee Terms of Reference - 2024, (**Appendix 2**).

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Hua, Bearsley, Saab and Staikos (10)

**AGAINST:** Nil (0)

**9. Infrastructure and Open Space Reports**

**9.1 Award of Contract - CON-23/077 - Bondi Road Outfall Drain, Bonbeach Sports Reserve - Stage 2**

Cr Howe returned to the meeting at 7:50pm.

Cr Hill left the meeting at 7:50pm.

**Moved: Cr Howe**

**Seconded: Cr Davies**

That Council:

1. Note the outcome of the tender assessment process for Contract No. 23/077 Bondi Road Outfall Drain, Bonbeach Sports Reserve – Stage 2 as set out in confidential Appendix 1 attached to this report;
2. Award Contract No. 23/077 Bondi Road Outfall Drain, Bonbeach Sports Reserve – Stage 2 for the fixed lump sum price of \$3,959,641.00 (exclusive of GST) to Jaydo Construction Pty Ltd; and
3. Approve the allocation of a separate contingency of up to 10% of the contract sum and delegate authority to the CEO or delegate to expend this allowance to ensure the successful completion of the project.

Cr Hill returned to the meeting at 7:52pm.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

10. Customer and Corporate Support Reports

**10.1 Motions for Municipal Association of Victoria State Council Meeting**

**Moved: Cr Saab**

**Seconded: Cr Staikos**

That Council endorse the following motions to be submitted to the Municipal Association of Victoria for consideration at the May 2024 State Council Meeting:

1. Gender Equality Advisory Committee reinstatement

“That the MAV advocate to the Minister for Local Government and the Minister for Women to reinstate the Gender Equality Advisory Committee (GEAC) to ensure the local government sector remains a key partner in helping achieve the Victorian Government’s vision for gender equality in Victoria’s 79 Councils.”

Cr Eden left the meeting at 7:53pm.

Cr Eden returned to the meeting at 7:55pm.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

**10.2 Motions for Australian Local Government Association National General Assembly**

**Moved: Cr Davies**

**Seconded: Cr Saab**

That Council endorse the following motions to be submitted to the Australian Local Government Association for consideration at the July 2024 National General Assembly:

1. Improved aviation regulation and protection:

*This National General Assembly calls on the Australian Government to*

- *Commit to legislative changes of the Airports Act 1996 and Airports Regulation 1996, following the White Paper process, to improve and protect General Aviation giving specific consideration to:*
  - a. *Legislative mechanisms needed to ensure that Airport Strategic Planning actively prioritises the protection of Commonwealth Land for aviation related purposes.*
  - b. *Legislated obligations on the Airport Lessee Company to ensure aviation related businesses are prioritised to ensure commercial transactions on Commonwealth Land cannot undermine existing businesses or the needs of aviation for the life of the established Airport lease period.*
  - c. *The views held by State or Local Government with respect to the land use planning implications on Airport Land are given a much more elevated level of consideration in determinations on Draft Major Development Plans or Draft Airport Masterplans.*
  - d. *The establishment of independent expert review processes to aid the Commonwealth Minister in considering Draft Major Development Plans or*

*Draft Airport Masterplans.*

- *Undertake a thorough review of all functions under the Airports Act 1996 and Airports Regulations 1996 requiring the Airport Lessee Company to provide advice, assess or determine any matters relating to considerations regarding the safety of Airfields and/or Development which is proposed to occur on them.*

2. Aged Care Reform - Call for a 24+month transition plan to implement the new Aged Care Act

*The National General Assembly calls on the Australian Government to:*

- *Acknowledge the complexity involved for Councils, and other providers, in adapting services to meet requirements under the new Aged Care Act.*
- *Work with aged care providers to develop a 24+ month transition plan that provides a staged and structured implementation of the new Aged Care Act.*

3. Supporting Greater Dandenong's motion re Mayoral Taskforce Supporting People Seeking Asylum

*The National General Assembly calls on the Australian Government to:*

- *Acknowledge Greater Dandenong City Council as secretariat of the Local Government Mayoral Taskforce Supporting People Seeking Asylum on behalf of the following councils that are members:*
  - a. *Executive Members – Blacktown City Council, Brimbank City Council, City of Darebin, City of Hume, City of Kingston, City of Monash, Merri-bek City Council, Wyndham City Council, Yarra City Council*
  - b. *General Members – Ararat Rural City Council, City of Ballarat, Banyule City Council, Blue Mountains City Council, City of Canterbury Bankstown, City of Casey, City of Greater Bendigo, Hawkesbury City Council, Hobsons Bay City Council, Inner West Council, Maribyrnong City Council, Melbourne City Council, Moonee Valley City Council, Newcastle City Council, Nillumbik Shire Council, Orange City Council, Randwick Council, Surf Coast Shire, City of Port Phillip, City of West Torrens, City of Whittlesea; and*
  - c. *Supporter Councils – Albury City Council, Bass Coast Shire Council, Cardinia Shire Council, City of Greater Geelong, City of Hobart, Macedon Ranges Shire Council, Mornington Peninsula Shire, Queenscliffe Borough Council, Wellington Shire Council, City of Wagga Wagga, City of Whitehorse; and*
- *Ensure people seeking asylum have a valid bridging visa with associated work and study rights while they await decisions on their protection application, including automating the bridging renewal process.*
- *Expand the Status Resolution Support Services (SRSS) program eligibility and simplify the application process so that individuals and families seeking asylum who are in need and awaiting the outcome of their protection claims, or awaiting the outcome of the Administrative Appeal Tribunal AAT (or Administrative Review Tribunal once AAT abolished) can access healthcare, disability, housing support and other essential services; and*
- *Provide improved access to tertiary education options for people seeking asylum (and their children) awaiting the outcome of their protection claims, or awaiting the outcome of the Administrative Appeal Tribunal AAT (or Administrative Review Tribunal once AAT abolished).*

**City of Kingston  
Ordinary Council Meeting**

**Minutes**

**25 March 2024**

Cr Staikos left the meeting at 8:00pm.

Cr Staikos returned to the meeting at 8:02pm.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Bearsley, Saab and Staikos (9)

**AGAINST:** Nil (0)

**ABSTAINED:** Crs Howe and Hua (2)

**10.3 Quarterly Advocacy Update**

**Moved: Cr Eden**

**Seconded: Cr Davies**

That Council receive the March 2024 Advocacy update report.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

**10.4 Mordialloc and Aspendale Level Crossing Removal Project: Advocacy Plan**

**Moved: Cr Cochrane**

**Seconded: Cr Davies**

That Council:

1. Note the advocacy activities undertaken to date
2. Endorse the revised Mordialloc/Aspendale LXP Advocacy Strategy proposal included in the confidential attachment.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)



**10.5 Kingston Performance Report 2023-24 - Quarter Two (October to December 2023)**

**Moved: Cr Staikos**

**Seconded: Cr Cochrane**

That Council receive the Year Three Annual Action Plan 2023–24 and Council Plan 2021–25 Strategic Indicators for Quarter Two (October to December 2023).

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

**10.6 Draft Council Plan 2021-25 Year Four Annual Action Plan 2024-25**

**Moved: Cr Staikos**

**Seconded: Cr Saab**

That Council consider and endorse the draft Annual Action Plan 2024–25 (Appendix One).

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

**10.7 Governance and Compliance Report**

**Moved: Cr Oxley**

**Seconded: Cr Hua**

That Council:

1. In the exercise of the power conferred by s 11(1)(b) of the Local Government Act 2020 (the Act), resolves that:
  - a) There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
  - b) The instrument comes into force immediately upon this resolution being made and is to be signed by the Council’s Chief Executive Officer and the Mayor.
  - c) On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
  - d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time

- adopt.
- e) Amend section 1.1 and the insertion of a new 1.2 of appendix 1 to include the following:
    - if the issue, action, act or thing is an issue, action, act or thing which involves
      - 1.1 entering into a contract exceeding the value of \$1,000,000 (excluding GST)
      - 1.2 making any expenditure that exceeds \$1,000,000 excluding GST, unless the payment is for statutory charges, insurance premiums or utility charges in an amount generally consistent with a Budget prepared or adopted by Council
- 2. That in the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, Kingston City Council resolves that:
    - a) The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument
    - b) The instrument comes into force immediately on resolution and remains in force until such time as the officers are no longer employed, contracted or otherwise engaged to undertake the duties on behalf of Kingston City Council, unless Council determines to vary or revoke it earlier
  - 3. Receive the Informal Meetings of Councillors Records as attached at Appendices 3-6;
  - 4. Receive and note the Chief Executive Officer and General Manager Quarterly Expenses in Appendix 7;
  - 5. Appoint Tanisha Simunic to the Access & Equity Advisory Committee; and
  - 6. Having considered feedback from community consultation, adopt the Governance Rules and Election Period Policy as amended in Appendices 9 and 10

Cr Cochrane left the meeting at 8.26pm.

**Amendment**

**Moved: Cr Staikos**

**Seconded: Cr Bearsley**

That the motion be adopted with the addition of the following:

- 1.3 Entering into a contract exceeding the value of \$1,500,000 for any matters relating to roads or drains

**The Amendment was put and CARRIED**

**FOR:** Crs Davey-Burns, Cochrane, Davies, Hill, Howe, Bearsley, Saab and Staikos (8)

**AGAINST:** Cr Oxley (1)

**ABSTAINED:** Crs Eden and Hua (2)

**The Amendment became the Motion**

**The Substantive Motion was put and CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

**CARRIED**

**The resolution reads as follows:**

**Moved: Cr Oxley**

**Seconded: Cr Hua**

That Council:

1. In the exercise of the power conferred by s 11(1)(b) of the Local Government Act 2020 (the Act), resolves that:
  - a) There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
  - b) The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor.
  - c) On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
  - d) The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
  - e) Amend section 1.1 and the insertion of a new 1.2 of appendix 1 to include the following:

if the issue, action, act or thing is an issue, action, act or thing which involves:

    - 1.1 entering into a contract exceeding the value of \$1,000,000 (excluding GST)
    - 1.2 making any expenditure that exceeds \$1,000,000 excluding GST, unless the payment is for statutory charges, insurance premiums or utility charges in an amount generally consistent with a Budget prepared or adopted by Council
    - 1.3 entering into a contract exceeding the value of \$1,500,000 for any matters relating to roads or drains
2. That in the exercise of the powers conferred by s147(4) of the *Planning and Environment Act 1987*, Kingston City Council resolves that:
  - a) The members of Council staff referred to in the instrument attached be appointed and authorised as set out in the instrument
  - b) The instrument comes into force immediately on resolution and remains in force until such time as the officers are no longer employed, contracted or otherwise engaged to undertake the duties on behalf of Kingston City Council, unless Council determines to vary or revoke it earlier
3. Receive the Informal Meetings of Councillors Records as attached at Appendices 3-6;
4. Receive and note the Chief Executive Officer and General Manager Quarterly Expenses in Appendix 7;

**City of Kingston  
Ordinary Council Meeting**

**Minutes**

**25 March 2024**

- |   |
|---|
| <ol style="list-style-type: none"><li>5. Appoint Tanisha Simunic to the Access &amp; Equity Advisory Committee; and</li><li>6. Having considered feedback from community consultation, adopt the Governance Rules and Election Period Policy as amended in Appendices 9 and 10.</li></ol> |
|---|

**11. Chief Finance Office Reports**

**11.1 Draft 2024/25 Budget, Draft 2024-2034 Long Term Financial Plan, and  
Draft 2024-2028 Revenue and Rating Plan**

Cr Davies left the meeting at 8:32pm.

Cr Davies returned to the meeting at 8:34pm.

**Moved: Cr Staikos**

**Seconded: Cr Saab**

That Council:

1. Adopt in principle the Draft Budget, Long Term Financial Plan, and Revenue & Rating Plan all annexed to this report, and prepared in accordance with sections 91, 93, 94, and 96 of the Local Government Act 2020, and the Local Government (Planning & Reporting) Regulations 2020.
2. Approve in principle the level of borrowings proposed in the draft budget and financial plan of \$55.95 million in accordance with section 104 of the Local Government Act 2020 and from 2024/25 with Council to approve the final form of the borrowings following a competitive procurement and assessment.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Cochrane, Davies, Hill, Hua, Bearsley, Saab and Staikos (9)

**AGAINST:** Nil (0)

**ABSTAINED:** Crs Oxley and Howe (2)

**Note:** Cr Staikos requested through the Chair and was granted an additional two minutes to speak on the matter.

**12. Notices of Motion**

**12.1 Notice of Motion No. 3/2024 - Cr Saab - Kingston Arts Precinct Masterplan**

**Moved: Cr Saab**

**Seconded: Cr Davies**

That Council:

1. Receives a Kingston Arts Precinct Masterplan that encompasses the Kingston Arts Centre, Kingston City Hall and surrounding areas in Moorabbin by July 2025
2. That the Masterplan provide strategic direction for the creation of a contemporary, creative, accessible, and flexible arts and events destination that is unique to the region
3. That the Masterplan is cognisant of the future development aims for Moorabbin by the State Government with specific consideration to:
  - a) Moorabbin Structure Plan
  - b) Moorabbin West Urban Design Framework
  - c) Moorabbin Eastern Edge Design Analysis
  - d) Arts, Events and Libraries Community Consultation Report
  - e) Future connections to Moorabbin train station

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Cochrane, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)

**AGAINST:** Nil (0)

**13. Urgent Business**

There were no items of Urgent Business.

**7. Confidential Items**

**Moved: Cr Oxley**

**Seconded: Cr Eden**

That items 14.1 and 14.2 be considered in the part of the meeting open to the public and that Council determine, pursuant to Section 125 of the Local Government Act 2020, that the motions be made publicly available.

Cr Eden left the meeting at 9.13pm.

Cr Eden returned to the meeting at 9.14pm.

**FOR:** Crs Eden, Oxley, Cochrane, Davies, Howe and Hua (6)

**AGAINST:** Cr Saab (1)

**ABSTAINED:** Crs Davey-Burns, Hill, Bearsley and Staikos (4)

**CARRIED**

**14.1 Property Matter**

**Moved: Cr Staikos**

**Seconded: Cr Saab**

That Council:

1. Negotiate with Registered Housing Provider, Launch Housing Limited (Registration No. 45 – pursuant to the Housing Act 1983), as its preferred provider to develop the subject property for social housing in accordance with its proposal attached as Annexure “A”.
2. Subject to the outcome of negotiation with the Registered Housing Provider in 1. above to the satisfaction of Council’s Chief Executive Officer and Council’s legal advisor(s), receive a further report, outlining further details of the proposal and the process of public consultation, (under section 115 of the Local Government Act 2020) of Council’s intention to grant a ground lease to Launch Housing Limited for the subject property on the following principal terms and conditions:
  - a) A term of thirty years, with an option to extend, at an annual rental of \$1.00 per annum.
  - b) The permitted use for the development and use of the subject property for social housing on the development plans approved by the Council acting as the Responsible Authority under the Kingston Planning Scheme.
  - c) Any other terms and conditions advised by Council’s legal advisor(s).
  - d) That it is Kingston Council’s preference to house mature aged women (e.g. over 50 years of age) who are homeless or at risk of homelessness.
3. Receive a further report prior to the commencement of the Section 115 Community Engagement Process.

**Procedural Motion**

**Moved: Cr Davies**

**Seconded: Cr Saab**

That the meeting be closed to the public to continue debate on items 14.1 and 14.2.

**Moved: Cr Saab**

**Seconded: Cr Staikos**

That the Motion be Put.



**City of Kingston  
Ordinary Council Meeting**

**Minutes**

**25 March 2024**

**CARRIED**

**FOR:** Crs Davey-Burns, Cochrane, Davies, Hill, Hua, Saab and Staikos (7)  
**AGAINST:** Crs Eden, Oxley and Howe (3)  
**ABSTAINED:** Cr Bearsley (1)

**The Procedural Motion was put and CARRIED**

**FOR:** Crs Davey-Burns, Cochrane, Davies, Hill, Hua, Bearsley, Saab and Staikos (8)  
**AGAINST:** Crs Eden, Oxley and Howe (3)

The meeting was closed to members of the public at 9.44pm.

Cr Howe left the meeting at 9.44pm and did not return.

**Note:** In the part of the meeting closed to the public it was resolved that the following resolutions and minutes including the names of Councillors voting on the resolution and the address of the properties be made public.

**Amendment**

**Moved: Cr Davies**

That the Motion be adopted with the inclusion of the following:

4. Determine, pursuant to Section 125 of the Local Government Act 2020, that the this resolution and the address of the property 6 Lochiel Avenue, Edithvale, be made publicly available.

**The Amendment was accepted by the Mover and Seconder**

**Amendment**

**Moved: Cr Hill**

That the Motion be adopted with the inclusion of the following in point 2d):

- 2d) That it is Kingston Council's preference to house mature aged women (e.g. over 50 years of age) **or single mothers with dependants** who are homeless or at risk of homelessness.

**The Amendment was accepted by the Mover and Seconder**

Cr Cochrane left the meeting at 10:05pm and did not return.

**Procedural Motion**

**Moved: Cr Saab**

**Seconded: Cr Staikos**

That the meeting be extended for 30 minutes until 10.35pm.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Davies, Hill, Howe, Hua, Bearsley, Saab and Staikos (11)  
**AGAINST:** Nil (0)

**Amendment**

**Moved: Cr Oxley**

That the Motion be adopted with the inclusion of the following in point 4:

4. Determine, pursuant to Section 125 of the Local Government Act 2020 **that this resolution and minutes, including the names of Councillors voting on the resolution**, and the address of the property 6 Lochiel Avenue, Edithvale be made publicly available.

**The Amendment was accepted by the Mover and Seconder**

**The Substantive Motion was put and CARRIED**

**FOR:** Crs Davey-Burns, Davies, Hill, Bearsley, Saab and Staikos (6)

**AGAINST:** Crs Eden, Oxley and Hua (3)

**The resolution reads as follows:**

That Council:

1. Negotiate with Registered Housing Provider, Launch Housing Limited (Registration No. 45 – pursuant to the Housing Act 1983), as its preferred provider to develop the subject property for social housing in accordance with its proposal attached as Annexure “A”.
2. Subject to the outcome of negotiation with the Registered Housing Provider in 1. above to the satisfaction of Council’s Chief Executive Officer and Council’s legal advisor(s), receive a further report, outlining further details of the proposal and the process of public consultation, (under section 115 of the Local Government Act 2020) of Council’s intention to grant a ground lease to Launch Housing Limited for the subject property on the following principal terms and conditions:
  - a) A term of thirty years, with an option to extend, at an annual rental of \$1.00 per annum.
  - b) The permitted use for the development and use of the subject property for social housing on the development plans approved by the Council acting as the Responsible Authority under the Kingston Planning Scheme.
  - c) Any other terms and conditions advised by Council’s legal advisor(s).
  - d) That it is Kingston Council’s preference to house mature aged women (e.g. over 50 years of age) or single mothers with dependants who are homeless or at risk of homelessness.
3. Receive a further report prior to the commencement of the Section 115 Community Engagement Process.
4. Determine, pursuant to Section 125 of the Local Government Act 2020 that this resolution and minutes, including the names of Councillors voting on the resolution, and the address of the property 6 Lochiel Avenue, Edithvale be made publicly available.

**CARRIED**

**14.2 Property Matter**

**Moved: Cr Staikos**

**Seconded: Cr Saab**

That Council:

1. Negotiate with Registered Housing Provider, Launch Housing Limited (Registration No. 45 – pursuant to the Housing Act 1983), as its preferred provider to develop the subject property for social housing in accordance with its proposal attached as Annexure “A”.
2. Subject to the outcome of negotiation with the Registered Housing Provider in 1. above to the satisfaction of Council’s Chief Executive Officer and Council’s legal advisor(s), that Council receive a further report, outlining further details of the proposal and the process of public consultation, (under section 115 of the Local Government Act 2020) of Council’s intention to grant a ground lease to Launch Housing Limited for the subject property on the following principal terms and conditions:
  - a) A term of thirty years, with an option to extend, at an annual rental of \$1.00 per annum.
  - b) The permitted use for the development and use of the subject property for social housing on the development plans approved by the Council acting as the Responsible Authority under the Kingston Planning Scheme.
  - c) Any other terms and conditions advised by Council’s legal advisor(s).
  - d) That it is Kingston Council’s preference to house mature aged women (e.g. over 50 years of age) or single mothers with dependants who are homeless or at risk of homelessness.
3. Receive a further report prior to the commencement of the Section 115 Community Engagement Process.
4. Determine, pursuant to Section 125 of the Local Government Act 2020 that this resolution and minutes, including the names of Councillors voting on the resolution, and the address of the property 33 Balcombe Road, Mentone be made publicly available.

**Procedural Motion**

That the meeting be extended for 15 minutes until 10.50pm.

**FOR:** Crs Davey-Burns, Eden, Oxley, Davies, Hill, Hua, Bearsley, Saab and Staikos (9)

**AGAINST:** Nil (0)

**The Substantive Motion was put and CARRIED**

**FOR:** Crs Davey-Burns, Davies, Hill, Bearsley, Saab and Staikos (6)

**AGAINST:** Crs Oxley and Hua (2)

**ABSTAINED:** Cr Eden (1)

**City of Kingston  
Ordinary Council Meeting**

**Minutes**

**25 March 2024**

---

**Moved: Cr Staikos**

**Seconded: Cr Davies**

That the meeting be opened to members of the public.

**CARRIED**

**FOR:** Crs Davey-Burns, Eden, Oxley, Davies, Hill, Hua, Bearsley, Saab  
and Staikos (9)

**AGAINST:** Nil (0)

The meeting was opened to members of the public at 10.47pm.

The meeting closed at 10.47pm.

**Confirmed.....**

**The Mayor 22 April 2024**

## **7. Planning and Place Reports**

# Ordinary Council Meeting

22 April 2024

Agenda Item No: 7.1

## TOWN PLANNING APPLICATION DECISIONS - MARCH 2024

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

Attached for information is the report of Town Planning Decisions for the month of March, 2024.

A summary of the decisions is as follows:

Type of Decision	Number of Decisions Made	Percentage (%)
Planning Permits	47	69
Notice of Decision	11	16
Refusal to Grant a Permit	1	2
Other - Withdrawn (7) - Prohibited (1) - Permit not required (0) - Lapsed (1) - Failure to Determine (0)	9	13
<b>Total</b>	<b>68</b>	<b>100</b>

(NB: Percentage figures have been rounded)

### OFFICER RECOMMENDATION

That the report be noted.

### Appendices

Appendix 1 - Town Planning Application Decisions - March 2024 (Ref 24/92621) 

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

Reviewed and Approved By: Heidi Heath, Team Leader City Development Administration  
Alfred Carnovale, Manager City Development

# 7.1

## TOWN PLANNING APPLICATION DECISIONS - MARCH 2024

1	Town Planning Application Decisions - March 2024 .....	9
---	--	---

Planning Decisions March, 2024							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT DECISION
KP-2023/532	Factory 1 20-28 Levenswell Road	MOORABBIN	4/10/2023	4/03/2024	The removal of drainage and sewerage easements on the land	Permit	No
KP-2023/718	64 Bevan Avenue	CLAYTON SOUTH	12/12/2023	4/03/2024	Subdivide the land into four (4) lots	Permit	No
KP-2024/56	8 Afton Way	ASPENDALE	20/02/2024	4/03/2024	Subdivide the land into two (2) lots	Permit	No
KP-2014/979/A	253A Nepean Highway	PARKDALE	11/12/2023	4/03/2024	Develop the Land for the Construction of two (2) Double Storey Dwellings	Withdrawn	No
KP-2024/36	4 9 Phoenix Court	BRAESIDE	26/02/2024	4/03/2024	New mezzanine	Permit	No
KP-2024/54	2-14 Keys Road	CHELTENHAM	22/02/2024	4/03/2024	The construction of a warehouse	Permit	No
KP-2023/407	1-4 Nepean Highway	ASPENDALE	19/07/2023	5/03/2024	The installation of a floating pontoon and pontoon walkway	Permit	No
KP-2023/717	6 Susan Street	MORDIALLOC	12/12/2023	5/03/2024	Use the land as one (1) dwelling in an Airport Environs Overlay	Permit	No
KP-2024/17	50 Centre Dandenong Road	CHELTENHAM	25/01/2024	5/03/2024	Alteration of the access to a road in the Transport Zone 2	Permit	No
KP-2022/176/A	129 Como Parade East	PARKDALE	19/01/2024	5/03/2024	Construction of a three storey apartment building containing 34 dwellings in accordance with the endorsed plans	Permit	No
KP-2024/51	8 Evergreen Boulevard	CLAYTON SOUTH	19/02/2024	5/03/2024	The construction of a verandah associated with the existing dwelling	Withdrawn	No
KP-2018/760/A	279 Wells Road	CHELSEA HEIGHTS	12/10/2023	6/03/2024	The use of the land as a retail premises and a waiver of bicycle spaces required by Clause 52.34 (Bicycle Facilities)	Permit	No



KP-2012/638/A	26 Second Street	CLAYTON SOUTH	26/07/2023	6/03/2024	Develop the land for the construction of one (1) double storey dwelling to the rear of an existing dwelling	Permit	No
KP-2023/624	27 Myola Street	CARRUM	21/11/2023	6/03/2024	Subdivide the land into three (3) lots	Permit	No
KP-2023/203	77 Larnook Crescent	ASPENDALE	27/04/2023	6/03/2024	Development of six (6) dwellings	Permit	No
KP-2024/65	4-6 McGuire Street	CHELTENHAM	29/02/2024	7/03/2024	The construction of a shed associated with an industry	Permit	No
KP-2024/39	Shop 1 171-187 Nepean Highway	MENTONE	12/02/2024	7/03/2024	ALTERATIONS AND BUILDINGS AND WORKS TO THE EXISTING SHOPPING CENTRE BUILDING (WOOLWORTHS SUPERMARKET TENANCY). PROPOSED GROCERY PICKUP (DIRECT-TO-BOOT) CARPARKING BAYS. ALTERATIONS TO THE SHOPFRONT ON THE NORTH SIDE OF THE BUILDING. RAMPS TO SERVICE AND PROVIDE ACCESS TO THE PICKUP BAYS. SMALL WEATH	Withdrawn	No
KP-2023/474	4 Houston Street	MENTONE	23/08/2023	7/03/2024	To construct two (2) dwellings on a lot and to subdivide the land into two (2) lots	Notice of Decision	No
KP-2023/702	2 74 Chute Street	MORDIALLOC	7/12/2023	8/03/2024	Extension of a dwelling on a lot less than 300 square metres in a General Residential Zone	Permit	No
KP-2023/185	38 Gwenda Avenue	MOORABBIN	14/04/2023	12/03/2024	The construction of two (2) double storey dwellings	Notice of Decision	No
KP-2024/42	19 Booker Street	CHELTENHAM	13/02/2024	12/03/2024	Subdivide the land into two (2) lots	Withdrawn	No
KP-2009/308/D	71-109 Bourke Road	CLARINDA	28/02/2024	13/03/2024	Develop the land for the construction of a retirement village	Permit	No
KP-2022/107	11 Rings Road	MOORABBIN	23/02/2022	13/03/2024	The use of the land for two (2) restaurants with associated buildings and works, a reduction in the car	Refused	No

					parking requirement and the sale and consumption of liquor on the premises		
KP-2023/633	32 Curlew Point Drive	PATTERSON LAKES	25/11/2023	13/03/2024	Develop the land for the construction of a fence	Prohibited	No
KP-2018/58/A	7 Barbara Street	MOORABBIN	28/06/2023	14/03/2024	Develop the land for the construction of three (3) dwellings	Notice of Decision	No
KP-2023/649	5 Sinclair Lane	EDITHVALE	30/11/2023	14/03/2024	Development of the land for one (1) dwelling	Withdrawn	No
KP-2005/160/C	Opposite 35 Waterside Drive	WATERWAYS	3/11/2023	14/03/2024	The construction of buildings and works on this site and to use for a food and drink premises (cafe)	Permit	No
KP-2024/82	21 Silver Street	CHELTENHAM	4/03/2024	14/03/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/18	101 Lochiel Avenue	EDITHVALE	23/01/2024	14/03/2024	Subdivide the Land into Two (2) Lots	Permit	No
KP-2023/416	10 Station Road	CHELTENHAM	24/07/2023	15/03/2024	The construction of a four (4) storey building and a reduction in the car parking requirement associated with an office	Notice of Decision	No
KP-2023/600	Unit 1 25 Donald Grove	CHELSEA	10/11/2023	15/03/2024	The construction louvred verandah associated with the existing dwelling	Withdrawn	No
KP-2023/686	24 Ivan Avenue	EDITHVALE	5/12/2023	15/03/2024	Develop the land for two (2) dwellings	Permit	No
KP-2023/503	11 Houston Street	MENTONE	6/09/2023	18/03/2024	Development of the land for the construction of two (2) dwellings	Permit	No
KP-2023/513	104 Station Street	ASPENDALE	15/09/2023	18/03/2024	Development of two (2) double-storey side-by-side dwellings	Permit	No
KP-2023/566	20 Antibes Street	PARKDALE	19/10/2023	18/03/2024	The construction of two (2) double storey dwellings	Permit	No
KP-2010/142/A	17 Montgomery Street	MORDIALLOC	26/10/2023	18/03/2024	Construction for the development of two (2) dwellings	Permit	No
KP-2023/730	55 Arunta Crescent	CLARINDA	18/12/2023	18/03/2024	Development of the land for two (2) dwellings	Permit	No

KP-2022/472	5 View Street	MENTONE	14/07/2022	19/03/2024	The construction of two (2) double storey dwellings	Permit	No
KP-2023/557	21-23 Wannan Street	HIGHETT	17/10/2023	19/03/2024	The use of the land for motor vehicle sales	Permit	No
KP-2023/468	FACTORY 5 680 South Road	MOORABBIN	21/08/2023	19/03/2024	The use of the land for car sales	Permit	No
KP-2023/611	Factory 3 34 Levenswell Road	MOORABBIN	15/11/2023	19/03/2024	The use of the land for the sale and consumption of liquor on the premises associated with a distillery (Producer's Liquor Licence).	Notice of Decision	No
KP-2022/487	142 Fairbank Road	CLAYTON SOUTH	19/07/2022	19/03/2024	Use and develop the land for warehouses, restricted retail premises, service station (with ancillary convenience shop); develop the land for a take away food premises; create access to a road in a Transport Zone 2; reduce the car parking requirements of Clause 52.06 and remove native vegetation in a	Notice of Decision	No
KP-2024/99	117 Chute Street	MORDIALLOC	13/03/2024	20/03/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/101	36 The Crescent	HIGHETT	13/03/2024	20/03/2024	Subdivide the land into two (2) lots	Permit	No
KP-2024/43	20 Cannes Avenue	BONBEACH	14/02/2024	20/03/2024	Subdivide the Land into Four (4) Lots	Permit	No
KP-2024/35	2 13 Chadwell Grove	CHELSEA	6/02/2024	20/03/2024	We are proposing a verandah on the balcony of this property. this has already been permitted by a building surveyor	Withdrawn	No
KP-2016/1055/L	254 Chesterville Road	MOORABBIN	18/08/2023	21/03/2024	Use and development of the land for office, food and drink premises(caf�e)/convenience shop, restricted retail, restaurant, tavern,	Notice of Decision	No

					industry (brewery), Restricted Recreation Facility (Yoga Studio), place of assembly, sale and consumption of liquor for a General Licence for the tavern, sale and consum		
KP-2023/640	1 5 Park Street	MORDIALLOC	29/02/2024	21/03/2024	The construction of a front fence associated with one dwelling on a lot	Permit	No
KP-2023/82	11 Bevan Avenue	CLAYTON SOUTH	16/02/2023	22/03/2024	The development of three (3) double storey dwellings	Permit	No
KP-2023/584	39 Cedric Street	MORDIALLOC	20/03/2024	22/03/2024	The construction of a double storey dwelling in the Special Building Overlay	Permit	No
KP-2024/27	134-136 Argus Street	CHELTENHAM	29/01/2024	22/03/2024	Subdivide the Land into Nine (9) Lots	Permit	No
KP-2023/404	213 Chesterville Road	MOORABBIN	19/07/2023	22/03/2024	Subdivide the land into Twenty Three (23) Lots and Removal of Easement E-1 (drainage and sewerage) from Lot 1 and Lot 2 on TP709415F	Permit	No
KP-2015/152/A	605 Nepean Highway	BONBEACH	9/10/2023	25/03/2024	Develop the land for the construction of twelve (12) dwellings	Notice of Decision	No
KP-2021/878	58 Levanto Street	MENTONE	14/12/2021	25/03/2024	Develop the land for construction of four (4) double storey dwellings	Notice of Decision	No
KP-2024/10	1 67-69 Keith Street	PARKDALE	18/01/2024	26/03/2024	To extend one (1) dwelling on a lot less than 300 square metres in a Special Building Overlay	Permit	No
KP-2022/437	16 Plant Grove	HEATHERTON	30/06/2022	26/03/2024	Develop the land for the construction of an ancillary office building including affiliated works associated with the existing plant nursery	Permit	No
KP-2023/535	10 Duke Street	ASPENDALE	5/10/2023	26/03/2024	The development of two (2) double-storey side-by-side dwellings	Permit	No

KP-1995/4445/A	12 Latona Street	MENTONE	23/02/2024	26/03/2024	The construction of a new, two-storey dwelling to the rear of an existing dwelling (dual occupancy)	Permit	No
KP-2018/472/A	25 Donald Grove	CHELSEA	15/03/2024	26/03/2024	Develop the land for the construction of three (3) dwellings	Permit	No
KP-2023/574	1-7 Wells Road	MORDIALLOC	26/10/2023	26/03/2024	Use and develop the land for a leisure and recreation facility (Aquatic Centre), removal of easements, removal of native vegetation and associated works	Permit	No
KP-2023/540	2 Attenborough Road	ASPENDALE	10/10/2023	26/03/2024	The development of two (2) dwellings	Permit	No
KP-2022/834	2 10 Central Avenue	MOORABBIN	22/12/2022	27/03/2024	Construction of an eight (8) storey mixed use building with roof top terrace and basement car parking, a reduction in the standard car parking rate associated with the office use and the removal of covenants from title.	Notice of Decision	No
KP-2023/520	1190-1212 Nepean Highway	CHELTENHAM	19/09/2023	28/03/2024	To construct or carry out works to extend an existing structure, and to construct or put up for display one (1) internally illuminated pole sign and one (1) internally illuminated business identification sign.	Permit	No
KP-2021/782/A	87 McLeod Road	CARRUM	15/03/2024	28/03/2024	Develop one (1) dwelling on land within a Special Building Overlay	Permit	No
KP-2021/900/B	630-632 Warrigal Road	OAKLEIGH SOUTH	13/12/2023	28/03/2024	Use and develop the land for a childcare facility and alter access to a road in a Transport Zone 2	Notice of Decision	No
KP-2023/616	18-20 Graham Road	CLAYTON SOUTH	13/11/2023	28/03/2024	The use of the land as a transfer station, buildings and works and a reduction in the car parking requirement	Lapsed	No

KP-2024/31	33 Kubis Avenue	ASPENDALE	31/01/2024	30/03/2024	Subdivide the Land into Three (3) Lots	Permit	No
KP-2024/81	8 Tina Court	CLARINDA	4/03/2024	30/03/2024	Subdivide the Land into Two (2) Lots	Permit	No

## **8. Community Strengthening Reports**

# Ordinary Council Meeting

22 April 2024

Agenda Item No: 8.1

## COMMUNITY AWARDS 2024 - NOMINATIONS AND CONFIRMATION OF WINNERS

Contact Officer: Gillian Turnbull, Coordinator Community Capacity

### Purpose of Report

The purpose of this report is to present the details of eligible nominations received for the Community Awards 2024 and confirm the winners for each category (Citizen of the Year and Community Group of the Year).

### 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. Confirm the 2024 recipients of the Community Awards for 'Citizen of the Year' and 'Community Group of the Year', as presented in Confidential Appendix 3 Voting Outcomes – Winners; and
2. Determine, pursuant to Section 125 of the Local Government Act 2020, that the identities of all award recipients be made publicly available on 21 May 2024, except for the notification of the award winners by the Mayor prior to 21 May 2024.

## 1. Executive Summary

The Community Awards celebrate and promote the outstanding contributions of individuals and groups in the community. These awards recognise the efforts of community members across the municipality and celebrate the achievements of our communities' leaders.

The Community Awards 2024 are presented in two categories at the discretion of Council. The two categories are Citizen of the Year and Community Group of the Year. Council may also exercise the option to present an Outstanding Citizen Award to a runner-up nominee for Citizen of the Year.

Nominations opened in September 2024, with a targeted public call for nominations made from 28 November 2023 to 15 March 2024. A total of 27 eligible nominations were received across both categories – 22 for Citizen of the Year and five for Community Group of the Year.

Confidential Appendix 1 provides a summary of the nominations for the Citizen of the Year 2024. Confidential Appendix 2 provides a summary of the nominations for the Community Group of the Year 2024.



Councillors were invited to consider all nominations in accordance with the selection criteria and select the overall winners for Citizen of the Year and Community Group of the Year for 2024. Councillors voted for their preferred winners between 2 to 8 April 2024. The voting outcomes are presented in Confidential Appendix 3 Voting Outcomes – Winners.

The Awards will be presented during National Volunteer Week at the Volunteer Appreciation Event on 21 May 2024.

## **2. Background**

Each year Kingston celebrates those that make a significant contribution to community with the presentation of two Community Awards under the banner of Citizen of the Year and Community Group of the Year.

Council is only required to present Awards in the categories where it deems the nomination worthy. Council is not obligated to present an award in either category. Council may also exercise the option to present an Outstanding Citizen Award to a runner-up nominee for Citizen of the Year.

An internal review of the Community Awards 2023 was undertaken and the following changes presented to the Council Meeting in August 2023:

The changes included:

- Revising the eligibility criteria
- Ensuring clear communications of awards information and eligibility
- Opening the nominations for a longer period
- Ensuring the nomination form is available throughout the year and integrating it with other award programs
- Ensuring the acknowledgement experience is rewarding for all nominees

These changes have, and will be, implemented for the Community Awards 2024. This included a change to the nomination forms for the Kingston Women of the Year 2024, allowing those submitting a form to nominate the individual for Citizen of the Year as well.

## **3. Discussion**

### **3.1 Nominations 2024**

To be eligible for the Community Awards:

- Individual nominees must live, work or study in the City of Kingston, and community groups must operate in the City of Kingston.
- Nominees must have made an outstanding contribution or service to the community.
- Nominees must have shown continued commitment in any area/s such as education, health, fundraising, business, charitable and voluntary services, sport, arts, environment, or any other area that contributes to the advancement and wellbeing of a community.

A total of 27 eligible nominations were received across both categories – 22 for Citizen of the Year and five for Community Group of the Year. Confidential Appendix 1 (Citizen of the Year) and 2 (Community Group of the Year) provides a summary of the nominations for the Community Award 2024.

**3.2 Selection Criteria**

In choosing the recipients of the Community Awards 2024, nominees are assessed on the following criteria:

- Demonstrated commitment to the betterment of the community
- Significant and measurable impact on the Kingston community
- Demonstrated that they address a community need or priority
- Demonstrated vision, excellence, leadership, innovation or creativity
- Contributed to a liveable, prosperous, healthy and inclusive, safe, sustainable community.

**3.3 Nominees Reference Checks**

Each nomination requires the support of an independent referee. Referees have been contacted to verify the details on the nomination and add additional comments.

**3.4 Confirming winners**

To facilitate the confirmation of the Community Awards 2024 winners, Councillors were provided with the:

- Nominations summaries, as presented in Confidential Appendix 1 and 2
- Selection criteria (as outlined above)
- A confidential online voting poll to select their preferred winners in each category.

Upon closure of the online voting poll on 8 April 2024, Council officers collated the recorded voting preferences of Councillors to identify the winners in each category.

The voting outcomes are presented in Confidential Appendix 3 Voting Outcomes – Winners.

The identity of the winners will remain confidential from the public until the Volunteer Appreciation event on 21 May 2024, except for the notification of the winners by the Mayor prior to 21 May 2024.

**3.5 Post Event Promotion of Nominees**

The Community Awards aim to promote the consistent message of celebrating community leaders through continued recognition of nominees extending beyond the Volunteer Appreciation event.

Council aims to build on partnerships established internally and with local community organisations to promote the work of the nominees. This also helps the nominees connect with the wider community and use their skills and experience for community benefit.

**4. Consultation**

**4.1 Internal Consultation:**

Relevant departments from across Council have been engaged to assist in promoting and encouraging nominations.

**4.2 Community Consultation:**

A range of engagement and communications methods were implemented to promote and encourage nominations for the Community Awards:

- FAQs for Customer Care
- Web listing
- Pinboard/Knet
- On Hold Message
- Media Release
- Kingston ENews x 2
- Postcards (printed) delivered to several council buildings and local businesses on Charman Rd.
- Social Media (Ads and Posts)
- Mayor promotion video
- Email (newsletters)
- Email Signature
- Posters distributed around the municipality
- Digital Screens in council buildings
- Billboards @ 5 locations
- Print Advertising x 2 in Chelsea/Mordi News
- Mailchimp

## **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

The recognition of all Community Award recipients and Community Award nominees promotes community cohesiveness and connectedness while also instilling a sense of civic pride in the community.

### **5.2 Governance Principles Alignment**

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

By celebrating those who have made significant contributions to the Kingston community, we encourage the best outcomes to be achieved for the community.

### **5.3 Financial Considerations**

The Community Awards are delivered within existing budget and staffing resources.

### **5.4 Risk considerations**

Efforts to mitigate the risk of awarding an inappropriate nominee was taken, including eligibility and referee checks per nominee. Of the 29 nominations originally submitted, two were ineligible.

## **Appendices**

Appendix 1 - Kingston Community Awards 2024 - Citizen of the Year Nomination Summary (Ref 24/86346) - Confidential

Appendix 2 - Kingston Community Awards 2024 - Community Group of the Year Nomination Summary (Ref 24/86347) - Confidential

Appendix 3 - Kingston Community Awards 2024 - Winners (Ref 24/90002) - Confidential

**City of Kingston  
Ordinary Council Meeting**

**Agenda**

**22 April 2024**

---

Reviewed and Approved By: Trent Carpenter, Team Leader Community Capacity and Partnerships  
Kate Waters, Manager Inclusive Communities  
Sally Jones, General Manager Community Strengthening

# Ordinary Council Meeting

22 April 2024

Agenda Item No: 8.2

## INDIVIDUAL DEVELOPMENT GRANTS AND COMMUNITY SMALL GRANTS - QUARTERLY REPORT (JANUARY - MARCH 2024)

Contact Officer: Gillian Turnbull, Coordinator Community Capacity

### Purpose of Report

The purpose of this report is to present the quarterly (January-March 2024) funding outcomes of the Kingston Grants Program for the following streams:

- Individual Development Grants
- Community Small Grants.

### Disclosure of Officer / Contractor Conflict of Interest

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

### RECOMMENDATION

That Council:

1. Note the funding outcomes of the Individual Development Grants for January-March 2024, as presented in Appendix 1;
2. Note the successful funding outcomes of the Community Small Grants for January-March 2024, as presented in Appendix 2; and
3. Endorse that the Community Small Grant as presented in Appendix 3 is not recommended for funding for January-March 2024.

### 1. Executive Summary

This report presents the quarterly (January-March 2024) funding outcomes of the Kingston Grants Program for the following streams:

- Individual Development Grants
  - Funding outcomes were determined for 20 Individual Development Grant applications. Of these:
    - 17 applications were deemed eligible as per the Kingston Grants Program Policy and Guidelines.
    - Three applications were deemed ineligible as per the Kingston Grants Program Policy and Guidelines, specifically:
      - two applications sought retrospective funding; and
      - one application was the third application received from the same club, noting a limit of two individual applications per club applies.
  - All 17 eligible applications were approved for funding.

- Community Small Grants
  - Funding outcomes were determined for 43 Community Small Grant applications. Of these:
    - 40 applications were deemed eligible as per the Kingston Grants Program Policy and Guidelines.
    - Two applications were deemed ineligible as per the Kingston Grants Program Policy and Guidelines as they sought retrospective funding.
    - One application was withdrawn.
  - 39 applications were approved for funding.
  - One application is not recommended for funding as the activity proposed to promote a particular business and therefore did not meet Council's procurement practices.

In line with the [Kingston Grants Program Policy](#), the following authorisation is in place for Individual Development Grants:

- Council delegates the making of funding decisions to the Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity for Individual Development Grants.

In line with the Kingston Grants Program Policy, the following authorisation is in place for Community Small Grants:

- Successful funding outcomes to be made by Council officer(s)
- Not recommended funding outcomes to be made by decision at a meeting of Council.

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

## **2. Background**

Kingston City Council provides approximately \$1.8 million in grants to local organisations and groups to help provide services and projects for health and welfare, arts and culture, sport and recreation, education, environment, and community support. Grants are also offered for individual development and achievement.

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

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

- Access: Our community should be aware of grant opportunities. The application process should be easy, and applicants should have the resources and support to apply.
- Equity: Our grants will meet the needs of those in the community who will get the greatest benefit from financial support.
- Inclusion: Application and assessment processes should remove barriers and reduce discrimination for people with disabilities, young people, older people, women, LGBTQIA+, Indigenous people, and people from multicultural backgrounds.
- Diversity: People from diverse backgrounds should be specifically made aware of grants, and recipients should represent the diversity of Kingston's community.

- Good Governance: The administration of grants should provide equity of grant allocations and reduce risk to Council.
- Strategic Alignment: Grants programs should be aligned with Council's strategic direction.

The Kingston Grants Program consists of five streams:

- Individual Development Grants
- Community Small Grants
- Community Bi-Annual Grants
- Operational and Partnership Grants
- Community Festival, Events and Creative Activities grants

The Kingston Grants Program is governed by the [Kingston Grants Program Policy](#) and [Guidelines](#).

In line with the [Kingston Grants Program Policy](#), the following authorisation is in place for Individual Development Grants:

- Council delegates the making of funding decisions to the Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity for Individual Development Grants.

In line with the Kingston Grants Program Policy, the following authorisation is in place for Community Small Grants:

- Successful funding outcomes to be made by Council officer(s)
- Not recommended funding outcomes to be made by decision at a meeting of Council.

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

### **3. Discussion**

#### **3.1 Individual Development Grants**

Individual Development Grants are one-off grants that support individual Kingston residents to compete, perform or represent at a State, National or International level in their chosen discipline; or to support individuals experiencing financial hardship to participate in a group, club or activity. These grants recognise the sacrifices that people make to reach significant goals, seek to develop local leaders and positive role models, and assist individuals whose ability to participate or to strive towards their potential is hindered due to financial hardship.

Individual Development Grants can support individuals with registration or entry fees, travel, accommodation, or purchase, hire and transportation of equipment or materials required to compete or participate, in the following disciplines:

- Arts and Culture
- Sports and Recreation
- Environment and Climate Actions
- Humanitarian and Leadership

Individuals Development Grants are open to all Kingston residents and include funding under the following categories:

- Achievement Category
  - \$200 – State level within Victoria
  - \$400 – National level held interstate or in Victoria
  - \$600 – International level held overseas, interstate or in Victoria
  - Plus 25% financial hardship consideration
- Participation Category
  - Up to \$600 per family

The eligibility criteria, what can and cannot be funded, and how to apply is outlined in the [Kingston Grants Program Policy](#) and [Guidelines](#).

Eligible applications are assessed on:

- Level and location of the activity
- Level of achievement and development potential in your chosen discipline; or the club, group or activity you wish to participate in
- Level of assistance from other sources
- Evidence of financial hardship.

#### 3.1.1 Individual Development Grants - Summary of All Applications

Throughout 1 January-31 March 2024, funding outcomes were determined for 20 Individual Development Grant applications. Of these:

- 17 applications were deemed eligible as per the Kingston Grants Program Policy and Guidelines.
- Three applications were deemed ineligible as per the Kingston Grants Program Policy and Guidelines, specifically:
  - Two applications sought retrospective funding, noting the Kingston Grants Program Policy and Guidelines states: Council will also not consider:
    - Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
  - One application was the third application received from the same club and for the same event, noting the Kingston Grants Program Policy and Guidelines states: Council will also not consider:
    - More than two people from the same organisation, group or club who are selected to compete, perform or represent in their chosen discipline in the same event/activity. a limit of two individual applications per organisation, group or club applies.
- All 17 eligible applications were approved for funding.

For noting, Appendix 1 presents funding outcomes for the Individual Development Grants for January–March 2024.



### **3.2 Community Small Grants**

Community Small Grants are one-off grants that support smaller scale activities that strengthen the community, help the environment, and improve local organisations and community groups. These grants recognise that sometimes, all it takes is a small amount of funding to help make great things happen for the benefit of the Kingston community.

Community Small Grants offer up to \$2,000 for not-for-profit organisations or community groups and can support a range of activities under the following categories:

- Community projects and programs
- Community celebrations
- Small equipment
- Capacity building
- Start-up support

The eligibility criteria, what can and cannot be funded, and how to apply is outlined in the [Kingston Grants Program Policy](#) and [Guidelines](#).

Eligible applications are assessed on the assessment criteria outlined in the Guidelines, which relate to:

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

#### **3.2.1 Summary of Community Small Grants – Summary of All Applications**

Throughout 1 January-31 March 2024, funding outcomes were determined for 43 Community Small Grant applications. Of these:

- 40 applications were deemed eligible as per the Kingston Grants Program Policy and Guidelines.
- Two applications were deemed ineligible as per the Kingston Grants Program Policy and Guidelines as they sought retrospective funding. noting the Kingston Grants Program Policy and Guidelines states: Council will also not consider:
  - Retrospective funding i.e. spending of funds for activities that have already occurred before notification of a grant being approved and a funding agreement entered into
- One application was withdrawn.

In total, 39 Community Small Grant applications were approved for funding.

One application is not recommended for funding as the activity proposed to promote a particular business and therefore did not meet Council's procurement practices.

For noting, appendix 2 presents the successful funding outcomes for the Community Small Grants for January-March 2024.

For approval, appendix 3 presents the Community Small Grant not recommended for funding for January-March 2024.

For information, appendix 4 presents the ineligible and withdrawn Community Small Grants for January-March 2024.

**4. Consultation**

**4.1 Internal Consultation:**

Internal departments are consulted on grant applications, including but not limited to Active Kingston, Finance, Inclusive Communities and Procurement.

**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**

**Budget**

\$34,893 per annum has been allocated to the Individual Development Grants stream.

\$199,150 per annum has been allocated to the Community Small Grants stream.


**Staff Resources**


Not applicable


**5.4 Risk considerations**


The Kingston Grants Program and Kingston Grants Program Policy and Guidelines addresses potential accessibility, governance, legal and reputational risks to Council associated with Council's current grants model, in line with the recommendations of the Victorian Auditor-Generals Office (VAGO) report.

## Appendices

Appendix 1 - Kingston Grants Program - Q1 2024 Report - Individual Development Grants - All Funding Outcomes (Ref 24/89789)  [↓](#)

Appendix 2 - Kingston Grants Program - Q1 2024 Report - Community Small Grants - Successful Funding Outcomes (Ref 24/89772)  [↓](#)

Appendix 3 - Kingston Grants Program - Q1 2024 Report - Community Small Grants - Not Recommended for Funding (Ref 24/89864)  [↓](#)

Appendix 4 - Kingston Grants Program - Q1 2024 Report - Community Small Grants - Other (Ref 24/90479)  [↓](#)

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

# 8.2

## INDIVIDUAL DEVELOPMENT GRANTS AND COMMUNITY SMALL GRANTS - QUARTERLY REPORT (JANUARY - MARCH 2024)

1	Kingston Grants Program - Q1 2024 Report - Individual Development Grants - All Funding Outcomes .....	35
2	Kingston Grants Program - Q1 2024 Report - Community Small Grants - Successful Funding Outcomes .....	41
3	Kingston Grants Program - Q1 2024 Report - Community Small Grants - Not Recommended for Funding .....	45
4	Kingston Grants Program - Q1 2024 Report - Community Small Grants - Other .....	47

## Kingston Grants Program – Individual Development Grants

First Quarter (January – March 2024)

## Applications Approved

Club/Organisation Name	App No	Requested	Approved	Assessment Date	Details	Event Date	Event Name	Field	Event Location Type
<b>Not provided</b>	IDG015-2024	\$400.00	\$400.00	27/02/2024	National Touch Football Championship, Coffs Harbour NSW, 8 March 2024	8/03/2024	National Touch Football Championship	Touch Football	National
<b>Southern United Hockey Club</b>	IDG005-2024	\$400.00	\$400.00	13/02/2024	Hockey Victoria State Development Team, Tasmania, 3-11 April 2024	3/04/2024 - 11/04/2024	U16 National Titles Tas 04/24	Hockey	National
<b>Melbourne Cheer Academy</b>	IDG008-2024	\$750.00	\$750.00	20/02/2024	Future Cheer International Cheerleading, Bournemouth UK, 30 June - 8 July 2024	30/06/2024 - 8/07/2024	Future Cheer Competition	Cheerleading	International

<b>AllStars Cheerleading</b>	IDG001-2024	\$600.00	\$600.00	13/02/2024	ISAF Cheerleading World Championships, Florida, USA 18 April 2024	18/04/2024	ESPN Disney Cheer	Cheerleading	International
<b>Southern United Hockey Club</b>	IDG006-2024	\$400.00	\$400.00	13/02/2024	National U16 Hockey Tournament, Hobart 4-11 April 2024	4/04/2024 - 11/04/2024	U16 National Titles Tas 04/24	Hockey	National
<b>St Kilda Boxing Club</b>	IDG012-2024	\$600.00	\$600.00	22/02/2024	Coaching at USA National Boxing Open, Albuquerque, New Mexico, 9-16 March 2024	9/03/2024 - 16/03/2024	Coaching at USA National Boxing Open	Boxing	International
<b>Peninsula Dragonflys Dragon Boat Club</b>	IDG027-2024	\$400.00	\$400.00	18/03/2024	Australian Dragon Boat Champions, Perth, WA, 17-21 April 2024	17/04/2024 - 21/04/2024	AusChamps Australian Dragon Boat Championships	Dragon boating	National
<b>Mentone Hockey Club</b>	IDG032-2024	\$400.00	\$400.00	27/03/2024	U16 Hockey Nationals, Tasmania, 4-11 April 2024	4/04/2024 - 11/04/2024	U16 Hockey Nationals 04/24	Hockey	National

<b>Mentone Hockey Club</b>	IDG011-2024	\$400.00	\$400.00	27/03/2024	U16 Hockey Nationals, Tasmania, 4-11 April 2024	4/04/2024 - 11/04/2024	U16 Hockey Nationals 04/24	Hockey	National
<b>Frankston Sharks BMX</b>	IDG009-2024	\$600.00	\$600.00	20/02/2024	BMX world championships, USA, 10-16 May 2024	10/05/2024-16/05/2024	BMX World Championships	BMX	International
<b>Moorabbin Baseball Club</b>	IDG021-2024	\$600.00	\$600.00	15/03/2024	World Wood Bat Baseball Championships, Georgia, USA, 5-19 Sept 2024	5/09/2024 - 19/09/2024	World Wood Bat Baseball Championships	Baseball	International
<b>Peninsula Dragonflies &amp; Vic Squad</b>	IDG030-2024	\$400.00	\$400.00	27/03/2024	2024 National Dragon Boat Championship, WA, 15-21 April 2024	15/04/2024 - 21/04/2024	2024 Australian Dragon Boat Championships	Dragon boating	National
<b>AllStars</b>	IDG010-2024	\$600.00	\$600.00	22/02/2024	ESPN Disney Cheer - ISAF Cheerleading World Championships, Florida, USA 18/4/24	18/04/2024	ESPN Disney Cheer	Cheerleading	International
<b>Peninsula Dragonflies &amp; Vic Squad</b>	IDG031-2024	\$400.00	\$400.00	27/03/2024	Australian Dragon Boat Champions,	17/04/2024 - 21/04/2024	2024 Australian Dragon Boat Championships	Dragon boating	National

					Perth, WA, 17-21 April 2024				
<b>School Sport</b>	IDG020-2024	\$400.00	\$400.00	12/03/2024	National School Sports Australia (SAA) Championships, Hobart, TAS, 4-11 May 2024	4/05/2024 - 11/05/2024	2024 National School Sports Australia (SAA) Championships	Tennis	National
<b>No Club</b>	IDG022-2024	\$400.00	\$400.00	12/03/2024	Australian Youth Beach Volleyball Championships, QLD, 18-21 March 2024	18/03/2024 - 21/03/2024	Australian Youth Beach Volleyball Championships	Beach Volleyball	National
<b>Melbourne University Touch Football</b>	IDG018 2024	\$400.00	\$400.00	8/03/2024	National Touch Football Championship, Coffs Harbour NSW, 8 March 2024	8/03/2024	National Touch Football Championships	Touch Football	National



## Ineligible Applications

Club/ Organisation Name	App No	Request	Approve	Assessment Date	Details	Event Date	Event Name	Field	Event Location Type	Ineligible Details
<b>Sandringham Athletics Club</b>	IDG002-2024	\$400	\$0.00	6/02/2024	2023 Chemist Warehouse Australian Athletics Championships, Western Australia 7-10 Dec 2023	7/12/2023 - 10/12/2023	2023 Chemist Warehouse Australian Athletics Championships	Athletics	National	Retrospective funding request. Event was held in December 2023. Application submitted 3 Jan 2024
<b>AllStars Outlaws Cheer</b>	IDG016-2024	\$600	\$0.00		ISAF Cheerleading World Championships, Florida, USA 18 April 2024	18/04/2024	ESPN Disney Cheer	Cheerleading	Inter - national	Limit reached for number of participants from one club
<b>Moorabbin Baseball Club</b>	IDG014-2024	\$600	\$0.00	27/02/2024	Australian Youth (U16) Baseball Championship, Blacktown NSW, 10 Jan - 16 Feb 2024	10/01/2024 - 16/02/2024	Australian Youth Baseball Championship	Baseball	National	Retrospective funding request. Event was held in January 2024

## Kingston Grants Program – Community Small Grants

First Quarter (January – March 2024)

## Funding Approved

Name	App No	Requested	Approved	Assessment Date	Details	Conditions of Approval
<b>Aspendale Life Saving Club</b>	CSG-020-2024	\$1,899.00	\$1,000.00	8/02/2024	Logitech Group Video Conferencing for online training, forums and presentations	Guidelines state digital equipment maximum = \$1,000
<b>Aspendale Sporting Club</b>	CSG-027-2024	\$2,000.00	\$2,000.00	22/02/2024	8 new Alpha goals (portable training goals) to support increased number of players (200 new players in 2024)	
<b>Bayside Cricket Club</b>	CSG-011-2024	\$2,000.00	\$2,000.00	8/02/2024	Super sopper for drying cricket ground	
<b>Bonbeach Sports Club</b>	CSG-028-2024	\$1,200.00	\$1,200.00	22/02/2024	Wet and dry vacuum with bags	
<b>Carrum Sailing and Motorboat Club</b>	CSG-024-2024	\$1,258.00	\$1,258.00	5/03/2024	Weather camera installation	
<b>Chelsea Community Church of Christ and CareWorks</b>	CSG-056-2024	\$1,200.00	\$1,200.00	5/03/2024	Celebrating 100 years in Chelsea	
<b>Chelsea Football Netball Club</b>	CSG-019-2024	\$1,800.00	\$1,800.00	27/02/2024	Replace damaged Gazebo - damaged by strong winds in 2023 Finals. Used by Netball scorers and officials on game days	

<b>Chelsea Heights Football Netball Club</b>	CSG-076-2024	\$2,000.00	\$2,000.00	28/03/2024	Scoreboard and siren repair	
<b>Chelsea Little Athletics Club</b>	CSG-067-2024	\$2,000.00	\$2,000.00	28/03/2024	Equipment upgrade - Tents, measuring tapes, rakes	
<b>Chelsea Probus Club</b>	CSG-030-2024	\$1,600.00	\$1,600.00	19/03/2024	40th birthday bus outing	
<b>Clarinda Tennis Club</b>	CSG-003-2024	\$1,400.00	\$1,400.00	8/01/2024	Tennis clay court drag mats	
<b>Cuckkings</b>	CSG-026-2024	\$2,000.00	\$2,000.00	19/02/2024	Membership fee, cricket gear and uniforms for women players	
<b>Edithvale Aspendale Junior Football Club</b>	CSG-041-2024	\$2,000.00	\$2,000.00	5/03/2024	Reconciliation Round - Traditional Smoking Ceremony for National Reconciliation Week in May 2024	
<b>Edithvale Life Saving Club</b>	CSG-010-2024	\$2,000.00	\$2,000.00	31/01/2024	iPads and rash vests	Funding to be split \$1,000 towards iPads and \$1,000 towards Nippers rash vests. Guidelines state digital equipment maximum = \$1,000
<b>Give a Care Foundation</b>	CSG-044-2024	\$1,970.48	\$1,970.48	5/03/2024	Give a Care picnic. Grant to cover Catering, equipment hire and entertainment. 98 clients across Melbourne (20% are Kingston)	
<b>Greek Women's Senior Citizens Club of McKinnon RHEA</b>	CSG-051-2024	\$1,000.00	\$1,000.00	5/03/2024	Laptop purchase to provide a better service to the club and moving away from hand written documents	
<b>Hellenic Community of the City of Moorabbin</b>	CSG-087-2024	\$2,000.00	\$2,000.00	28/03/2024	Bus outing to Bright for autumn festivities	

<b>Highmoor Tennis Club</b>	CSG-018-2024	\$1,628.00	\$1,628.00	8/02/2024	Minor works to install scoring boards on court fences and replacement sweeping bags	
<b>Kingston and Districts Netball Association</b>	CSG-071-2024	\$2,000.00	\$2,000.00	19/03/2024	First Aid training for volunteers	
<b>Kingston Billiards Senior Citizens Club</b>	CSG-059-2024	\$2,000.00	\$2,000.00	14/03/2024	Billiard table maintenance & 5th anniversary celebration	
<b>Kingston City Football Club Inc</b>	CSG-068-2024	\$2,000.00	\$2,000.00	28/03/2024	Purchase an auto-follow camera to film games	
<b>Kondia Limnos Senior Citizens Club</b>	CSG-079-2024	\$1,605.00	\$1,605.00	19/03/2024	Bus trip to Sorrento & Ferry to Queenscliff	
<b>Life Activities Club Cheltenham</b>	CSG-088-2024	\$2,000.00	\$2,000.00	28/03/2024	Purchase and installation of defibrillator	
<b>Make a Difference Dingley Village</b>	CSG-045-2024	\$2,000.00	\$1,000.00	5/03/2024	Computer to assist financially distressed clients	Guidelines state digital equipment maximum = \$1,000
<b>Melbourne Disc Golf Club</b>	CSG-043-2024	\$1,260.00	\$1,260.00	5/03/2024	Women's Global Event 2024 19 May 2024 - funding covers 30 x playing discs, 30 x mini-discs and lunch	Subject to current insurance doc provided
<b>Mentone &amp; St Bedes O C Amateur Football Club</b>	CSG-081-2024	\$2,000.00	\$2,000.00	21/03/2024	Sports equipment for senior teams (footballs for 2024 season)	
<b>Mentone Community Assistance &amp; Information Bureau Inc</b>	CSG-058-2024	\$1,600.00	\$1,000.00	28/03/2024	IT system update and maintenance	Guidelines state digital equipment maximum = \$1,000
<b>Moorabbin &amp; District Radio Club</b>	CSG-077-2024	\$1,375.00	\$1,375.00	19/03/2024	Hamfest - annual amateur radio exhibition	

<b>Moorabbin Little Athletics Club</b>	CSG-053-2024	\$1,972.20	\$1,972.20	19/03/2024	Canteen fit out - Fridge & Freezer	
<b>Mordi Canteen Weavers (Auspiced by Mordialloc Neighbourhood House)</b>	CSG-085-2024	\$1,956.42	\$1,956.42	28/03/2024	Social connection to support the Reclaim the Void initiative (creating sustainable woven pieces from rags)	
<b>Mordialloc Community Centre</b>	CSG-033-2024	\$2,000.00	\$2,000.00	5/03/2024	60th anniversary celebration	
<b>Mordialloc Life Saving Club</b>	CSG-017-2024	\$2,000.00	\$2,000.00	8/02/2024	First aid training equipment (Manikin x 4 plus face shields)	
<b>Mordialloc Motor Yacht Club</b>	CSG-073-2024	\$1,755.00	\$1,755.00	19/03/2024	Additional outdoor umbrella	
<b>Parkdale United Cricket Club</b>	CSG-023-2024	\$1,350.00	\$1,350.00	5/03/2024	Women's Uniform Grant - in response to the success of the program to provide free of charge to participants	
<b>Patterson Lakes Combined Probus Club</b>	CSG-040-2024	\$2,000.00	\$2,000.00	7/03/2024	Meals for 35th Anniversary Bus Trip	
<b>Probus Club of Parktone</b>	CSG-022-2024	\$1,159.00	\$1,159.00	14/02/2024	Bus trip to Healsville to celebrate 30 years since club's inception	
<b>Red Chamber Chinese Art Group</b>	CSG-001-2024	\$2,000.00	\$2,000.00	8/01/2024	Wireless headmic set	
<b>Southern Football Netball League Inc</b>	CSG-031-2024	\$999.00	\$999.00	27/02/2024	Mobile phone for netball umpire bookings	
<b>St Peter's Netball Club East Bentleigh I</b>	CSG-039-2024	\$2,000.00	\$2,000.00	5/03/2024	Update club constitution and governance training	

Application Not Recommended for Funding

Name	App No	Requested	Approved	Assessment Date	Details	Reason not recommended for funding
<b>Ethnic Discussion Club</b>	CSG-052-2024	\$2,000.00	\$0.00	21/03/2024	Energy Wizard - online and in person educational program to assist community members to decrease energy costs	Proposed to promote a particular business and therefore did not meet Council's procurement practices.

## Application Ineligible

Name	App No	Requested	Approved	Assessment Date	Details	Ineligibility Details
<b>Friendship Australian Egyptian Association (FAEA)</b>	CSG-060-2024	\$2,000.00	\$0.00	19/03/2024	Interfaith community celebrating Ramadan	Retrospective funding request. Event held on 23/3/24.
<b>Old Mentonians Football Club</b>	CSG-075-2024	\$1,748.83	\$0.00	19/03/2024	Season launch	Retrospective funding request. Funding request for AFL season launch which has already occurred.

## Application Withdrawn

Name	App No	Requested	Approved	Assessment Date	Details
<b>Chelsea Community Church of Christ and CareWorks</b>	CSG-012-2024	\$0.00	\$0.00	31/01/2024	Fridge replacement

# Ordinary Council Meeting

22 April 2024

**Agenda Item No: 8.3**

## **APPOINTMENT OF MEMBERS TO THE HISTORICAL SOCIETIES NETWORK COMMITTEE**

**Contact Officer: Luke Dexter, Team Leader Libraries**

### **Purpose of Report**

The purpose of this report is to recommend the appointment of new members to Council's Historical Societies Network Committee.

### **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 appoint the following Historical Societies to the Historical Societies Network Committee:

- City of Moorabbin Historical Society
- Dingley Village Historical Society
- Mordialloc and District Historical Society
- Friends of Mentone Heritage Station and Gardens
- Aspendale Presbyterian Church
- Friends of Cheltenham Regional Cemeteries
- Patterson River Fire Brigade Historical Committee
- Chelsea and District Historical Society

### **1. Executive Summary**

Following the endorsement of a formal Historical Societies Network Committee and Terms of Reference (ToR) (Appendix 2), Council publicly advertised for new membership. Representatives from eight (8) community groups with an interest in history and heritage were interviewed, from which a recommendation to admit the eight (8) community groups to the Committee has been generated.

Further information on each candidate can be found in Appendix 1.

### **2. Background**

At the November 8, 2023, Council Meeting, Council resolved to endorse a Historical Societies Network Committee. Following this, applications were open for two months. Council received ten (10) submissions from community groups with an interest in history and heritage. Eight (8) groups interviewed in person or online with a panel comprising of three Council officers. The remaining two (2) groups were offered an interview option but did not attend, thereby not meeting the criteria detailed in the Terms of Reference to become members of the committee.



The questions asked in the interviews were reflective of the endorsed terms of reference. Each of the eight (8) groups interviewed were able to demonstrate their alignment with the endorsed terms of reference. This has resulted in all interviewed groups being recommended for admission to the Committee. Further detail regarding the interviews can be found in appendix one (1). The admitted community groups will follow their own internal process to nominate one (1) individual as a representative as per the Terms of Reference.

### **3. Discussion**

#### **3.1 Consultation/Internal Review**

Information regarding the Historical Societies Network Committee is contained on Council and Libraries websites, and officers advised their relevant networks of vacancies.

#### **3.2 Appointment Process**

In accordance with the Terms of Reference (ToR), each applicant:

- Submitted an application form
- Met the membership criteria contained in the ToR
- Interviewed with Council officers, and were considered suitable to join the Historical Societies Network Committee, with membership expiring in accordance with each membership tenure outlined in the ToR
- Will appoint one (1) person through their own internal processes, to represent their organisation or community group upon admittance to the Historical Societies Network Committee as per the ToR.

#### **3.3 Social Implications**

Appointing members of the community and relevant organisations to Advisory Committees enables strong community participation outcomes in specific areas of Council business.

This opportunity ensures that Council further considers the views of the community in its decision-making processes.

### **4. Compliance Checklist**

#### **4.1 Council Plan Alignment**

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

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



#### **4.2 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.

**Appendices**

Appendix 1 - Historical Societies Network Committee - Interview Evaluation Sheet  
Combined - 2024 (Ref 24/68454) - Confidential

Appendix 2 - Historical Societies Network Committee Terms of Reference 2023 (Ref  
23/266118)  

Author/s: Luke Dexter, Team Leader Libraries

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

# 8.3

## APPOINTMENT OF MEMBERS TO THE HISTORICAL SOCIETIES NETWORK COMMITTEE

1	Historical Societies Network Committee Terms of Reference 2023 .....	55
---	--	----



## Terms of Reference Historical Societies Network Committee

<b>Name of Committee:</b>	<b>Historical Societies Network Committee</b>
<b>Purpose of Committee:</b>	<p>The Historical Societies Network Committee has been established to provide a conduit between Council and municipal Historical Societies.</p> <p>The Historical Societies Network Committee is a network supported by Council, with two Councillors nominated on an annual basis. The establishment of a Historical Societies Network Committee (the Network) provides an important forum for collaboration, idea generation, and a point of reference for identifying municipal-wide emerging issues and opportunities regarding history and heritage within the City of Kingston that impacts member groups.</p> <p>The Network has a purely collaborative and consultative focus. This means that the Historical Societies Network Committee does not have any financial delegation or decision-making capacity..</p>
<b>Council Plan Objectives</b>	<p>To consider the role with respect to the provision of:</p> <ul style="list-style-type: none"> <li>• Liveable: Preserve and enhance Kingston's character and heritage</li> </ul>



<p><b>Criteria for Membership:</b></p>	<ul style="list-style-type: none"> <li>• Municipal History or Heritage engagement             <ul style="list-style-type: none"> <li>○ A body, group or organisation (Historical Society)</li> <li>○ Strong community networks and linkages;</li> </ul> </li> <li>• Local Connection             <ul style="list-style-type: none"> <li>○ An ability to represent a broad range of views that reflect the diversity of the community;</li> <li>○ A strong understanding of the local community and its social, environmental and economic influences;</li> <li>○ Good knowledge and understanding of the local issues that are relevant to history and heritage;</li> <li>○ An ability and willingness to encourage participation from and provide feedback to the community regarding history and heritage;</li> </ul> </li> <li>• Collaboration             <ul style="list-style-type: none"> <li>○ A willingness to contribute positively to meetings in a fair and unbiased manner;</li> <li>○ An ability to constructively participate in an advisory capacity;</li> <li>○ An ability to look beyond personal interests for the benefit of the community and residents of the City of Kingston;</li> <li>○ A capacity to commit to the Historical Societies Network Committee for the term duration;</li> <li>○ A willingness to celebrate the success and achievements of history and heritage within the City of Kingston.</li> </ul> </li> </ul>
<p><b>Selection of Members:</b></p>	<p>Two (2) Councillor representatives will be appointed by Council to the Committee.</p> <p>Community Groups (Historical Societies or groups with strong history or heritage affiliation) will be selected through a formal nomination process that is advertised via relevant media as deemed appropriate, and through networks relating to the Committee's areas of interest.</p> <p>The formal nomination process will include a shortlisting process utilising the Criteria for Membership and an interview to assess suitability of Groups.</p> <p>The interview panel will consist of, where possible, one member of the Committee (1), and at least two (2) Council Officers. Committee member endorsement will be recommended to Council when changes occur.</p> <p>A maximum of two (2) representatives from each group will be selected following the Groups own internal nomination process.</p>



	<p>Council, via the Kingston Libraries team, may administer additional nomination processes at its discretion in line with the needs of the Network</p>
<b>Chairperson:</b>	<p>The role of Chairperson will be undertaken by the nominated Member (Chair) decided upon by majority vote at the previous meeting.</p> <p>Should the nominated Chair not be present, a new Chair will be nominated by a majority vote of those members present. This process will be administered by the relevant Council Officer.</p>
	<p>The Chair is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Network.</p> <p>Prior to the end of each Network meeting, a Chair will be appointed for the next meeting.</p>
<b>Membership:</b>	<ul style="list-style-type: none"> <li>• Two (2) Councillor representatives (appointed by Council resolution)</li> <li>• Up to sixteen (16) Community Committee members to collectively represent a diverse range of history and heritage expertise.</li> <li>• Suitably skilled people may be co-opted to join the Network in an advisory capacity, for a specified purpose and for a specified period.</li> <li>• Appointments will be for a two-year term.</li> <li>• Groups completing a two-year term may re-nominate for a further two-year term.</li> <li>• Groups are free to resign in writing from a Network at any time.</li> </ul>
<b>Executive Support:</b>	<p>The Council Officers will:</p> <ul style="list-style-type: none"> <li>• Compile and circulate agendas, attend meetings, compile and distribute minutes.</li> <li>• Compile the annual report of the committee on behalf of the Network</li> <li>• Provide terms of reference to new committee members.</li> <li>• Facilitate a review process for the committee and its terms of reference every two years.</li> <li>• Provide information and education on relevant council actions</li> <li>• Oversee the recruitment and selection process for committee membership</li> </ul>

## NETWORK COMMITTEE TERMS OF REFERENCE

---



	<p>The General Manager of Community Strengthening and selected Council Officers will provide professional advice to the committee as required.</p>
--	--



<p><b>Conflict of Interest and Confidentiality:</b></p>	<p>The Local Government Act identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of the Network must be fully aware of their responsibilities regarding the management of interests in relation to the discharge of their duties as members of the Network.</p> <p>Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson and the Governance Department either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.</p> <p>It is intended that the Network will be a forum for discussing history and heritage challenges and opportunities directly related to the functions of Network member groups.</p> <p>Confidential discussion will not be disclosed without prior approval.</p>
<p><b>Meetings:</b></p>	<p>The Network will meet quarterly.</p> <p>It is expected that each member attends a minimum of 75 per cent of all meetings unless reasons are provided to the Chairperson. No reasonable explanation will be denied.</p> <p>A member’s term of appointment may cease if the member fails to attend two consecutive meetings without prior apology.</p> <p>A quorum at a meeting of the Network will consist of at least five (5) appointed members (excluding Council staff).</p> <p>Meetings that do not achieve quorum will be cancelled.</p> <p>Under special circumstances a meeting may be added, cancelled or re-scheduled. A Council venue that is central for all members to access will be nominated for meetings.</p> <p>The Network may hold joint meetings to deal with issues that cover the reach of more than one the Network.</p>





<p><b>Guiding Principles:</b></p>	<ul style="list-style-type: none"> <li>• We are inclusive, open minded and respectful of everyone’s perspective</li> <li>• We put our personal agendas aside and provide advice for the greater good of the diverse City of Kingston community</li> <li>• Challenging and exploring are an integral part of what we do and how we operate</li> <li>• We represent and commit to the value of the committee</li> <li>• We actively participate and engage in the work of the committee</li> <li>• We are punctual, well prepared, timely with responses and we follow through</li> <li>• We are realistic about what we can achieve</li> <li>• We have a strong focus on outcomes</li> </ul>
<p><b>Reporting:</b></p>	<ul style="list-style-type: none"> <li>• A report of each Historical Societies Network Committee meeting is to be presented to a Councillor Information Session.</li> <li>• Minutes of each meeting will be provided to all Councillors of the City of Kingston.</li> <li>• A report of the Historical Societies Network Committee activities will be presented to the Council by 30 June annually.</li> </ul>
<p><b>Related Documents:</b></p>	<p><u>Council Plan 2021 - 2025</u></p> <p><u>Living Kingston 2035</u></p> <p><u>To be updated with new document links as appropriate</u></p>

## **9. Infrastructure and Open Space Reports**

Agenda Item No: 9.1

## SPRING ROAD RESERVE MASTERPLAN

Contact Officer: Asieh Motazedian, Team Leader Public Spaces

### Purpose of Report

This report is seeking endorsement of the Spring Road Reserve Masterplan following community consultation.

### 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 endorse the Spring Road Reserve Masterplan.

## 1. Executive Summary

The Spring Road Reserve is approximately 38 hectares, within the Green Wedge and is close to the Dingley Village town centre. The Masterplan aims to create strong and clear connections from the surrounding local areas, including links to Rowan Road Reserve, Dingley Village Shopping Precinct, and the Chain of Parks Trail.

Spring Road Reserve's location, links to other open space and existing site characteristics, allows for great potential to create a hub for youth recreation and play, while increasing vegetation and tree canopy cover within the reserve.

Community consultation on the draft was favourable with over 100 responses shaping this final Masterplan presented for endorsement.

Delivery of the Masterplan is proposed to be implemented over multiple stages, with some components funded by the Green Wedge Reserve.

## 2. Background

The Spring Road Reserve abuts Spring, Westall and Rowan roads in Dingley Village. The Reserve is located within Council's Green Wedge, a protected area covering 2,070 hectares in total. The site forms part of Kingston's Chain of Parks, a vision of linking parks from Karkarook in the north to Braeside Park in the south.

Originally used for horticulture purposes, between 1950 and 1980 the Spring Road Reserve site functioned as a sand quarry. Following this period, the large quarry transitioned into a landfill site until it reached capacity in the mid-1990s. City of Kingston took ownership of the site soon afterwards.

In 2015, a Masterplan for future sport and recreational use of Spring Road Reserve was prepared, establishing a vision for the long-term provision of community sport and recreation facilities to service Dingley Village. It identified an anticipated need for one to two additional football/cricket ovals within the Dingley Village area to accommodate formal sporting demand for these sports. Since then, alternate sites have been found to address sportsground provision needs in Dingley.

In 2019 Council compulsory acquired the property at 263-265 Spring Road which is currently tenanted, although the building is in poor condition. As the Masterplan shows, in time this is proposed to be demolished and returned to open space.

The long-term goal for Spring Road Reserve focusses on full rehabilitation of the site, providing an accessible open space for all members of the community to enjoy.

### **3. Discussion**

This section outlines key influences, challenges and opportunities which inform the development of the Spring Road Reserve Masterplan:

#### **3.1 Site limitations**

This former landfill site is capped. Capping is approximately 700mm deep, consisting of 500mm clay and 200mm topsoil, however this does vary across the site. The cap depth and makeup result in significant limitations on what can be constructed on site, where facilities can be located, and trees can be planted.

A landfill gas extraction system installed approximately twenty years ago is still in use and it is expected that the waste deposited within the site will continue to yield landfill gas in the short term.

#### **3.2 Broad site context**

Spring Road Reserve sits on the boundary of City of Kingston and City of Greater Dandenong, providing access to a broad range of users. The site is well connected to major roads including Westall Road, Mordialloc Freeway and Springvale Road. Several bus services along Lower Dandenong Road and Springvale Road are within 1km proximity to the Reserve.

Dingley Village has numerous play spaces, as identified in the Play Your Way Strategy and Active Recreation Space Strategy. The majority of these play spaces are classified as Local level and Neighbourhood level, typically intended for short stays. This includes the existing Neighbourhood level playspace at the adjacent Rowan Road Reserve. The long-term vision for Spring Road Reserve is to create a District level space.

There are eight off leash dog reserves within this broader context, both Chadwick and Spring Road reserves currently offer fenced facilities. A high number of sports facilities (football & cricket ovals, soccer pitches, tennis and netball courts) are located within the 3km radius. Braeside Park, managed by Parks Victoria is located less than 2km from Spring Road and is the largest conservation reserve in our municipality with extremely high biodiversity value.

**3.3 Enhance parkland ecology**

Spring Road Reserve has very low tree canopy cover. Existing vegetation hugs the boundary of the reserve. Like other former landfill sites within Kingston, planting canopy trees and significant vegetation is difficult, however by utilising soil mounding and drainage techniques, an increase in tree canopy cover of approximately 6% has been identified as an achievable target. Current canopy cover throughout the reserve is measured at 5% and achieving 11% tree canopy cover is a realistic target.

Increasing garden beds and the diversity of planting within those beds will be a priority around the proposed amenities. Native and indigenous species shall predominately be planted, with limited exotic species introduced.

Spring Road Reserve has an existing large wetland area, and ecological surveys undertaken have identified a number of significant birds, including some migratory species which live in this space. Priority will be given to enhancing and protecting this space. A fence is proposed to protect this habitat with seating for bird watching.

**3.4 Indigenous history**

The Spring Road Reserve Masterplan is an ideal opportunity to reflect on the rich heritage of the area and build upon this history to create a place with a strong sense of identity, connection and ownership for the community. The Bunurong Land Council have been engaged to provide a Cultural Values Assessment of the site. This assessment will detail the Indigenous history of the area, whilst commencing dialogue for further engagement to help shape final design outcomes, including a proposed change of reserve name, wayfinding art and sculptures, inclusive area and nature play based areas.

Council intends to collaborate with other stakeholders, such as the Bunurong Land Council's Tarbuk Biik (conservation) team, to help protect and enhance the biodiversity on site.

Opportunities for the local community to engage with conservation works, should be considered to cultivate awareness of the site's history.

**3.5 Connection and movement**

The Spring Road Reserve Masterplan aims to create strong and clear connections from the surrounding local areas, including links to Rowan Road Reserve, Dingley Village Shopping Precinct and to the Chain of Parks Trail. These connections must be easily accessible for both pedestrians and cyclists, whilst providing appropriate parking for those visiting by car. Visitors must be able to easily navigate to, and within, the site with all amenities clearly signed.

Major path connections through the site and between key facilities will be designed with accessibility and inclusion in mind. Reserve entry points and other wayfinding nodes will be enhanced through signage, artwork, sculptures and planting. A new pedestrian crossing across Rowan Road and an expanded path network will ensure the proposed activities are well connected to Rowan Road Reserve and surrounding community. Council's Walking and Cycling Plan has been considered, influencing connectivity opportunities identified within the Spring Road Reserve Masterplan.

**3.6 Recreation/Youth Activity Zone**

Spring Road Reserve's location, connection to surrounding context and existing site characteristics mean there is great potential to create a hub for youth activities.

Opportunities include a mountain bike trail, utilising the sites topography to form part of the proposed activity zone. Fitness activities including outdoor gym, climbing equipment and open grass kick about spaces for informal casual play are also proposed.

The existing fenced off-lead dog park will be relocated to the south-eastern corner of the reserve, easily accessible via the path network and proposed carpark. This fenced dog park will include a separate designated area for timid dogs, with shelter and seating.

### **3.7 Reserve facilities and amenities**

General amenities and facilities shall be strategically located throughout the reserve to enhance and facilitate use from all reserve users. Bench seating will be spaced along path networks to provide rest and lookout opportunities. Long term, the inclusion of BBQ facilities, picnic shelters and a public toilet will allow and promote longer visitation times.

Currently, Rowan Road Reserve located adjacent to Spring Road Reserve which has 275 car spaces. Given the regional nature of the netball facility utilising this space and to allow for future demand, traffic parking and surveys have found that there is justification for an additional 210 formalised off street car parking spaces. This will be achieved by:

- moving existing hardcourt spaces at Rowan Road Reserve to Spring Road Reserve and replacing this space with new car parking spaces,
- replacing existing informal gravel car park in Spring Road Reserve with formal parking for 130 cars,
- small gravel car park (approximately 20-25 spaces) near Marcus Road,
- small gravel car park (approximately 15-20 spaces) to replace existing fenced dog off-leash space in north-west corner.

The traffic survey also recommended including bicycle parking within the reserve as well as three raised zebra crossings at entry points (two on Spring Road and one on Rowan Road) to allow better and safer access to the reserve.

### **3.8 Delivery**

Delivery of the Masterplan is proposed to be implemented over multiple stages, with some components funded by the Green Wedge Reserve. The proposed phases are outlined in the implementation plan in the Masterplan document.

The draft 24/25 capital works program has an allocation of \$500,000 for detailed design and commencement of implementation of phase 1 and 2, with delivery continuing into 25/26.

## **4. Consultation**

### **4.1 Early Consultation – May 2022:**

In May 2022 Council asked the community to share their values and vision for the space. 94 responses were received via Council's Your Kingston Your Say platform.

These responses indicated a strong desire for a walking / running circuit around the reserve, ability to walk dogs on lead, as well as retaining the popular dog off leash area – with strong feedback to relocate from current position.

**4.2 Draft Masterplan – December 2023:**

A detailed Communications and Engagement Plan was implemented in November/December 2023 to obtain community feedback on the Spring Road Reserve draft Masterplan.

Key stakeholders, Dingley Village Community Association (DVCA) and Springvale & District Netball Association (SDNA) were engaged prior to community consultation commencing.

Through this round of consultation 104 written submissions were received.

The feedback revealed:

- 55% were very satisfied/ satisfied with the proposed connections and pathways in the draft Masterplan
- 56% were very satisfied/ satisfied with the proposed play and recreation facilities in the draft Masterplan
- 60.5% believed that the proposed carparking in the draft Masterplan was inadequate and did not meet the needs of people utilising the reserve
- 53.8% were very satisfied/ satisfied with the proposed reserve facilities in the draft Masterplan
- 61.5% were comfortable with the new proposed location for the fenced dog off-leash area
- 82.7% believed that the draft Masterplan does not have an adequate number of seating options

The Masterplan has been amended as a result of the feedback. Changes from the draft include:

- Fencing of the wetland area to protect fauna from dogs off leash
- Increase to the size of the dog off leash area
- Additional car parking

**4.3 Internal Consultation:**

The Spring Road Reserve Masterplan has been developed with input from representatives across Open Space, Active Kingston, Strategic Planning, Environmental Planning, Compliance & Amenity, Communications, Traffic & Transport, Property Services and Social Planning & Development departments.

The Masterplan has been reviewed and distributed internally, with all feedback considered.

**5. Compliance Checklist**

**5.1 Council Plan Alignment**

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

*Strategy: Provide accessible, quality public open spaces for passive and active recreation*

Spring Road Reserve Masterplan demonstrates Council's commitment to provide our community with accessible, quality public open spaces for passive and active recreational use. The Masterplan aims to encourage visitors to experience the unique qualities of the reserve, while also addressing environmental needs on-site.

## 5.2 Governance Principles Alignment

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

*Principle (c) - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.*

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

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

Overarching State Government strategies are considered in the development of the Masterplan include Plan Melbourne (20-minute neighbourhood) and Melbourne's Open Space for Everyone Strategy which aims to guide all levels of government in the planning, management and delivery of a quality open space network over the next 30 years.

## 5.3 Financial Considerations/ Budget

Delivery of the Masterplan will be funded via the Green Wedge Reserve, with provision made within the Draft Council Capital Budget 5 year.

State and Federal Government grant opportunities will also be pursued.

### Staff Resources

Delivery of the masterplan should be able to be managed through existing Council resources.

## 5.4 Risk considerations

Environmental consultants have reviewed the Masterplan for compatibility against latent site conditions considering it is a former landfill site. It is likely specialist consultants may need to be engaged to provide advice on construction of components of the Masterplan to ensure environmental compliance.

## Appendices

Appendix 1 - Spring Road Reserve Master Plan\_FINAL (Ref 24/79615)  

Author/s: Asieh Motazedian, Team Leader Public Spaces  
Reviewed and Approved By: Emily Boucher, Manager Open Space  
Steve Tierney, A/General Manager Infrastructure and Open Space



# 9.1

## SPRING ROAD RESERVE MASTERPLAN

1	Spring Road Reserve Master Plan_FINAL.....	71
---	--	----

# SPRING ROAD RESERVE

**MASTER PLAN**

April 2024

## Acknowledgment 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, 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.



Disclaimer:  
Information provided in this Master Plan document represents conceptual design and is intended to provide information only. It does not claim to be complete. The City of Kingston takes great care to ensure the content of this document is accurate; however, it does not guarantee it is without flaw of any kind. Errors and omissions may have occurred. This document is also a snapshot in time based on historical information which is liable to change. The City of Kingston accepts no responsibility and disclaims all liability for any error, loss or other consequence which may arise from you relying on any information contained in this report.

# *Enhancing the Reserve*

*for*

*the community*

*and*

*the environment*

## Contents

<b>1.0 INTRODUCTION</b>	<b>04</b>
1.1 City of Kingston	04
1.2 Spring Rd Reserve	04
1.3 Approach	05
1.4 Broad Site Context 3km	06
1.5 Locality Plan 1km	07
<b>2.0 COMMUNITY FEEDBACK</b>	<b>08</b>
2.1 Initial Consultation	08
2.2 Current Uses	08
2.3 Community Desires	09
<b>3.0 DESIGN GUIDELINES</b>	<b>10</b>
3.1 Council Strategies	10
3.2 Design Principles	11
<b>4.0 DESIGN VISION</b>	<b>12</b>
4.1 Enhance Ecology	12
4.2 Acknowledgment	13
4.3 Connections & Movement	14
4.4 Recreation	16
4.5 Unique Experiences	18
4.6 Reserve Facilities	19
<b>5.0 DRAFT MASTER PLAN</b>	<b>20</b>
5.1 Concept Plan	20
5.2 Implementation	21

This document was prepared by  
The Public Space Team  
City of Kingston



CITY OF  
KINGSTON

## 1.1 CITY OF KINGSTON

### Our City

The City of Kingston is located approximately 20 km south of Melbourne, surrounded by the cities of Bayside, Monash, Glen Eira, Greater Dandenong and Frankston.

Kingston is recognised as one of Victoria's main employment centres and largest industrial sectors, with more than 70,000 people employed across 15,500 businesses. Almost 30 per cent of the community also work locally.

A range of quality shopping is available across the city from Southland Shopping Centre to the local neighbourhood shops and village strips.

### Population

Kingston is a diverse community with an estimated population of 167,228, which consists of a range of cultures, ages and household types. By 2041 the population is forecast to reach 198,340 people.

30 per cent of Kingston residents were born overseas, with 22 per cent speaking a language other than English. Immigration trends have influenced Kingston's rich cultural community, with an aging Italian and Greek population and an increase in people arriving from China and India.

Approximately 10,500 people live in Dingley Village. Of interest is the higher proportion of children under 18 (2,252) and higher proportion of persons aged 60 or older (3,026), when compared to the rest of Kingston.

Figure 01. Aerial View 2023



## 1.2 SPRING ROAD RESERVE

### Site History

Spring Road Reserve is located on Spring Road in Dingley Village, within the City of Kingston. The site is approximately 38 hectares and is within close proximity to Westall Road and Dingley Village town centre.

Originally used for horticulture, between 1950 and 1980, the site became a sand quarry. Following this, the large quarry became a landfill site until it was full in the mid-1990s. The City of Kingston took ownership of the site soon after and carried on with the environment management. Council's long-term goal has been to rehabilitate the site to enable it to be returned to the community.

### Site Limitations

As part of the environmental management, the former landfill site was capped. This cap is approximately 700 mm deep, consisting of 500 mm clay and 200 mm top soil. The cap depth and makeup varies throughout the site. Because of this, there are significant limitations on what can be installed on site and where facilities can be located.

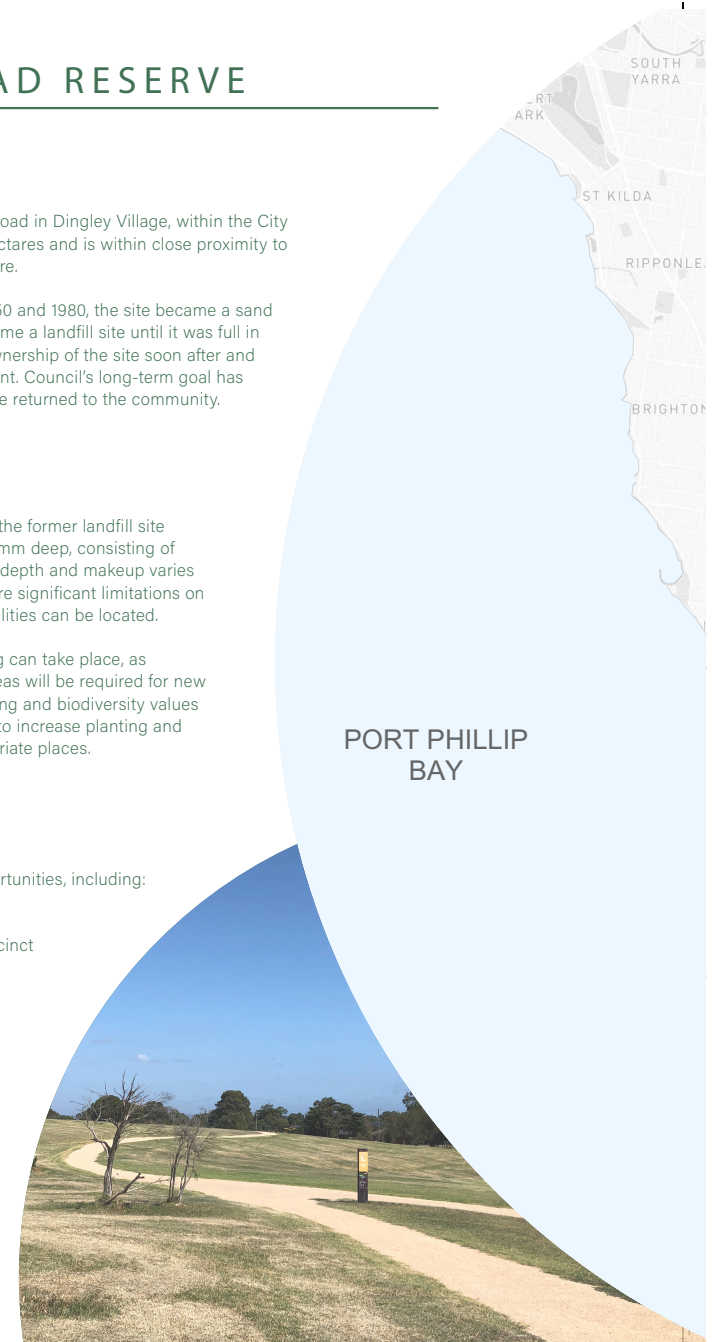
There are restrictions on where tree planting can take place, as additional soil and engineered mounded areas will be required for new trees. Council is keen to increase tree planting and biodiversity values within the site, so every effort will be made to increase planting and tree canopy cover across the site, in appropriate places.

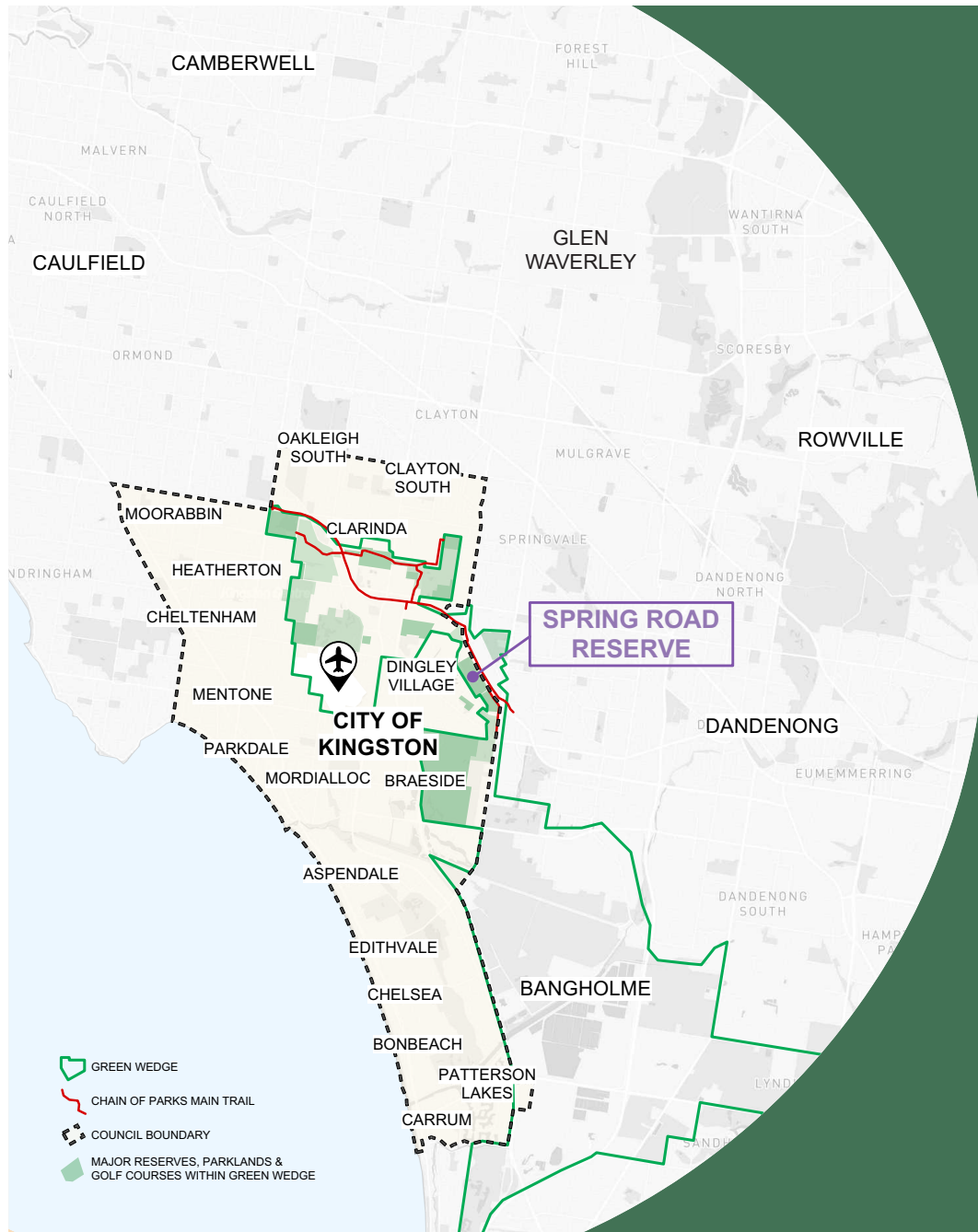
### Site Opportunities

Spring Road Reserve has a number of opportunities, including:

- Proximity to Rowan Road Reserve
- Proximity to Dingley Village Shopping Precinct
- Proximity to arterial roads
- Topography
- Watercourse/wetlands
- Large open space.

PORT PHILLIP BAY





## 1.3 APPROACH

### PHASE 01

#### INITIAL COMMUNITY CONSULTATION

Consult with the community to obtain broad aspirations and desires for Spring Road Reserve. Opportunity to complete online survey at Council's 'Your Kingston, Your Say' website. *Completed 2022. Results shown on page 8.*

### PHASE 02

#### DRAFT MASTER PLAN

Council to review all feedback gathered from the community and stakeholders and prepare a draft version of the Master Plan (this document). Draft plan to be reviewed and approved internally by Council.

### PHASE 03

#### CONSULTATION

Engage with community and key stakeholders, including both local and broader community, landfill rehabilitation consultants and community groups. Display draft Master Plan online and distribute flyers to residents in close proximity to the reserve. Request participants complete the online survey and provide feedback. *December 2023.*

### PHASE 04

#### FINAL MASTER PLAN

Refine and further develop existing draft Master Plan based on community and stakeholder consultation results. *Early 2024*

### PHASE 05

#### COUNCIL ENDORSEMENT

Internal Council approval and endorsed by Councillors at a Council meeting. *April 2024*

## 1.4 BROAD SITE CONTEXT

Spring Road Reserve sits on the boundary of City of Kingston and City of Greater Dandenong, providing access to a broad range of users. The site is well connected to major roads, including Westall Road, Mordialloc Freeway and Springvale Road. A number of bus services, along Lower Dandenong Road and Springvale Road, are within one kilometre of the Reserve.

Spring Road Reserve is located within Council's Green Wedge, a protected area covering 2,070 hectare (approximately 23% of Kingston). Spring Road Reserve also forms part of Kingston's Chain of Parks, which links parks and reserves from Karkarook Park to Braeside Park.

Currently, Dingley Village is heavily populated with playspaces. The majority of playspaces are classified as Local level and Neighbourhood level (typically intended for short stays). This includes the existing Neighbourhood level playspace at Rowan Road Reserve.

There are eight dog parks within this broader context. However, the only fenced dog park is currently located at Spring Road Reserve.

A high number of sports facilities (club sporting football and cricket ovals, soccer pitches, tennis and netball courts) are located within the 3 km radius.

Braeside Park, managed by Parks Victoria, is located less than 2 km from Spring Road. It is the largest conservation reserve in our municipality and is a hot spot for biodiversity.



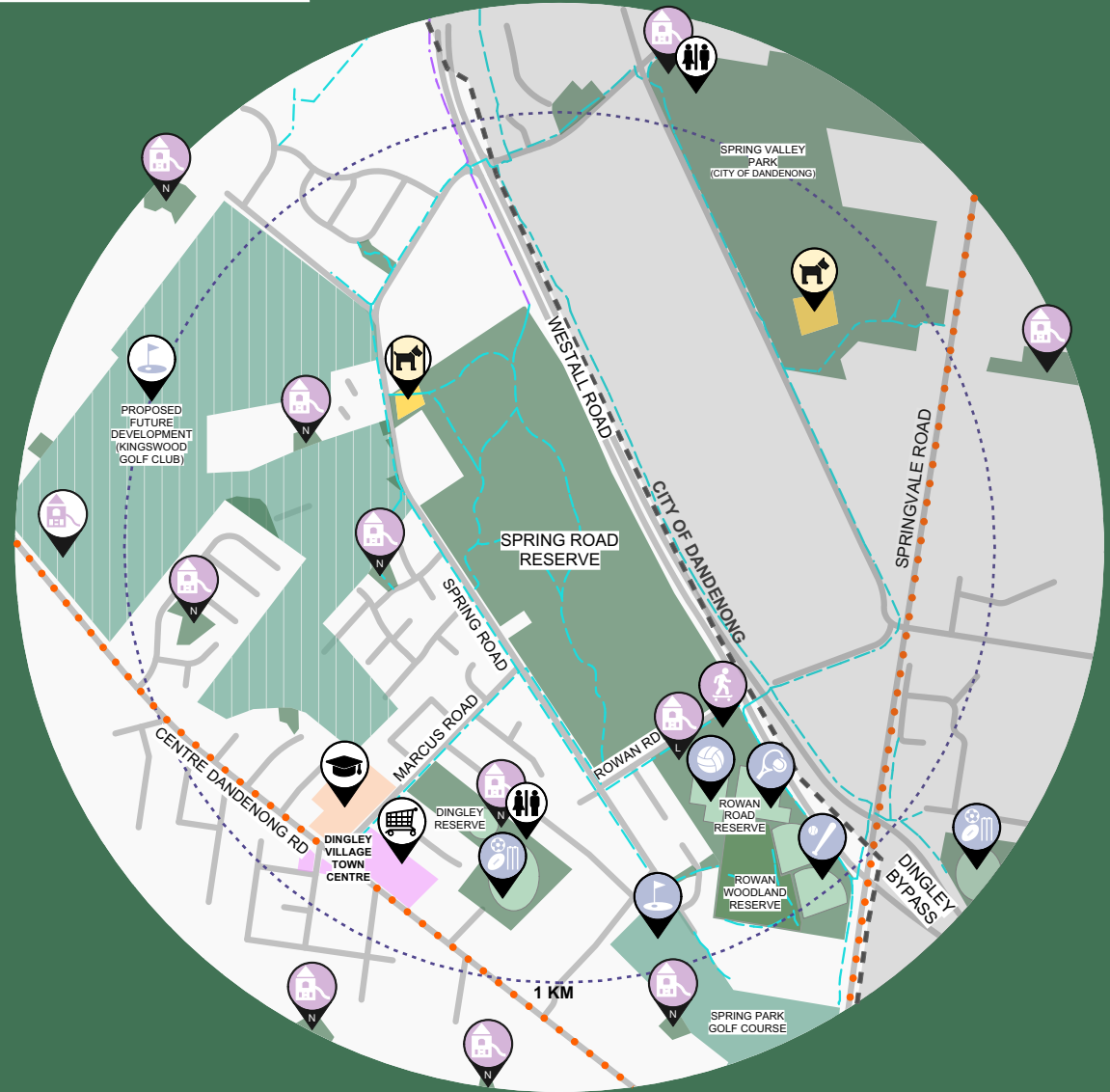
# 1.5 LOCALITY PLAN: 1km

Spring Road Reserve is located 500 metres from the Dingley Village Town Centre. This centre includes a variety of retail shops, cafes, and Woolworths supermarket. Dingley Primary School sits opposite the centre, within easy walking distance from the Reserve.

Directly south of Spring Road Reserve is Rowan Road Reserve. This Reserve holds a number of club facilities, including the Dingley Tennis Club, Springvale & District Netball Association, Springvale Baseball, Rowan Road Playground (classified Local level), tennis hit wall and small scale skate park. Situated within the Reserve is Rowan Woodland Reserve, a 3.9 hectare bushland area with high biodiversity value with significant native plants and animal species. The Reserve is a rare example of remnant indigenous bushland and was made a conservation area due to the quality and diversity of its vegetation.

The proposed future redevelopment of the Kingswood Golf Club, located on the north west corner of the Reserve would provide additional residents to the area and potential users of the Reserve.

	Shopping		Netball Courts
	Education		Sports Fields Football, Cricket, Soccer
	Public Toilets		Baseball Fields
	Council Boundary		Tennis Courts
	Bus Routes		Golf Course
	Public Reserves		Golf Course (Proposed Development)
	Structured Club Sports		Dog Park Fenced
	Dog Off-Lead Area		Dog Park Not Fenced
	Golf Course		Skate Park
	Golf Course (Proposed Development)		Playspace
	Education		Playspace (D) District, (L) Local, (N) Neighbourhood
	Traders/Retail		Playspace (Proposed)





## 2.1 INITIAL CONSULTATION

In early 2022 the City of Kingston distributed the Your Kingston Your Say initial consultation for the Spring Road Reserve Masterplan. As part of this consultation, residents were asked to provide feedback on how they currently use the reserve: their concerns with the existing Reserve, what they would like to see included in the Masterplan and what was most important to them.

At the time, Council received positive initial feedback from the community, with 94 written and online responses to the consultation and additional responses received throughout the year.

As expected, most current activities were passive in nature (walking, running or cycling through), with low numbers of people spending long periods of time at the reserve. The exception to this was the existing dog off-lead area, which is heavily used each day.

Survey results and detailed feedback revealed that the community desires facilities and activities which allow for extended periods of stay. Picnic areas, with shelters and BBQs, were overall the most requested item, with a new playspace (with nature-play) followed closely behind.

Most agreed that increasing the number of trees would greatly benefit the reserve from an ecological and shade perspective.

### CURRENT USES



### COMMUNITY DESIRES



Figure 02. Community kite flying day at Spring Road Reserve



## 2.2 CONSULTATION - DRAFT MASTERPLAN (DEC 2023)

In December 2023 the draft masterplan was open for community feedback on the Your Kingston Your Say website. Feedback was received from the community with the following results:

### GENERAL RESPONSES TO QUESTIONS

Are you satisfied with the proposed connections and pathways in the draft masterplan?

**55%**  
very satisfied/  
satisfied

Are you comfortable with the new proposed location for the fenced dog off-leash area

**62%**  
yes

Are you satisfied with the proposed play and recreation facilities in the draft masterplan?

**56%**  
very satisfied/  
satisfied

The draft masterplan includes new gravel carparking in Spring Road Reserve, are you satisfied the proposed formalised parking is adequate and meets the needs of people utilising the reserve?

**61%**  
very unsatisfied/  
unsatisfied

How satisfied are you with the proposed reserve facilities in the draft masterplan?

**54%**  
very satisfied/  
satisfied

Do you think the draft masterplan has an adequate number of seating options?

**83%**  
No

### DETAILED RESPONSES TO QUESTIONS

Most mentioned/ requested items in order of frequency:

1. Please keep unfenced dog off-leash area
2. Need to add additional parking
3. Include shelters, seating, barbecues, drinking taps, community facilities
4. Mountain bike trail is a great inclusion
5. Improve habitat, tree planting and biodiversity
6. Maintain kite flying space
7. Like the Ninja Warrior Course and fitness equipment
8. Playground needs to be large and of a high quality
9. Need to protect wetland space from dogs etc.
10. Consider two toilets
11. Area for soccer is a good inclusion
12. Pump track needs to be of a high quality

### 3.1 RELEVANT COUNCIL STRATEGIES



#### Open Space Strategy 2023

The purpose of the Open Space Strategy is to provide Council with an overarching framework to guide the planning and management of open spaces in Kingston over the next ten years and beyond.



#### Active Youth Spaces Strategy 2011

The Active Youth Spaces Strategy provides the framework for the provision of active youth spaces within Kingston. It identifies site requirements and potential locations for such facilities and defines cost estimates and timelines for implementation of these programs.



#### Play Your Way Strategy 2023

The Play Your Way Strategy provides design principles/guidelines for the planning and design of spaces for children's play. It provides an assessment of all the existing play spaces, makes site-specific short and long-term recommendations and provides analysis to existing and future distribution and hierarchy of playgrounds.



#### Chain of Parks Trail Plan 2020

The Chain of Parks is a vision for a series of linked parks that was first proposed in the early 1970s. A key feature of Kingston's Green Wedge will be the Chain of Parks – a project that will see more than 300 hectares of land transformed into linked open spaces for the community to enjoy.



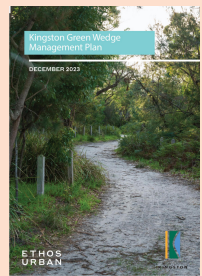
#### Wayfinding Strategy 2022

The Wayfinding Strategy aims to analyse the current practices for Council signage and makes recommendations to guide the planning, design and implementation of future open space and activity centre signage.



#### Walking and Cycling Plan 2023

This plan seeks to inform, develop and advance walking and cycling as a means of travel in the City of Kingston over the next five years.



#### Kingston Green Wedge Management Plan 2023

A green wedge is an area of land set aside for non-urban use, including parks, agriculture and other special uses. In the 1960s, the government designated 12 areas, covering 17 municipalities around Melbourne as 'Green Wedge' land set aside for recreation, conservation, farming and resource utilisation purposes.



#### Biodiversity Strategy 2018

The Biodiversity Strategy sets out goals and strategic objectives for protecting, preserving and improving our biodiversity within Councils Natural Resource Areas (NRA). It also takes the next step by incorporating an action plan to be implemented over time to ensure these goals and objectives are met.



#### Urban Forest Strategy 2022

This Strategy seeks to protect trees and other living infrastructure and ensure a net gain of vegetation, trees and canopy across the City of Kingston.

## 3.2 DESIGN PRINCIPLES



### 1. Natural Environment

- Maximise tree numbers where possible.
- Shrub and grass planting to support diversity in the ecosystem.



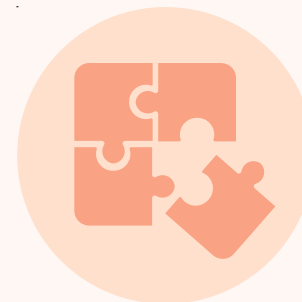
### 2. Amenities & Activities

- High quality amenities and activities for all members of the community.
- Expand existing site uses.



### 3. Identity

- Create a strong identity and sense of place.
- Create landmarks.
- Enhance view & focal points.
- Indigenous cultural heritage.



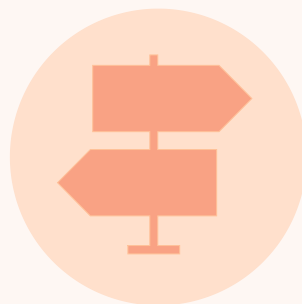
### 4. Integration with Community & Context

- Enhance connection to local streets, Dingley Village & existing community facilities.
- Connection to Chain of Parks trails plan.



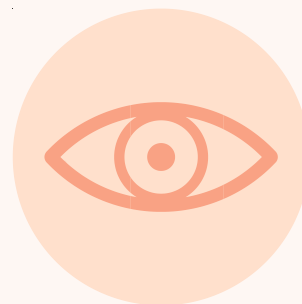
### 5. Visitors

- Provide facilities (amenities) to encourage/support new visitors.
- Enhance visitor experience.
- Support visitor numbers with appropriate car parking.



### 6. Accessibility & Way-finding

- Provide way-finding signage/elements within & surrounding the reserve.
- Improve reserve entrances.
- Provide an accessible park for all members of the community.



### 7. Safety

- Provide a safe environment for all members of the community.
- Employ CPTED principles.
- Create safe entry to the reserve.



## 4.1 ENHANCE ECOLOGY

Spring Road Reserve has a very low tree canopy cover. Existing vegetation hugs the boundary of the reserve. Similar to other former landfill sites within Kingston, the planting of canopy trees and significant vegetation is difficult, however, by utilising previously used soil mounding and drainage techniques, an increase of approximately 6% should be achievable.

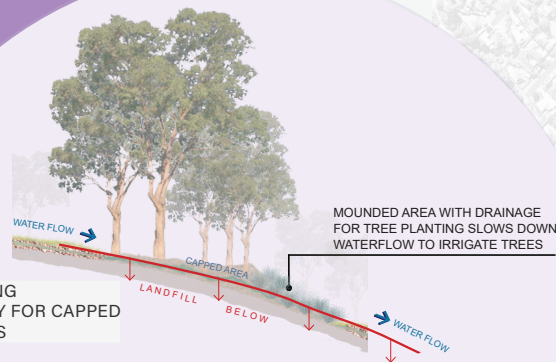
Increasing garden beds and the diversity of planting within those beds will be a priority, particularly around the proposed amenities. Native and indigenous species will predominately be used, with limited exotic species planted. The reserve is also home to a large wetland area and ecological surveys undertaken have identified a number of significant birds, including some migratory species which live in this space. Priority will be given to enhancing and protecting this space.

- Protect existing tree canopy
- Increase tree numbers
- Increase biodiversity
- Protect existing native fauna and increase biodiversity

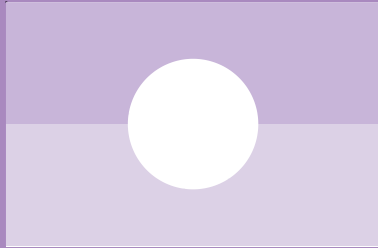
### DESIGN PRINCIPLES USED



### TREE MOUNDING METHODOLOGY FOR CAPPED LANDFILL SITES



\*Proposed tree coverage is indicative only.



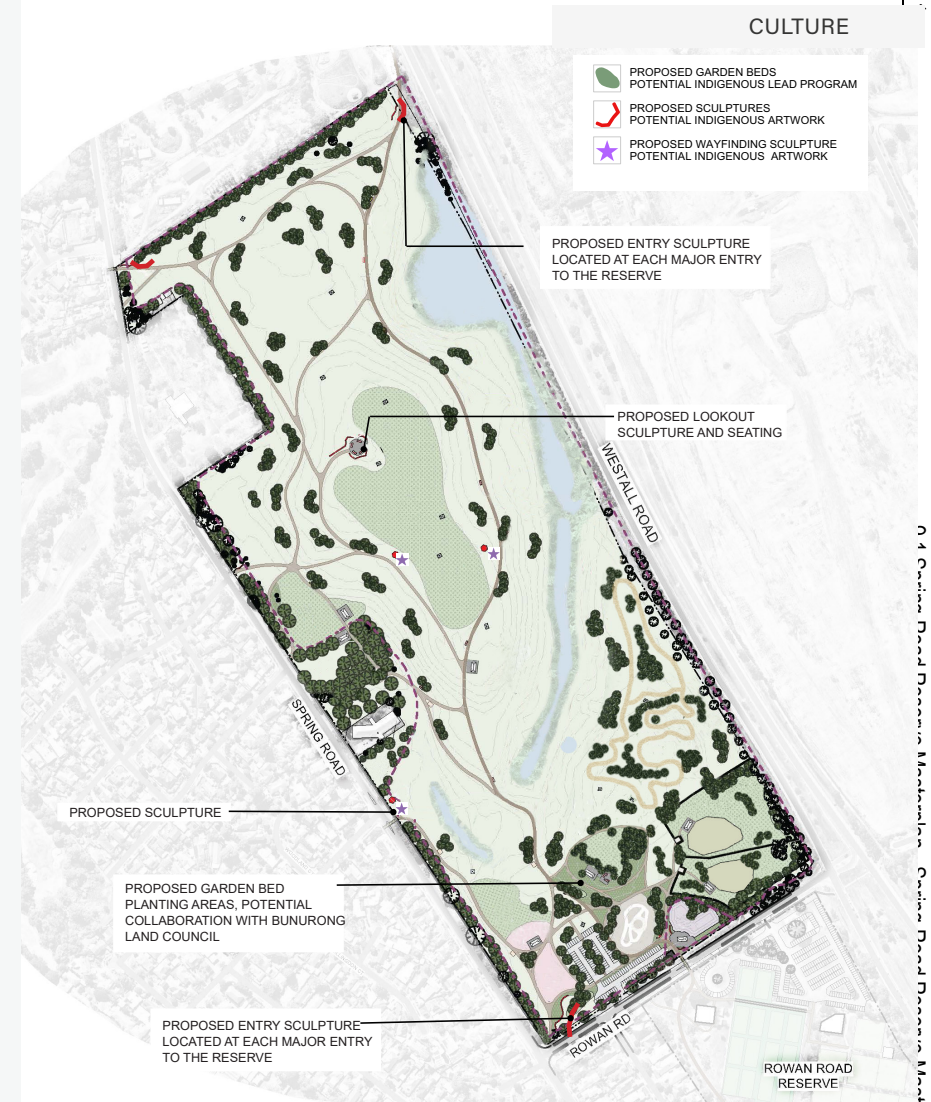
## 4.2 ACKNOWLEDGMENT

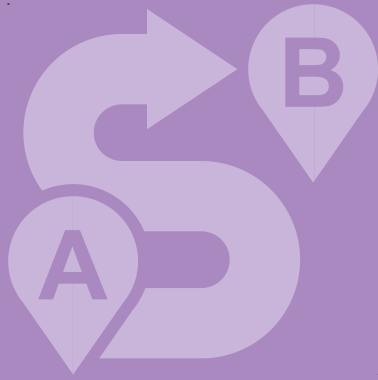
The redevelopment Master Plan of Spring Road Reserve is an ideal opportunity to reflect on the rich heritage of the area and build upon this history to create a place with a strong sense of identity and ownership for the community. The Bunurong Land Council have been engaged by Council to provide a Cultural Values Assessment of the site. This assessment will detail the Indigenous history of the area, whilst starting the dialogue for further engagement to help shape the final design outcomes, including a change of the Reserve name, wayfinding art and sculptures, inclusive area and nature play based areas.

The City of Kingston intends to collaborate with other stakeholders, such as the Bunurong Land Council's Tarbuk Biik team, to help protect and enhance the biodiversity on site. Opportunities for the local community to engage with these conservation works should also be considered as a way to cultivate awareness of the site's history.

- Indigenous cultural inclusion
- Change of Reserve name
- Nature-play area
- Artwork & sculptures

### DESIGN PRINCIPLES USED





### 4.3 CONNECTIONS & MOVEMENT

The Master Plan aims to create strong and clear connections from the surrounding local areas, including links to Rowan Road Reserve, Dingley Village Shopping Precinct, and to the Chain of Park Trail. These connections must be easily accessible for both pedestrians and cyclists, whilst providing appropriate parking for those visiting by car. Visitors must be able to easily navigate to and within the site, with all amenities clearly signed. Major path connections through the site and between key facilities will be designed with accessibility and inclusion in mind. Reserve entry points and other wayfinding nodes shall be enhanced through signage, artwork, sculptures and planting.

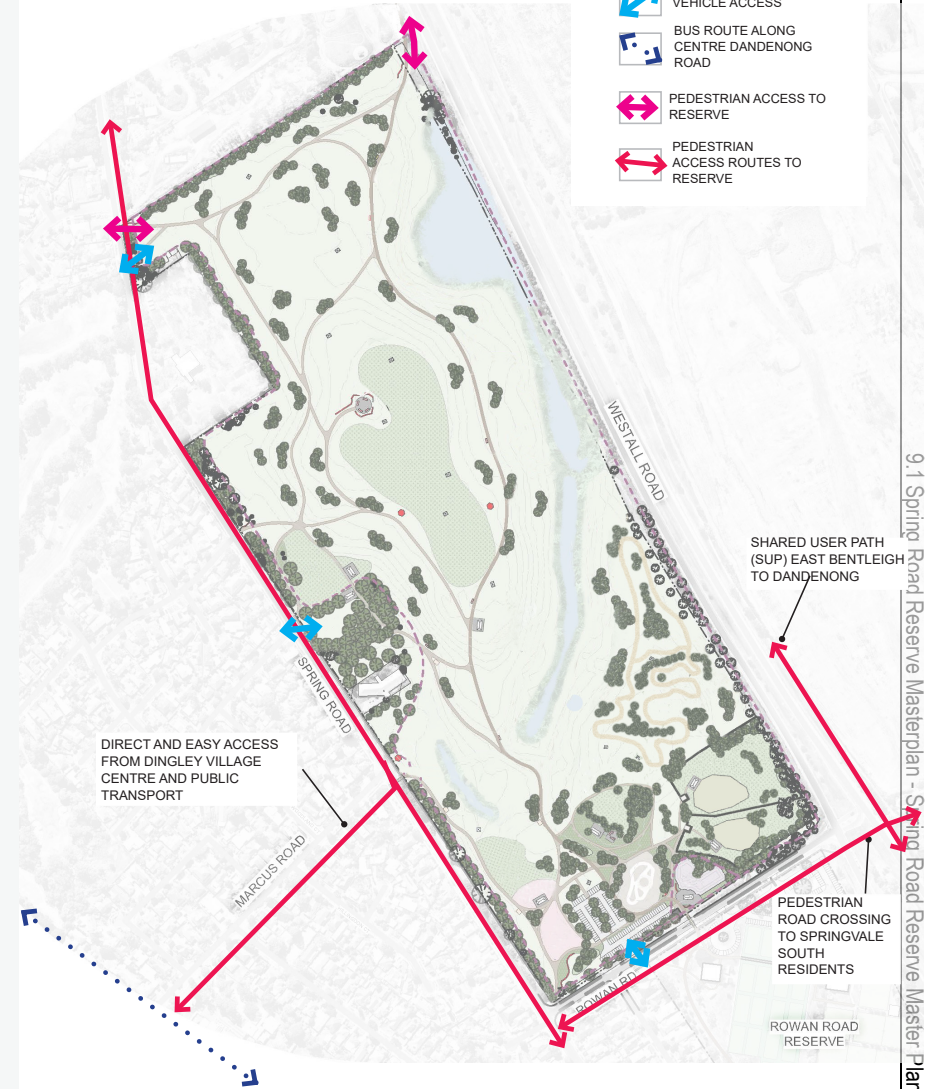
- Connection to Dingley Village shopping precinct
- Strong connection to Rowan Road Reserve
- Integration into Kingston's 'Chain of Parks' trail
- Enhance Reserve entry points
- Wayfinding signage

DESIGN PRINCIPLES USED



#### CONNECTION TO SURROUNDS

- VEHICLE ACCESS
- BUS ROUTE ALONG CENTRE DANDENONG ROAD
- PEDESTRIAN ACCESS TO RESERVE
- PEDESTRIAN ACCESS ROUTES TO RESERVE






### CHAIN OF PARK TRAIL & CYCLING

-  PROPOSED CHAIN OF PARKS LINK THROUGH SPRING RD RESERVE
-  PROPOSED CHAIN OF PARKS LINKS TO SURROUNDING NEIGHBOURHOOD
-  EXISTING MAIN SUP ROUTES
-  EXISTING MUNICIPAL CYCLE ROUTES
-  PROPOSED MUNICIPAL CYCLE ROUTES



### RESERVE PATH NETWORK

-  RAISED ZEBRA PEDESTRIAN CROSSINGS
-  EXISTING PATH NETWORK
-  PROPOSED PATH NETWORK







## 4.4 RECREATION

Spring Road Reserve's location, connection to the surrounding context and existing site characteristics mean there is potential to create a hub for youth activities and play. A mountain bike trail can utilise the site's topography and form part of the proposed activity zone. A new pedestrian crossing across Rowan Road and an expanded path network will ensure the proposed activities are well connected to Rowan Road Reserve and the surrounding community.

Fitness activities, including outdoor gym, climbing equipment and open grass spaces for informal soccer goals for casual play, will be located centrally. The existing fenced off-lead dog park will be relocated to the south eastern corner of the Reserve, easily accessible via the path network and proposed carpark. This park shall include a separate fenced off area for timid dogs, as well as shelter and seating.

- Playspace
- Youth Activity Zone
- Fitness equipment
- Off-lead Dog Park

### DESIGN PRINCIPLES USED



### RESERVE PLAY & EXERCISE

- PROPOSED FENCED DOG OFFLEAD PARK
- PROPOSED YOUTH ACTIVITY ZONE (INC. SKATEPARK)
- POTENTIAL PLAYSPLACE
- PROPOSED MOUNTAIN BIKE TRAIL
- RELOCATE EXISTING SKATE PARK TO SPRING ROAD RESERVE
- EXISTING PLAYSPLACE TO BE REVIEWED
- EXISTING FENCED DOG PARK TO BE RELOCATED



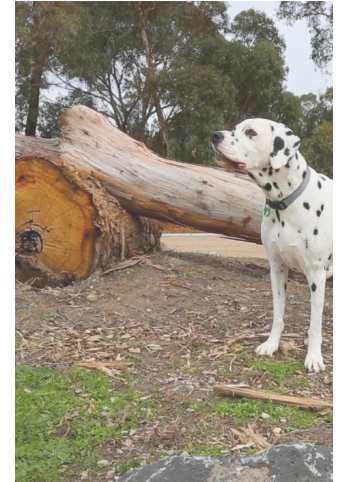
REFERENCE IMAGES



Playspace



Gym Equipment Stations



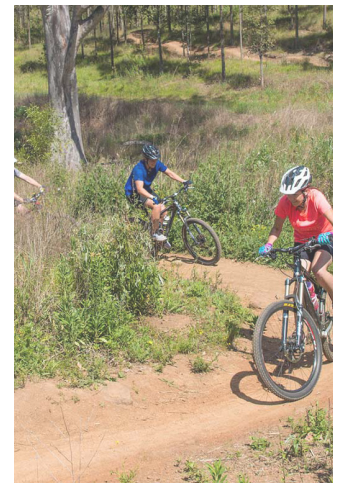
Dog Off Lead Park



Youth Activity Zone



General Use Open Grass Areas & Informal Soccer Goals



Mountain Bike Trail

\*NOTE: IMAGES USED FOR CONCEPTUAL REFERENCE ONLY



## 4.5 UNIQUE EXPERIENCES

Spring Road Reserve's existing topography, wetlands and elevation make it a unique space within Kingston. The Master Plan aims to highlight these areas and encourage both locals and visitors to experience the unique qualities of the site. This includes strategically locating look out/viewing areas, enhancing the sense of place and site conditions through the inclusion of 'wind' sculptures and retaining open space at the highest point of the reserve for kite flying.

- Sculptures
- View lookouts
- Kite flying

DESIGN PRINCIPLES USED



### UNIQUE PLACE

- PROPOSED LOOK OUT POINTS
- PROPOSED SCULPTURE/ARTWORK
- VIEW DIRECTION





## 4.6 RESERVE FACILITIES

The proposed locations for general reserve amenities has been heavily influenced by existing soil capping and constraints associated with the reserve being a former landfill site. Bench seating will be spaced along path networks to provide rest and lookout opportunities. The inclusion of a BBQ, picnic shelters and public toilets will allow for visitors to stay for longer, allowing the community to utilise the Reserve in different ways, such as picnics and birthday parties.

Currently, Rowan Road Reserve has 275 carspaces and Spring Road Reserve has an informal gravel car park which accommodates approximately 100 carspaces. Following community feedback which highlighted existing parking and traffic issues, a traffic and parking study was commissioned. This found that there is justification for additional parking to allow for existing and future demand. This will be achieved by:

- providing an additional 43 new carspaces in Rowan Road Reserve by moving the existing hardcourt spaces to Spring Road Reserve,
- replacing existing informal gravel car park in Spring Road Reserve with formal parking of approximately 130 car parking spaces,
- new gravel car park (approximately 20-25 spaces) near Marcus Road,
- new gravel car park (approximately 15-20 spaces) to replace existing fenced dog off-leash space in north-west corner.

- Picnic shelters & BBQ facilities
- Car parking
- Toilets & seating
- Rubbish & dog waste bins

### DESIGN PRINCIPLES USED



SPRING ROAD RESERVE MASTER PLAN 2024

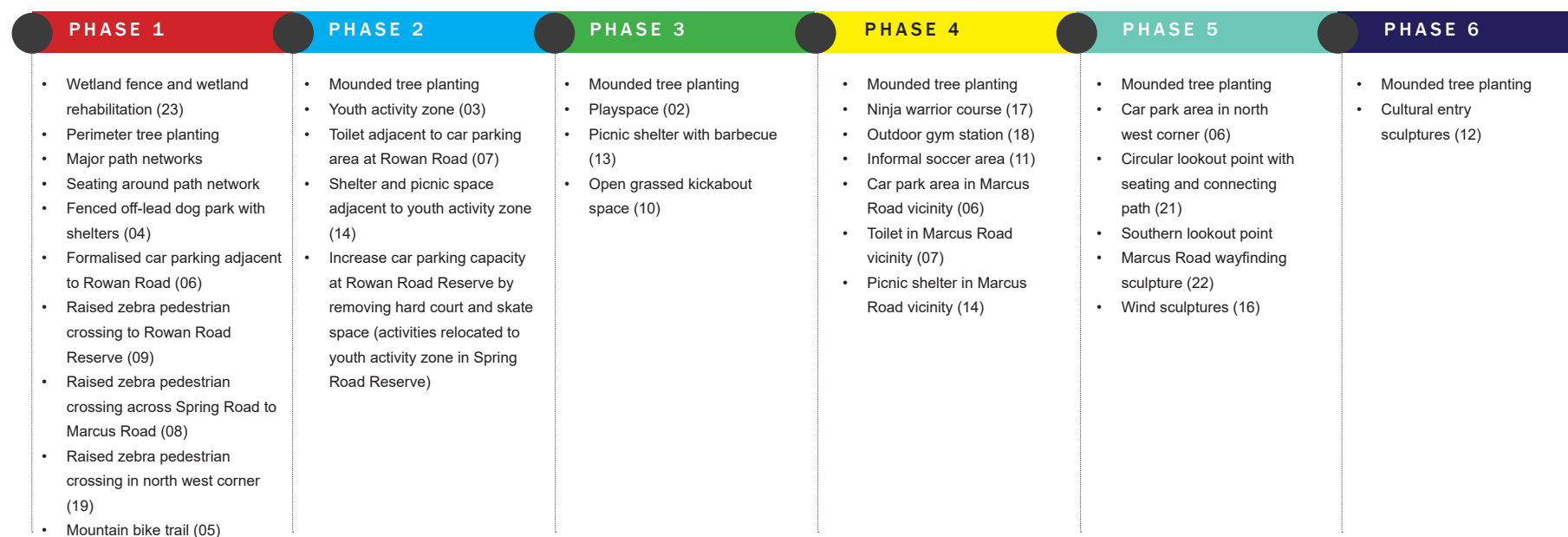
# 5.1 CONCEPT PLAN

5.0 DRAFT MASTER PLAN

- 01 Existing wetlands
- 02 Playspace
- 03 Youth Activity Zone
- 04 Off-lead dog park (fenced)
- 05 Mountain Bike Trail
- 06 06 Carpark
- 07 07 Public toilet
- 08 Pedestrian crossing to Dingley Village
- 09 Pedestrian crossing to Rowan Road Reserve
- 10 Open grass space
- 11 Informal soccer area
- 12 Cultural entry sculptures
- 13 BBQ picnic area
- 14 14 Picnic shelters
- 15 Marcus Road wayfinding sculpture
- 16 Wind sculptures
- 17 Ninja Warrior course
- 18 Outdoor gym station
- 19 Pedestrian crossing north west
- 20 Kite flying area
- 21 Lookout point with seating
- 22 Southern lookout points
- 23 Wetland fencing



## 5.2 IMPLEMENTATION PLAN



This section outline the indicative phasing that is recommended to implement the master plan.

This implementation plan will be further developed to reflect community support, stakeholder support and Council budgeting.

Many identified projects within the reserve will require individual concept and detailed design.



# Ordinary Council Meeting

22 April 2024

Agenda Item No: 9.2

## NAMING OF 19 TARELLA ROAD, CHELSEA

Contact Officer: Emily Boucher, Manager Open Space

### Purpose of Report

To seek Council approval to lodge a request with Office of Geographic Names Victoria for 19 Tarella Road, Chelsea to be named Woolepe Bushland Reserve.

### 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 a request to Office of Geographic Names Victoria for 19 Tarella Road, Chelsea to be named Woolepe Bushland Reserve.

## 1. Executive Summary

In September 2023 Council approved community consultation on the proposed naming of 19 Tarella Road, Chelsea as Woolepe (pronounced “wool-ee-p”) Bushland Reserve (meaning tea tree).

Consultation ran from Monday 29 January – Thursday 29 February 2024 with 88 people responding to the consultation and 68% of people supporting the name.

A number of respondents suggested that the Reserve should be named after the Dent family who previously owned the property. The family have expressed in their words “our parents would of loved the reserve to be named after an aboriginal word for a local plant species”.

As a result, it is recommended that a request be lodged with Office of Geographic Names Victoria for 19 Tarella Road, Chelsea to be named Woolepe Bushland Reserve.

## 2. Background

In 2019 a Planning Scheme Amendment C163 was gazetted and introduced the Environment Significance Overlay Schedule 5 to 19 Tarella Road, Chelsea to protect the valued fauna and flora on the property.

In April 2020 Council purchased 19 Tarella Road, Chelsea and subsequently re-zoned it from General Residential Zone to a Public Park and Recreation Zone.

In July 2022 Council declared the Reserve to be a no dog zone pursuant to Section 26 of the Domestic Animal Act 1994.

In August 2022 the Reserve opened to the public and Council officers contacted the Bunurong Land Council as the designated Registered Aboriginal Party, with a request for a name.

Woolepe was provided, meaning tea tree, a common plant found within the reserve.

Under the Geographic Place Names Act 1998 Council is the authority for the naming of public features within the City of Kingston. Council is required to comply with the Naming Rules when making any application to the Office of Geographic Names Victoria to name a public feature. Early consultation with the Office did not identify any concerns with the use of the name Woolepe.

The use of a traditional Aboriginal names is consistent with Kingston's Reconciliation Action Plan 2021 and is encouraged in section 5.3.2 of Councils Naming of Places Policy.

### **3. Consultation**

#### **3.1 Internal Consultation:**

The Governance, Risk and Integrity Department have been consulted on the process to ensure compliance with Councils Naming of Places Policy.

#### **3.2 Community Consultation:**

Consultation ran from Monday 29 January – Thursday 29 February 2024.

Bulletins were directly mailed to 4,500 nearby residents, with signs placed at the Reserve directing people to the Your Kingston, Your Say website. The Environment and Open Space Advisory Committee was also directly notified of the consultation.

A social media post on the consultation was posted on 2 February with 52 likes and 2 comments made via Instagram; and 162 reactions, 104 comments and 5 shares via Facebook.

88 people responding to the on-line survey with 68% of people supporting the suggested name.

Several respondents suggested that the Reserve should be named after the Dent family who previously owned the property. The family have expressed in their words "our parents would of loved the reserve to be named after an aboriginal word for a local plant species".

### **4. Compliance Checklist**

#### **4.1 Council Plan Alignment**

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

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

As we strive for reconciliation, naming 19 Tarella Road, Chelsea the Woolepe Bushland Reserve helps acknowledge the importance of the Bunurong people in our living culture.



**4.2 Governance Principles Alignment**

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

Woolepe Bushland Reserve complies with the Geographic Places Names Act 1998.

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

As we strive for reconciliation, naming 19 Tarella Road, Chelsea – Woolepe Bushland Reserve helps to acknowledge the importance of the Bunurong people in our living culture.

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

The community has been extensively consulted.

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

This will be the first feature Council has named using Bunurong language.

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

The Office of Geographic Names Victoria was consulted prior to community consultation and was supportive of the proposal.

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

The proposal is consistent with the Geographic Places Names Act 1998, Kingston's Reconciliation Action Plan 2021 and Councils Naming of Places Policy 2021.

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

Council is provided with this report, along with outcomes of the consultation process.

**4.3 Financial Considerations**

Signage for the reserve has yet to be made. This can be covered through existing operational budgets.

**4.4 Risk considerations**

Council has made a strong commitment to reconciliation. Naming 19 Tarella Road, Chelsea Woolepe Bushland Reserve is consistent with Kingston's Reconciliation Action Plan 2021 and encouraged through Council's Naming of Places Policy.

Author/s: Emily Boucher, Manager Open Space

Reviewed and Approved By: Steve Tierney, A/General Manager Infrastructure and Open Space

# Ordinary Council Meeting

22 April 2024

**Agenda Item No: 9.3**

## **RESPONSE TO RESOLUTION - NOTICE OF MOTION NO. 22/2023 FACILITIES AT TURNER ROAD RESERVE HIGHTETT**

**Contact Officer: Bridget Draper, Manager Active Kingston**

**Travis Jenkins, Team Leader Building Infrastructure**

### **Purpose of Report**

To respond to Notice of Motion 22/2023, Cr Davey – Burns, Facilities at Turner Road Reserve Highett requesting a report outlining the relocation of the public toilets from within the Highett Football and Netball Club main pavilion to a location that supports community access. The report also proposes converting the current public toilets to all gender umpire change facilities and storage, as well as exploring reconfiguring the existing change rooms to meet all gender requirements.

### **Disclosure of Officer / Contractor Direct or Indirect Interest**

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

### **RECOMMENDATION**

That Council endorse the project and budget as included in the draft capital works budget in 2024/25 and 2025/26.

## **1. Executive Summary**

In response to the Notice of Motion 22/2023, this report outlines the proposed relocation of the public toilet from within the Highett Football and Netball Club main pavilion building to a location that supports community access to the playground and ovals, used by dog walkers, cricket/football players and broader community and ensuring these public toilets are identified in the upcoming review of the Public Toilet Strategy.

Highett Reserve is a popular large scale, feature park in Kingston's north and is highly used by the surrounding community for multiple recreation and leisure pursuits, including play, walking, jogging, dog off leash activities, connection to green space, picnicking and relaxation – it is also the only sporting reserve in Highett. A well designed, inclusive public toilet which reflects the needs of all users that the Reserve attracts is critical to support the future use and investment in other aspects of the Reserve. It will also enable the reconfiguration of the existing pavilion to provide gender inclusive umpires rooms and additional storage.

Development of a new public toilet provides the opportunity to look at design options and costings to convert the current public toilets to all gender umpire change facilities, and storage area and explore opportunities to make the current change room facilities female friendly.

## **2. Background**

A Notice of Motion 22/2023 was presented at the August 2023 Council Meeting and Council resolved to;

- *Recognises the inadequate and potentially unsafe public toilet facilities at the Turner Street Reserve playground, noting that these public toilets are not DDA compliant nor do they align with CPTED principles at this critical location.*
- *Recognises the urgency of works required to bring the Highett Football and Netball Club main pavilion building (HFNC) up to standard to enable both male and female umpires to have equity of access, and safer storage of gas and sport equipment.*
- *Provide a report as soon as possible for the relocation of the public toilet from within the Highett Football and Netball Club main pavilion building to a location that supports community access to the playground and ovals, used by dog walkers, cricket/football players and broader community and ensuring these public toilets are identified in the review of the Public Toilet Strategy.*
- *Include within the report, advice on possible design options and costings to convert the current unsafe toilets to an all gender umpire change facilities and storage area and explore opportunities to make the current change room facilities female friendly with the potential to put forward for a Local Community Sports Infrastructure Grant submission.*

A number of site visits have occurred with the club to review the adequacy of the public toilets, understand the needs of the club and make an assessment of the existing home and away change rooms against all gender facility requirements.

The main pavilion at Highett Reserve is ranked HIGH at number 6 (small pavilion ranked number 4) in the pavilion assessment ranking under the new endorsed sporting reserve pavilion assessment and prioritisation policy. To ensure the main pavilion meets sporting requirements the areas of need include female friendly facilities, improved players and umpires' facilities, and storage.

The public toilets at Turner Road Reserve have been assessed as in need of an upgrade. The facilities do not meet contemporary standards, such as DDA, and are run down and do not meet CPTED principles located in a position with poor surveillance. The existing storage room and umpires' facilities are difficult to access, not gender inclusive, are not functional and are run down.

## **3. Discussion**

### **3.1 Public Toilets replacement**

The public toilet is inadequate and needs an upgrade. It does not meet the usage requirement, it is not DDA compliant, does not meet the CPTED principles and is in poor condition. This public toilet is currently not included in the current Public Toilet Strategy which is planned for review.

The forecast population growth in Highett and nearby Cheltenham and Moorabbin warrants this relocation of the public toilet from within the Highett Football and Netball Club main pavilion building to a location that supports community access to the playground and ovals, used by dog walkers, school groups, cricket/football players and the broader community is required.

The development of new standalone public toilets for the reserve is consistent with the recently endorsed Play Your Way Strategy for the Highett Reserve. The Strategy identifies the playground at Highett Reserve is currently a District classification play space. The strategy proposes it be uplifted to a Suburb level classification which, includes access to sufficient amenities to support people to 'stay and play' for an extended period, and this includes a toilet, shelter, car parking, bike parking, drinking taps, and social gathering spaces such as picnic tables/bbq/seating. It also includes additional active recreation elements and play options for all with a focus on teenagers in the future.

The proposed location and scale of the public toilets is under consideration with internal teams including Active Kingston, Open Space and Infrastructure to understand both the current and future requirements of the playground and broader reserve. The preferred location is between the oval, playground and car park nearest to the walking path. Concept designs will be developed and community consultation undertaken in May/June 2024.

A well designed, inclusive public toilet which reflects the needs of the users that the Reserve attracts is critical to support the future use and investment in other aspects of the Reserve.

### **3.2 Reconfiguration of the Highett Main Sporting Pavilion**

With the removal of the public toilets from within the pavilion, the proposed works to refurbish the ground level of the main Highett sports pavilion includes:

- removal of the public toilets to create gender inclusive umpire rooms and storage; and
- reconfiguration of the change rooms to meet female friendly requirements.

These works are in strategic alignment with the endorsed Sporting Pavilion Prioritisation Policy and the Sporting Pavilion Design Guidelines. The main pavilion at Highett Reserve is ranked HIGH at number 6 in the pavilion priority listing. To ensure the main pavilion meets universal design principles the areas of need include female friendly facilities, improved players and umpires facilities.

Currently the umpires' room is not gender inclusive, contain urinals and is undersized. It has also been used for storage of sport equipment, making it inaccessible for more than one umpire. To enable both male and female umpires to have equity of access, it is proposed to convert the public toilets within the building to new gender inclusive umpire rooms with separate cubicles, at a size that meets requirements and a new storage room.

The existing change rooms are in good condition, however they are not compliant with Council's Sporting design guidelines and State Sporting Association requirements. They are not currently gender inclusive with open showers and urinals. The Away change room is also undersized.

Draft concept designs and floor plans have been developed in consultation with the club that look at opportunities to reconfigure the existing space of both change rooms to upgrade the amenities to be gender inclusive and increase the size of the away change rooms. This can be achieved within the existing footprint of the building.

The development and implementation of the Fair Access Policy in 2024 will support access for female participation in sport a priority, to encourage and allow greater use by females at our facilities across Kingston. The policy will support the need for upgrades in the Pavilion, to make the changerooms female friendly to allow access for all.

Following the proposed upgrades and the other works recently completed or underway on the building, the pavilion will drop in the pavilion ranking from HIGH (#6) to LOW (#21) on the pavilion priority listing (noting there is Very High, High, Medium, Low and Very Low). The current building condition rating alone is rated fair. Without the renewal works the predictive modelling indicates the building will slightly degrade in 10 years' time, reclassifying the building condition rating to poor. The proposed upgrade works will improve the building condition to a state of good condition.

Highett Reserve is a popular large scale feature park in Kingston's north and is highly used by the surrounding community for multiple recreation and leisure pursuits and is the only sporting reserve in Highett. Further strategic work will be undertaken for the whole Highett Reserve to ensure long term strategic planning for open space, sport, recreational, and environmental needs, particularly with the impacts of increasing development and population growth the SRL project will bring around the Cheltenham Station precinct. The main pavilion will remain in its current location and service the primary oval, the smaller pavilion which is listed as a HIGH priority will be considered for relocation and renewal in the future.

### **3.3 Other Projects at Highett Reserve**

#### Canteen Upgrade

Architects are also working on the upgrade of the canteen in the main pavilion. These works are funded through the building renewal fund and will commence in May 2024. The works include a full refurbishment of the canteen area including re-stumping, new floor, new plumbing, grease trap, stainless steel benches, new roller doors to servery and canteen, new exit door (not through the change room), ventilation, Bain Marie, deep fryer, oven, cupboards and under bench fridges.

#### Ball stop safety fencing

Following reports of errant balls reaching the footpath and adjacent road, Council officers engaged MAV Insurance to undertake a Risk Assessment to understand potential risk implications for Council and the community. The assessment concluded that the most significant risk was associated with passing pedestrians/ cyclists/ motorists who would have no knowledge of a game in progress or any incoming balls as well as a risk of players retrieving balls across the road. Council officers will be installing a set of safety nets this year prior to the commencement of the AFL season which will greatly improve safety for players and the community.

#### Highett Reserve Discussion Paper and Scoping report

Highett Reserve is a popular large scale feature park in Kingston's north and is highly used by the surrounding community for multiple sport, recreation and leisure pursuits, including play, walking, jogging, dog off leash activities, connection to green space, picnicking and relaxation.

Active Kingston will commence a strategic review of the broader Highett Reserve, and develop a discussion paper to present to Councillors in the future addressing some of the key strategic influences including:

- Significant future growth around Cheltenham station due to SRL planning precincts and the increased demands on open space and sport and recreation facilities
- Significant loss of open space at Sir William Fry Reserve (40%) due to the station development
- The greatest population growth predicted is in this area
- Future connections to the reserve from Southland and Sir William Fry Reserve
- Highett reserve is the only sporting reserve available for the suburb of Highett.
- The Main pavilion and the Small pavilion at the reserve are both ranked in the HIGH category for renewal (ranked 6 and 4 respectively)
- The relocation of the Archery club from the reserve
- The future development/expansion of Waves Aquatic and Leisure Centre
- Alignment with the Urban Forest strategy, Biodiversity Strategy, and reducing heat island impacts
- Population projections suggest an additional five play spaces will be required in Highett to service future populations (forecast for 2036), which is a significant increase.
- Play your Way Strategy recommends reclassifying the existing play space at Highett Reserve as a Suburb level play space and in doing so, seek to diversify active recreation and play options for residents of Highett on the east side of the Nepean Highway.

**4. Consultation**

**4.1 Internal Consultation:**

Active Kingston have led the discussion with the club and the Building Infrastructure team have been working with the architect to develop some concept designs. Open Space team have been engaged on the location and ongoing cleaning and maintenance of the new public toilets.

**4.2 Community Consultation:**

Group	Method
The club have been consulted throughout the review and investigations.	On site meetings and design/layout discussions
The Minister for Community Sport the Hon Ros Spence attended the site with Local MP Nick Staikos and the Mayor at the time Cr Hadi Saab and Ward Councillor Cr Jenna Davey Burns.	On site meeting and walk through the facilities
Further community consultation would be planned for stage 1 (on the new public toilets).	May/June 2024

## **5. Compliance Checklist**

### **5.1 Council Plan Alignment**

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

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

In line with the Play Your Way strategy and the Sport and Recreation Strategy the improvements to facilities at the reserve will benefit the sporting clubs and the broader community. Higher participation and growth through increased female participation will be able to be encouraged as part of the upgrade. Currently the female participation at the Reserve is approximately 10-15% which is significantly lower than the Kingston average.

### **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.

The upgrade of the facilities at Highett Reserve will directly benefit the 6 clubs that currently use the Reserve (Highett Football Netball Club, Highett Junior Football Club, Bayside Cricket Club, Bayside Saints Superrules Football Club, Kingston Hawthorn Cricket Club and Le Page Park Cricket Club) for sport in summer and winter. It will allow for increased participation across sports and provide facilities that will be up to standard and meet sporting guidelines. Within these clubs it will directly impact approximately 900 participants throughout the year as well as participants that play sport against the home clubs at the reserve.

Community Consultation will be undertaken on the design and location of the new standalone Public Toilets.

### **5.3 Financial Considerations**

#### **Projected costings**

Total Estimated Project Cost - \$1.5M (includes both the new public toilets and reconfiguration of the umpires' rooms and change rooms to be gender inclusive).

These are high level preliminary costs which will be refined once further detailed design is undertaken.

#### Stage 1 - New Public Toilets

The preferred location of the new public toilet is between the oval, playground and car park nearest to the walking path. The allocated budget is \$500K, with the public toilet to be delivered in 2024/25 by the Building Infrastructure Team if endorsed by Council. Design development is underway, community consultation to follow in May 2024.

#### Stage 2 – Gender Inclusive Umpire Rooms, Change Rooms

The full refurbishment of the ground floor change room is anticipated to begin in Spring 2025 following next year's football season. The high level preliminary cost estimate is \$1M to be delivered within the 2025/26 budget if endorsed by Council. The costs will be refined as further detailed design progresses.

**Budget**

Funding source:

- Funded from Council rates. The project is currently included in the draft 5 year Capital Works Program.
- Officers have submitted a State Government funding request and the outcome is expected to be confirmed around May 2024.
- Community Sport Infrastructure Fund – This project was not aligned with the recent round of funding due to timing and criteria however could be submitted for future funding rounds.

**Staff Resources**

The project can be delivered within existing resources. The project is staged over two years with the new standalone public toilets needing to be built before the other works on the main pavilion to remodel the existing public toilets can commence.

**5.4 Risk considerations**

This project is aligned with strategic work and consistent with the council endorsed Sporting Reserve Pavilion Assessment and Prioritisation Policy. Therefore, there is no risk of this project being endorsed outside the prioritisation policy. The project has been assessed as a HIGH priority in the Policy and is an refurbish project that supports gender inclusive (female friendly) facilities consistent with the principles of the Policy, *Inclusive and accessible spaces, including provision of gender inclusive design (women and gender diverse friendly upgrades)*.

There is a risk that no State Funding is received to support this project.

Author/s: Bridget Draper, Manager Active Kingston  
Travis Jenkins, Team Leader Building Infrastructure

Reviewed and Approved By: Steve Tierney, A/General Manager Infrastructure and Open Space



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

# Ordinary Council Meeting

22 April 2024

Agenda Item No: 10.1

## RESPONSE TO RESOLUTION - COUNCILLOR POSITION DESCRIPTIONS AND KEY PERFORMANCE INDICATORS

Contact Officer: Patrick O'Gorman, Acting Team Leader Council Governance

### Purpose of Report

This report presents the Councillor Position Description & Key Performance Indicators for consideration by Council.

### Disclosure of Officer / Contractor Conflict of Interest

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

### RECOMMENDATION

That Council:

1. Adopt the Councillor Position Descriptions; and
2. Endorse the Key Performance Indicators in their current form to be further considered in the new Council term.

## 1. Executive Summary

The Councillor Position Description (PD) and Key Performance Indicators (KPIs) have been developed in response to the January resolution of Council. The PD and KPIs are based on the legislative requirements and responsibilities of Councillors under the Local Government Act 2020 (the Act) and incorporates day-to-day matters by providing an indication on:

- Approximate weekly hour commitments based on State Government data
- Council meetings, briefings, workshops, events and committee engagements
- Time commitment for reading agendas and being responsive to community enquiries

Officers have contacted and presented the documents to peak bodies and Council's Representative Panel for feedback which is provided in section 4 of this report.

## 2. Background

The following was resolved at the January 2024 Ordinary Council meeting:

*That:*

1. *Council officers prepare Councillor position descriptions (PDs) and Councillor Key Performance Indicators (KPIs) for Kingston Councillors, for the consideration and adoption of Council.*

2. *Through the development of the PDs and KPIs, Officers consult with Councillors, Kingston Represent - Council's community representative panel, local government peak bodies, the Municipal Association of Victoria, the Victorian Local Governance Association and any other bodies who can contribute to the preparation of these documents.*
3. *The PDs and KPIs be presented to April 2024 meeting of Council, with a view to attach these to the Councillor Code of Conduct.*
4. *Officers will also prepare advice for the consideration of Council on how Councillor performance will be reviewed and measured based on best practise, sector benchmarking using any applicable interstate or international examples.*

### **3. Discussion**

#### **3.1 Position Descriptions**

The PDs provided serves as a guideline for the roles, responsibilities, and expectations of Councillors. These descriptions outline the fundamental duties and obligations within the local government framework; from their overarching statutory roles and responsibilities under the Act and how they're given effect through the day-to-day duties and obligations at Kingston.

The position descriptions are broken down into the following sections:

- Legislative framework
- Qualifications
- Allowances
- Limitations and boundaries
- Councillor and Mayoral responsibilities
- Time commitment
- Safe workplace actions
- Mayor & Councillor capability statement

#### Legislative Framework

The PD aim to address Councillor's fundamental role as establishing the strategic direction of Council as well as their responsibility in representing the interests of their community in that strategic making. This is addressed in section 28 of the Act and are provided in the PD.

This legislative role has been utilised as a basis to outline the key responsibilities of Councillors.

The key responsibilities outlined are:

- To participate in Council meetings
- Representation of the community
- Legal compliance
- Strategic contribution
- Financial viability of the Council
- Support the Council role
- Community representation
- Conduct & compliance

In addition to the responsibilities of a Councillor, the responsibilities of the Mayor have also been outlined in accordance with their legislative responsibilities. The areas outlined are:

- Council leadership
- Community Engagement and Advocacy

#### Time Commitment

The PD aims to address the main areas that they must commitment time to in their week to perform the role of a Councillor.

The main areas of time commitment include:

- Reading agendas
- Councillor meetings, briefings and workshops
- Committee and community engagement participation
- Council events
- Continuous development

Indicative weekly time commitments provided are based on a survey undertaken by the Local Government Inspectorate in 2019.

#### Capability Statements

To provide further guidance regarding the role of a Mayor & Councillor, capability statements have been incorporated into the PDs. The capability statements cover a range of areas and personal attributes that are proposed to be fitting to achieve the role of a Councillor.

### **3.2 Key Performance Indicators**

Similar to the Position Description, the KPIs have been developed to align with the legislative role and responsibilities of Councillors under section 28 of the Act. The KPIs are developed to be utilised as a reference tool to indicate performance expectations of the role of a Councillor.

The KPIs have been divided into the following parts:

- a) Participate in the decision-making of the Council
- b) Represent the interests of the municipal community in that decision-making
- c) Contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.

The KPIs are predominantly based on attendance at critical meetings such as Council meetings and briefing sessions. Other KPIs have been sourced from either other statutory responsibilities of Councillors, or Councillor obligations under Council adopted policies.

The KPIs have been developed to ensure they can be measured efficiently and are unambiguous.

The information will be collated by officers and for this to made publicly available annually on the website. Considering that Councillors are ultimately accountable to the community, they are the appropriate stakeholders to evaluate their performance against the KPIs.

2024-28 Council term

Given Council is approaching the end of its term, it is recommended for Council to endorse the proposed KPIs to be further considered by the new Council term. This will also ensure the KPIs are not adopted and applicable to this current term, which if made publicly available may be construed as electoral material and thus may influence voting at the upcoming elections. The targets of the KPIs have been left blank at this stage as it is proposed for these metrics to be considered by the new Council term. In addition, it would be more appropriate for the KPIs to be considered at the beginning of a new term, considering their linkages to the development of Council's strategic plans which occur in the first year of a Council term.

## **4. Consultation**

### **4.1 Internal Consultation:**

Councillor Information Session

The documents were presented at a Councillor Information Session (CIS) on the 18<sup>th</sup> of March for feedback. Officers have addressed the feedback and incorporated the requirement to hold or obtain a Working with Children's check for Councillors of the City of Kingston.

Governance and Policy Committee

The documents were tabled for further discussion at the April Governance and Policy Committee.

Discussion took place on the following:

- Difficulty of including key community deliverables in KPIs.
- The KPIs only addressing part of what makes a good Councillor.

### **4.2 Community Consultation:**

In mid-March, the development of the PDs and KPIs were presented to the Representative Community Panel through the Collaborative Engagement Group. The facilitator guided the group to provide themes for engagement on what they believed was a measure of success for Councillors. Officers have incorporated the feedback and a complete summary of the feedback is provided in Appendix 2.

In accordance with the resolution of Council, consultation was undertaken with peak bodies including the Municipal Association of Victoria, Local Government Victoria, the Victorian Local Governance Association and the Australian Local Government Association. Of the peak bodies that responded to Council's consultation request, the following feedback was provided.

Position Descriptions

- Questions regarding the clarity and purpose of the documents; why a Councillor would be provided this above and beyond the legislative requirements of the Act
- Position descriptions may be unnecessary considering the definition of the roles of councillor, Mayor & Deputy Mayor under the Act
- A Councillor induction manual or governance framework manual may be more appropriate in lieu of a position description.

#### Key Performance Indicators

- Potential unintended consequences such as decreasing candidate interest
- Allocation of resources in discussing targets which are not a legislative requirement
- Outlining the accountability of the document/KPIs
- Reservations were provided surrounding the KPIs being based on a set of attendance of compliance-based metrics. This may oversimplify the effectiveness of the role and the quality of a councillor's contributions to strategic planning, policy setting, and decision-making.
- Caution is also needed in publicly reporting KPIs not supported by relevant legislation, especially considering the Act's only mention of councillor attendance is under section 35 i.e a councillor ceases to hold office if absent from council meetings for four consecutive months without leave from the Council.
- Individual self-assessment and or council group performance evaluations may be more appropriate as a substitute to the KPIs.

## **5. Options**

Following the April Governance and Policy Committee meeting, the below options are presented to assist Council decision making. The options are based on feedback received that suggested the KPIs do not fully reflect and measure the performance of a Councillor and further, that the KPIs do not reflect the feedback provided by the Representative Panel.

### **5.1 Option 1 – Endorsement of current iteration of Key Performance Indicators**

That the KPIs be endorsed in their current form to be further considered in the new Council term and utilised as a reference to indicate performance expectations of the role of a Councillor. This option is presented in the officer recommendation of this report.

### **5.2 Option 2 – Development of a Performance Assessment Tool**

That a Performance Assessment tool (this may be in the form of self-assessment and/or council group performance evaluations) be further considered in the new Council term and utilised as a reference to indicate performance expectations of the role of a Councillor. This option is aligned with advice provided by peak bodies.

### **5.3 Option 3 – No endorsement of Key Performance Indicators**

That the Key Performance Indicators are not endorsed.

## **6. Compliance Checklist**

### **6.1 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

### **6.2 Governance Principles Alignment**

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

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

The Councillor Position Descriptions and Key Performance Indicators aim to provide greater transparency to the community that outlines the role and responsibilities of a Councillor in Kingston that gives effect to the statutory responsibilities outlined in the Act. The Key Performance Indicators have been developed for the purpose of being utilised as a reference to indicate performance expectations of the role of a Councillor.

### **6.3 Financial Considerations**

#### **Budget**

Not applicable to this report.

#### **Staff Resources**

The collation of data for the Key Performance Indicators can be done within existing resources, should Council resolve to pursue this document.


### **6.4 Risk considerations**

The MAV & LGV have reservations regarding the use of KPIs, given it is potentially performance measuring Councillors outside of their legislative requirements of the Act. Clarity regarding the purpose of the documents as well as considering whether public reporting would have unintended consequences of discouraging potential candidates in running for Council have also been raised.

Officers have taken this advice on board and thus recommend that the KPIs be endorsed in their current form and be further considered by the new Council term. This would also minimise the risk of discouraging potential candidates in the lead up to the elections, as well as ensuring that KPIs are not published close to an election which may be construed as electoral material.

## **Appendices**

Appendix 1 - City of Kingston Councillor Position Descriptions and Key Performance Indicators (Ref 24/66126) 

Appendix 2 - Representative Panel Feedback - Councillor PDs & KPIs (Ref 24/65815) 

Author/s: Patrick O'Gorman, Acting Team Leader Council Governance  
Reviewed and Approved By: Kelly Shacklock, Manager Governance Risk and Integrity  
Amanda Rigby, Acting General Manager Corporate and Customer Support

# 10.1

## RESPONSE TO RESOLUTION - COUNCILLOR POSITION DESCRIPTIONS AND KEY PERFORMANCE INDICATORS

- 1 City of Kingston Councillor Position Descriptions and Key Performance Indicators ..... 115
- 2 Representative Panel Feedback - Councillor PDs & KPIs..... 125





# City of Kingston – Councillor Position Description

## Overview

The purpose of this document is provide an understanding of the roles and responsibilities of Councillors at the City of Kingston beyond the legislative requirements of the Local Government Act 2020, as well as key measurements to assist Councillors in giving effect to their statutory obligations.

As a Councillor at the City of Kingston, you will play a crucial statutory role in providing good governance for the benefit and wellbeing of the municipal community, adhering to the Overarching Governance Principles and supporting principles outlined in the Local Government Act 2020. Your responsibilities will encompass decision-making, strategic planning, community engagement, and collaboration with other councils, governments, and statutory bodies. Elected councillors are responsible for setting policy and providing vision and strategic direction to the organisation.

The role of a Councillor invites:

- Exposure to new learning experiences
- The opportunity to make a difference in the local community and the satisfaction of participating and bringing your voice to Council
- A sense of privilege and honour from representing and working within the community.

## Legislative Framework

Councillors are a statutory position under the Local Government Act 2020. The Local Government Act provides a framework for the establishment and operation of councils. The Act is the main legislative instrument for Victoria's 79 councils. The Act's preamble restates the constitutional recognition of local government as a distinct and essential tier of government. Under the Act, Council accomplishes its prime responsibility of providing good governance to the municipality if Councillors perform their role of a Councillor under section 28 of the Act.

In accordance with section 28 of the Act, the role of the Councillor is:

- (a) to participate in the decision making of the Council; and
- (b) to represent the interests of the municipal community in that decision making; and
- (c) to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.

In performing the role of a Councillor, a Councillor must—

- (a) consider the diversity of interests and needs of the municipal community; and
- (b) support the role of the Council; and
- (c) acknowledge and support the role of the Mayor; and
- (d) act lawfully and in accordance with the oath or affirmation of office; and
- (e) act in accordance with the standards of conduct; and
- (f) comply with Council procedures required for good governance.

A person can only become a Councillor once they have sworn the oath or affirmation in accordance with the Local Government Act 2020.

*community inspired leadership*

kingston.vic.gov.au

Cheltenham 1230 Nepean Highway Chelsea 1 Chelsea Road

1300 653 356 131 450 03 9581 4500 PO Box 1000, Mentone 3194 info@kingston.vic.gov.au cityofkingston kingstoncc

CITY OF KINGSTON POSITION DESCRIPTION • PAGE 1

Councillors must also ensure that they act in accordance with the standards of behaviour as outlined in the Councillor Code of Conduct, as well as the agreed upon shared values developed by Councillors that promote integrity, accountability, respect & trust.

### Qualifications

To be qualified as a Councillor at the City of Kingston, you must

1. Be 18 years or older
2. An Australian citizen, and
3. Is enrolled on the voters' roll of Kingston, and
4. Hold or obtain a valid Working With Children's Check
5. Not be person to whom section 34(2) of the Act applies, including but not limited to:
  - A State or Federal Member of Parliament,
  - A member of Council staff for the City of Kingston
  - Is an undischarged bankrupt.

### Allowances

Councillors are entitled to an allowance under section 39 of the Local Government Act 2020. Allowances are determined by the Victorian Independent Remuneration Tribunal and at this time are adjusted annually. The Determination set a base allowance for each Council member, the value of which varies according to the role (Mayor, Deputy Mayor or Councillor) and the allowance category to which the Council has been assigned (Kingston is a category 3 Council)

The allowances as of 22 April 2024:

- Mayor: \$130,390
- Deputy Mayor: \$65,195
- Councillor: \$39,390

### Responsibilities

#### 1. Participate in the Council meetings

The incumbent is financially responsible and accountable for:

- Actively participate in the decision-making of the Council to make informed decisions for the betterment of the community

#### 2. Representation

- Represent the current and future interests of the municipality as a whole in decision-making processes
- Response to community views and to adequately communicate the attitudes and decision of Council
- Represent and advocate on behalf of Council at community events, functions & conferences at State and Federal level

**3. Legal Compliance**

- Ensuring that you and the Council adheres to its responsibilities under the Local Government Act 2020 and complies with all laws applicable to Council, including but not limited to the Planning and Environment Act 1987, Gender Equality Act 2020, Privacy and Data Protection Act 2014, Public Health & Wellbeing Act 2008. This requires Councillors to uphold their personal obligations in regard to Privacy requirements of information provided, upholding the requirements of the Human Rights Charter and Occupational Health & Safety.

**4. Strategic contribution**

The following management skills are required to be utilised:

- Contribute to the strategic direction of the Council by actively participating in the development and review of key strategic documents, including (but not limited to):
  - a) Council Plan
  - b) Community Vision
  - c) Long Term Financial Plan
  - d) Annual budget
  - e) Asset Plan
  - f) Revenue & Rating Plan

**5. Financial Viability of the Council**

- As a member of the Council, determine the Council's financial strategy and budget and ensuring compliance with the Financial Management Principles through the annual budget and Long-Term Financial Plan.
- Advocate for financially sustainable decisions

**6. Support the Council role**

- Support the role of the Council as a whole and acknowledge and support the role of the Mayor in their leadership responsibilities

**7. Community representation**

- Take into the account the diversity of interests and needs within the community when making decisions
- Making a conscious effort to connect with your community

**8. Conduct & compliance**

- Act lawfully and in accordance with the oath or affirmation of office.
- Adhere to the standards of conduct outlined in Local Government (Governance and Integrity) Regulations 2020
- Comply with council procedures required for good governance, ensuring leadership, integrity, transparency, engagement and accountability.

**The office of the Mayor**

The office of the Mayor is elected by their fellow Councillors for a one or two year term. In addition to the responsibilities above, the Mayor of the Council has the following responsibilities:

**1. Council Leadership**

- This includes chairing Council meetings and upholding the requirements of the Governance Rules to ensure the meeting procedures are complied with for best practice decision-making
- Provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings
- Take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer
- Promote behaviour among Councillors that meets the standards of conduct and facilitate relationships in accordance with the Councillor Code of Conduct
- Assisting Councillors to understand their role

**2. Community Engagement & Advocacy**

- Acting as the Principal spokesperson for the Council
- Leading engagement with the municipal community on the development of the Council Plan and annual reporting on the implementation progress of the Council Plan
- Perform civic and ceremonial duties on behalf of the Council

**Limitations and boundaries**

- The role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer.
- Councillors are not involved in the day-to-day functions of the organisation.
- They are not responsible for implementing council actions
- Councillors do not have the authority to direct or influence officers in the exercises of their duties
- Any concerns regarding council resolutions or officers must be addressed through the Chief Executive Officer or in accordance with the Councillor & Staff Interactions policy.

**Safe workplace actions**

Councillors have accountability for their own safety and to consider the health and safety of others who may be affected by their actions. Councillors must:

- Take responsibility for their own safety and that of any person who may be affected by their acts or behaviours.
- Respect other people.
- Ensure that their training is completed.
- Adhere to responsibilities in all policies and procedures.
- Report all safety hazards and incidents.
- Wear personal protective equipment (PPE) when relevant.
- Challenge unsafe behaviours in others.

### Time commitment

While there is only a legislative responsibility to attend Council meetings, the time commitments of Councillors vary. Based on Councillor survey data undertaken by the Local Government Inspectorate<sup>1</sup>, the indicative weekly hours for a Councillor are:

- 4-8 hours: 4% of respondents
- 8-16 hours: 26% of respondents
- 16-24 hours: 32% of respondents
- 24-32 hours: 21% of respondents
- 32-40 hours: 13% of respondents
- Over 40 hours: 14% of respondents

For Mayors:

- <4 hours: 3% of respondents
- 4-8 hours: 4% of respondents
- 8-16 hours: 4% of respondents
- 16-24 hours: 18% of respondents
- 24-32 hours: 16% of respondents
- 32-40 hours: 26% of respondents
- >40 hours: 34% of respondents

The average time allocation to fulfill the role of a Councillor may require up to 24 hours per week.

The role of the Mayor may require time dedication of up to 40 hours per week.

The role of a Mayor & Councillor will also be required on weeknights and some weekends.

Time commitments include:

1. Reading agendas
  - Regularly review and thoroughly read lengthy agendas related to council meetings, committee meetings, and other relevant activities.
2. Councillor briefings & workshops
  - Attend scheduled councillor briefings and workshops to discuss and gain insights into upcoming issues, projects, and proposed decisions.
3. Council meetings
  - Attend all council meetings, including Ordinary and Special meetings of Council, where decisions are made and Council strategies and policies are formulated.
4. Committee participation
  - As Councillors, it is your responsibility to actively represent and participate as delegates of Council on a range of committees, including:
    - I. Internal committees formed by Council, such as strategic advisory committees & network committees that cover a range of matters integral to achieving Council priorities

---

<sup>1</sup> [Overview of roles of Councils and Council members | vic.gov.au \(www.vic.gov.au\)](http://www.vic.gov.au)

- II. Statutory committees such as the Audit & Risk Committee,
  - III. External committees formed by external bodies and agencies, such as the Municipal Association of Victoria, Victoria Local Governance Association and South East Councils Climate Change Alliance
5. Individual representation
    - Answering letters, emails and phone calls from residents and ratepayers as well as participating in regular informal conversations
    - Keeping community members informed of Council decisions in a timely manner
  6. Community engagement
    - Active participation in Council community engagement initiatives, including attendance and participation in Kingston's Community Representative Panel
  7. Council Events
    - Attend and actively participate in council events, community engagements, and public forums.
  8. Continuous Development
    - Attend internal and external training, workshops and conferences to develop and enhance your ability to perform the role of a Councillor
    - Dedicate time for continuous learning, staying informed about legislative changes, governance best practices, and emerging issues relevant to local government.

#### Mayor job capability statement

The Mayor is expected to possess key capabilities essential for effective leadership and representation of the community. The following outlines the key capabilities and duties for the Mayor position and provides guidance for the Deputy Mayor when assuming Mayoral functions or duties during periods of leave or other absence.

#### Councillor job capability statement

The role of a Councillor involves key capabilities necessary for effective representation and governance. Both Capability Statements can be achieved by pursuing *LOCAL* in the table below.

#### Councillor support and development

- Councillors will be supported in achieving these capabilities through induction & training, which includes the mandatory induction training as required under the Act.
- Councillors are encouraged to seek further additional training and development opportunities through peak bodies such as the Australian Local Government Association, Municipal Association of Victoria and the Victoria Local Governance Association.



### Key Performance Indicators

The following KPIs have been developed with the purpose to be utilised as a reference tool to indicate performance expectations of the role of a Councillor under the Local Government Act 2020:

- **Section 28** – the role of a Councillor, *the Local Government Act 2020*

Performance Review duration: KPIs will be measured annually & presented to the December Ordinary Council meeting in each respective year of the term.

All KPIs will be published on Council's public website.

<b>Section 28(1)(a) Participate in the decision making of the Council</b>	
<b>KPI:</b> Percentage of Council decisions actively participated in by the Councillor	<b>Target:</b> Attendance rate TBC
<b>KPI:</b> Number of Councillor briefing sessions attended	<b>Target:</b> Attendance rate TBC
<b>Section 28(1)(b) Represent the interests of the municipal community in that decision-making</b>	
<b>KPI:</b> Number of community committee meetings attended that the Councillor is appointed to	<b>Target:</b> Attendance rate TBC
<b>Section 28 (1) (c) Contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan</b>	
<b>KPI:</b> Contribution to the development and review of the Council Plan	<b>Target:</b> Attendance rate of briefings and workshops TBC
	<b>Target:</b> Attendance rate of briefings and workshops TBC
<b>KPI:</b> Contribution to the development and review of the Community Vision	<b>Target:</b> Attendance rate of briefings and workshops TBC
	<b>Target:</b> Attendance rate of briefings and workshops TBC
<b>KPI:</b> Contribution to the development and review of the Long-Term Financial Plan	<b>Target:</b> Attendance rate of briefings and workshops TBC
	<b>Target:</b> Attendance rate of briefings and workshops TBC



<b>KPI:</b> Contribution to the development and review of the Asset Plan	<b>Target:</b> Attendance rate of briefings and workshops TBC
	<b>Target:</b> Attendance rate of briefings and workshops TBC
<b>KPI:</b> Contribution to the development and review of the Revenue & Rating Plan	<b>Target:</b> Attendance rate of briefings and workshops TBC
	<b>Target:</b> Attendance rate of briefings and workshops TBC
<b>KPI:</b> Contribution to the development and review of the Annual Budget	<b>Target:</b> Attendance rate of briefings and workshops TBC
	<b>Target:</b> Attendance rate of briefings and workshops TBC
<b>Section 28 (2) (f) Comply with council procedures required for good governance</b>	
<b>KPI:</b> Personal Interest Returns are submitted within the statutory deadline	<b>Target:</b> 100% of personal interest returns received on or prior to 31 March or 30 September in their respective reporting dates (unless reasonable notice of late return is provided)
<b>KPI:</b> Councillor & Staff interaction policy is adhered to	<b>Target:</b> No reports substantiated of this policy
<b>KPI:</b> Working with Children Check	<b>Target:</b> Councillors to hold a valid Working with Children Check for their entire term
<b>KPI:</b> Manager Governance, Risk & Integrity to be notified of any meetings that Councillors may hold with developers or lobbyists where no Council officer is present	<b>Target:</b> No reports substantiated of this policy
<b>KPI:</b> All gifts are disclosed as required under the Councillor Gift, Hospitality & Political Donations Policy	<b>Target:</b> No reports substantiated of this policy

## ONE IDEA FOR A MEASURE OF SUCCESS FOR COUNCILLORS IS....

### **Visibility and being connected to community**

Attend Council events and council meetings

To be visible out and about in the community at local events, shopping centres etc

Making themselves available to constituents by participating in public events and forums (putting a face to the name)

Visibility - to be more accessible and listen to the community

Make a conscious effort to connect with the community

We can remember their name and what they do

### **Transparency**

Show and detail what ideas and suggestions have been presented to them by constituents and what subsequent action was taken in response

Responding to local issues & addressing them

### **Advocacy**

Accepting new ideas that may not be agenda based

Make decisions based on community benefit/needs without any political bias

Advocate for financially sustainable decisions - "leave it in a better position than when you started"

Someone who can encourage people to live, work, play or visit within the council area and can understand the diverse needs of Kingston community

Making sure the natural environment is maintained and protected in decision making

### **Characteristics/Attributes**

A councillor character would ideally have integrity, ethics, a calm approach, open minded and willing to lead by example

Display strong influence leadership skills and values (ie listening)

Be prepared to learn what good governance is (e.g. get AICD qualification)

Someone who can listen properly and openly communicate effectively and can keep any single community member informed in a timely manner

Ensure every resident is listened to, advocated for and treated equally regardless of their position in life

### **Other**

Demonstrate they have fulfilled pre-election commitments

Not on one agenda. Broad experience in life or business

Neutral - Apolitical. Not using the council as a training ground for state/federal politics

# Ordinary Council Meeting

22 April 2024

Agenda Item No: 10.2

## GOVERNANCE AND COMPLIANCE REPORT

Contact Officer: Patrick O'Gorman, Acting Team Leader Council Governance

### Purpose of Report

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

- Councillor Attendance Record – January-March 2024
- Informal Meetings of Councillors Records
- Deferring consideration of a progress report regarding a contractual matter

### 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 Councillor Attendance Record Quarter One 2024 (Appendix 1);
2. Informal Meetings of Councillors Records (Appendices 2, 3 and 4); and
3. Defer consideration of a progress report on a Contractual Matter as resolved upon by Council at the 11<sup>th</sup> of December 2023 to no later than the August 2024 Ordinary Council meeting.

## 1. Executive Summary

### Response to Resolution – Councillor Attendance

Council resolved at the January 2024 Council meeting:

*That Council:*

2. *Continue to receive similar quarterly reports of attendance record of Councillors for the entire Council term that removes Council events (civic ceremonies, openings and other formal events) from the list required for quarterly attendance; and*

Councillors' attendance record for Quarter One 2024 is attached at Appendix 1

### Informal Meetings of Councillors

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).

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

Deferral of report

This report also recommends the deferral of a progress report regarding *item 14 – Contractual Matter* which was considered at the 11 December 2023 Ordinary Council meeting to no later than the August 2024 Ordinary Council meeting. The resolution from the December meeting is found in confidential Appendix 2.

**2. Discussion**

**2.1 Councillor Attendance Records**

The following resolution was made at the December 2023 Council meeting

NOM 34/2023 – Councillor Attendance:

That:

1. Council Officers prepare a report to be tabled at the next Council meeting and to be published on the Council's website the attendance record of Councillors (over the entire current term), which sets out, where possible, each Councillor's attendance at:
  - a) Council meetings.
  - b) Councillor Information Sessions.
  - c) Council events (civic ceremonies, openings and other formal events).
  - d) Planning meetings in their ward.
  - e) Workshops and training sessions.
  - f) Advisory committees of which the relevant councillor is a member.
2. The report should note (where possible) whether the Councillor attended in person or via video link and if that Councillor attended via video link if their camera was turned on;
3. If Council's current records do not have this information, the tabled report is to note this; and
4. A report come to Council quarterly to note Councillor attendance at Council run meetings as outlined in dot point 1.

Followed by a further resolution at the January 2024 Council meeting:

10.4 Response to Resolution - Councillor Attendance

That:

1. Council receive this report;
2. Council continue to receive similar quarterly reports of attendance record of Councillors for the entire Council term that removes Council events (civic ceremonies, openings and other formal events) from the list required for quarterly attendance;
3. Council publish the attendance records on Council's website;
4. Any corrections required due to incorrect information recorded can be updated as necessary by Governance in consultation with the relevant Councillor/s and any relevant minute-taking officers; and
5. A statement appears on the publication of Councillor attendance records until the end of the Council term, regarding exceptional circumstances of Cr Howe that has at times impacted his attendance.

Appendix 1 responds to point 2 of this resolution.

**2.2 Informal Meetings of Councillors**

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.

**3. Compliance Checklist**

**3.1 Council Plan Alignment**

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

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

**3.2 Governance Principles Alignment**

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

**3.3 Financial Considerations**

Not applicable.

**3.4 Risk considerations**

Not applicable.

**Appendices**

Appendix 1 - Councillor Attendance Record Jan-March 2024 (Ref 24/91842)  

Appendix 2 - Informal Meeting of Councillors Record - Councillor Information Session - 2 April 2024 (Ref 24/91433)  

Appendix 3 - Informal Meeting of Councillors Record - Councillor Information Session - 8 April 2024 (Ref 24/106315)  

Appendix 4 - Informal Meeting of Councillors Record - Councillor Information Session - 15 April 2024 (Ref 24/106322)  

Appendix 5 - Confidential Minutes 11 December 2023 (Ref 24/91874) - Confidential

Author/s: Patrick O'Gorman, Acting Team Leader Council Governance

Reviewed and Approved By: Kelly Shacklock, Manager Governance Risk and Integrity

Dan Hogan, General Manager Customer and Corporate Support

# 10.2

## GOVERNANCE AND COMPLIANCE REPORT

1	Councillor Attendance Record Jan-March 2024 .....	133
2	Informal Meeting of Councillors Record - Councillor Information Session - 2 April 2024 .....	137
3	Informal Meeting of Councillors Record - Councillor Information Session - 8 April 2024 .....	139
4	Informal Meeting of Councillors Record - Councillor Information Session - 15 April 2024 .....	141

**Councillor Attendance Record  
Jan-March 2024**

<b>Title of meeting</b>	<b>Meeting date</b>	<b>Meeting location</b>	<b>Councillors invited</b>	<b>Councillors in attendance</b>
Environment and Open Space Strategic Advisory Committee	08/02/2024	In person	Cr Oxley Cr Saab	Cr Saab
Youth Advisory Committee (18-25)	01/02/2024	In person	Cr Hill Cr Oxley	Cr Hill
Access and Equity Advisory Committee	15/02/2024	Online, In person	Cr Oxley Cr Hill	Cr Oxley (camera off)
Planning Consultation Meeting for planning application KP-2023/95 - 15 Coryule Avenue, Mentone	13/02/2024	Online	Cr Hill	Cr Hill (camera on)
Planning Consultation Meeting - 7-23 Station Road Cheltenham (KP-2021/840)	14/02/2024	Online	Cr Hill	Cr Hill (camera on)
Strategic Councillor Information Session	12/02/2024	Online	All	Cr Davey-Burns Cr Davies Cr Bearsley Cr Saab Cr Hill Cr Oxley Cr Howe (Part)
Planning CIS	05/02/2024	In person	All	Cr Jenna Davey-Burns Cr Tracey Davies Cr Tamsin Bearsley Cr Tim Cochrane Cr Chris Hill Cr Hadi Saab Cr Steve Staikos Cr Cameron Howe (camera off)
Councillor Information Session	12/02/2024	Online	All	Cr Davey-Burns Cr Davies Cr Bearsley Cr Eden Cr Hill Cr Howe Cr Oxley Cr Saab
Councillor Information Session	12/02/2024	Online	All	Cr Jenna Davey-Burns (camera on) Cr Tracey Davies (camera on) Cr Tamsin Bearsley (camera on) Cr David Eden (camera off) Cr Chris Hill (camera on) Cr Cameron Howe (camera on) Cr Georgina Oxley (camera off) Cr Hadi Saab (camera on)

**Councillor Attendance Record  
Jan-March 2024**

<b>Title of meeting</b>	<b>Meeting date</b>	<b>Meeting location</b>	<b>Councillors invited</b>	<b>Councillors in attendance</b>
Councillor Information Session	19/02/2024	In person	All	Cr Jenna Davey-Burns Cr Tracey Davies (camera on) Cr Tamsin Bearsley Cr Tim Cochrane (camera off) Cr Chris Hill Cr Cameron Howe (camera off) Cr Georgina Oxley (camera off) Cr Hadi Saab – camera on
Youth Advisory Committee - 12-17 years	15/02/2024	In person	Cr Oxley Cr Hill	Cr Hill
Active Kingston Advisory Committee Meeting	05/03/2024	In person	Cr Davies Cr Hill	Cr Hill
Youth Advisory Committee - 18-25years	07/03/2024	In person	Cr Hill Cr Oxley	Cr Hill
Councillor Information Session	18/03/2024	In person	All	Cr Jenna Davey-Burns Cr Tracey Davies Cr Tamsin Bearsley Cr Tim Cochrane (camera on) Cr Chris Hill Cr Georgina Oxley (camera on) Cr Hadi Saab (attended online/in person) Cr Steve Staikos (attended online, camera on)
Councillor Planning Workshop 2024-25	24/02/2024	Online, In person	All	Cr Jenna Davey-Burns Cr Tracey Davies Cr Tamsin Bearsley Cr Tim Cochrane Cr Chris Hill Cr Georgina Oxley Cr Hadi Saab
Community Safety Advisory Committee Meeting	27/02/2024	In person	Cr Cochrane Cr Staikos	Cr Cochrane
Councillor Planning Workshop	24/02/2024	Online, In person	All	Cr Davey-Burns Cr Davies Cr Bearsley Cr Cochrane Cr Eden Cr Hill Cr Oxley Cr Saab



**Councillor Attendance Record  
Jan-March 2024**

<b>Title of meeting</b>	<b>Meeting date</b>	<b>Meeting location</b>	<b>Councillors invited</b>	<b>Councillors in attendance</b>
Access and Equity Advisory Committee	15/02/2024	Online, In person	Cr Oxley	Cr Oxley (camera off)
Kingston Interfaith Network Committee	20/02/2024	In person	Cr Saab	Cr Saab (on-line / in part)
Charitable Fund Assessment Panel	20/03/2024	In person	Cr Davey-Burns Cr Saab	Cr Davey-Burns Cr Saab
Councillor Information Session	4/03/2024	In person	All	Cr Davey-Burns Cr Bearsley Cr Saab Cr Hill Cr Staikos (camera on) Cr Cochrane (camera on)
Councillor Information Session	12/03/2024	Online	All	Cr Davey-Burns (camera on) Cr Bearsley (camera on) Cr Hill (camera on) Cr Hua (camera off) Cr Oxley (camera off) Cr Saab (camera off) Cr Staikos (camera on)
Councillor Information Session	18/03/2024	Online/in person	All	Cr Davey-Burns Cr Davies Cr Bearsley Cr Cochrane (camera on) Cr Hill Cr Oxley Cr Saab Cr Staikos
Councillor Information Session	22/01/2024	Online/in person	All	Cr Davey-Burns Cr Davies Cr Bearsley Cr Cochrane Cr Hill Cr Howe Cr Hua Cr Saab Cr Staikos
Council Meeting	29/01/2024	Online/in person	All	Cr Davey-Burns Cr Davies Cr Bearsley Cr Cochrane Cr Hill Cr Howe Cr Saab Cr Staikos
Council Meeting	26/02/2024	Online/in person	All	Cr Davey-Burns Cr Davies Cr Bearsley Cr Cochrane Cr Eden Cr Hill Cr Hua Cr Oxley Cr Saab

**Councillor Attendance Record  
Jan-March 2024**

Title of meeting	Meeting date	Meeting location	Councillors invited	Councillors in attendance
Council Meeting	25/03/2024	Online/in person	All	Cr Davey-Burns Cr Davies Cr Bearsley Cr Cochrane Cr Eden Cr Hill Cr Howe Cr Hua Cr Oxley Cr Saab Cr Staikos

# Councillor Attendance Record



<b>Submitted on</b>	3 April 2024, 11:19AM
<b>Receipt number</b>	54
<b>Related form version</b>	17

This form must be completed and submitted by the appropriate attending Council officer for reporting to Council.

<b>Name of Council officer completing this form</b>	Sharon Banks
---	--------------

**Informal Meetings of Councillors** should be selected if:

- the briefing is planned for the purpose of discussing the business of Council
- attended by at least 6 Councillors and at least one Council staff member
- is not a Council meeting or Delegated Committee Meeting
- the meeting subject to the Planning Interactions Policy

**Councillor Attendance Form** should be selected to record Councillors attendance at:

- Council meetings
- Councillor information sessions
- Planning meetings in their ward
- Workshops and training sessions
- Advisory committees of which the relevant Councillor is a member

<b>Type of record</b>	Informal Meetings of Councillors Record
<b>Title of meeting</b>	Planning Councillor Information Session
<b>Meeting date</b>	03/04/2024
<b>Meeting time</b>	6.00pm
<b>Meeting location</b>	In person

## Attendance

<b>Councillors in attendance</b>	Cr Jenna Davey-Burns Cr Steve Staikos Cr Tim Cochrane Cr Chris Hill Cr Cameron Howe Cr George Hua Cr Georgina Oxley
----------------------------------	---

<b>Council officer(s) in attendance</b>	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  
 Patrick O'Gorman, A/Team Leader Council Governance  
 Sharon Banks, A/Governance Officer  
 Nikolas Muhllechner, Team Leader  
 Emma Harry, Manager People Support  
 Claire Tietze, Team Leader Organisational Equity and Inclusion  
 Nikolaj Dennis, Manager Property  
 Peter Gillieron, Team Leader Property Services

<b>Apologies</b>	Cr Tracey Davies Cr Hadi Saab
<b>Summary of matters discussed</b>	<ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest</li> <li>3. Notes of the Planning CIS Meeting of 18 March 2024</li> <li>4. Ward Briefings</li> <li>5. Councillor Weekly Update and Executive Updates</li> <li>6. Environment and Open Space Advisory Committee Meeting Notes -February 2024</li> <li>7. Active Kingston Advisory Committee Meeting Notes - 5 March 2024</li> <li>8. Gender Equality Act 2020 - Progress Report</li> <li>9. Councillor Briefings</li> <li>10. Wellbeing Check In</li> <li>11. South Eastern Metropolitan Advanced Waste Processing (SEMAWP) project update</li> <li>12. Cheltenham RSL - Kingston Heath Reserve</li> <li>13. Property Matter</li> <li>14. St Kilda Football Club Lease Update</li> <li>15. Invitations</li> <li>16. Councillors/CEO Only Discussion</li> </ol>
<b>Did a Councillor or Council officer disclose a conflict of interest?</b>	No

# 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:** 21 November 2022

**Time:** 6.00pm

**Meeting Location:** via Microsoft Teams

**Meeting Reason:** Strategic Councillor Information Session

### Attendees:

#### Councillor/s:

Cr Hadi Saab (Mayor)  
 Cr Chris Hill (Deputy Mayor)  
 Cr Tamsin Bearsley (arrived at 6.08pm)  
 Cr Tim Cochrane (departed at 7.10pm)  
 Cr Jenna Davey-Burns (arrived at 6.45pm)  
 Cr Tracey Davies  
 Cr George Hua  
 Cr Georgina Oxley (arrived at 6.12pm)  
 Cr Steve Staikos

#### Officers

Jonathan Guttmann, 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  
 Patrick O’Gorman, Governance Officer  
 Natasha Corponi, Engagement Coordinator  
 Tim Scott, Team Leader Waste Management  
 Michael Barrett, Manager City Works  
 Paul Marsden, Manager City Strategy  
 Kate Waters, Manager Inclusive Communities  
 Susan Quach, Coordinator Community Development  
 Claire Sinni, Team Leader Diversity and Inclusion  
 Brayden Crane, Inclusion Coordinator

### Apologies:

Cr Cameron Howe

### 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 14 November 2022
5. Councillor Weekly Update, Executive Updates and Meeting Planner
6. Response to Resolution – Tree Removals Over 8m in Height – Planning and Local Law
7. South East Metropolitan Advanced Waste Project and Waste Update November 2022
8. Mordialloc and Highett Railway Stations – Heritage Assessments
9. Rainbow Local Government Commitment Update
10. AccessCare Clinical Risk Quarterly Report
11. Invitations
12. Other business

[continued over page](#)

1 of 2

Steve Tierney, Acting General Manager Infrastructure and Open Space  
 Bernard Rohan, Chief Financial Officer  
 Kelly Shacklock, Manager Governance, Risk and Integrity  
 Gabrielle Pattenden, Governance Officer  
 Natasha Corponi, Engagement Coordinator  
 Paul Sandells, Team Leader Bushland and Foreshore  
 Emily Boucher, Manager Open Space  
 Kate Waters, Manager Inclusive Communities  
 Simon Doyle, Manager Arts Events and Libraries  
 Bridget Draper, Manager Active Kingston

<b>Apologies</b>	Cr Eden Cr Saab Cr Cochrane
<b>Summary of matters discussed</b>	<ol style="list-style-type: none"> <li>1. Acknowledgement of Country</li> <li>2. Apologies</li> <li>3. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest</li> <li>4. Notes of the Strategic CIS Meeting of 18 March 2024</li> <li>5. Councillor Weekly Update and Executive Updates</li> <li>6. Draft Agenda - Ordinary Council Meeting - see separate Agenda</li> <li>8. Community Strengthening Reports           <ol style="list-style-type: none"> <li>8.1 Community Awards 2024 - Nominations and Winners</li> <li>8.2 Individual Development Grants and Community Small Grants - Quarterly Report (January-March 2024)</li> <li>8.3 Appointment of Members to the Historical Societies Network Committee</li> </ol> </li> <li>9. Infrastructure and Open Space Reports           <ol style="list-style-type: none"> <li>9.1 Response to NOM 22/2023 Facilities at Turner Road Reserve Highett</li> <li>9.2 Spring Road Reserve Masterplan</li> <li>9.3 Naming of 19 Tarella Road, Chelsea</li> </ol> </li> <li>10. Customer and Corporate Support Reports           <ol style="list-style-type: none"> <li>10.1 Governance and Compliance Report</li> <li>10.2 Response to Resolution – Position Descriptions and Key Performance Indicators</li> </ol> </li> <li>11. Chief Finance Office Reports           <ol style="list-style-type: none"> <li>11.1 Proposed Discontinuance and Sale Roadside of 20 Memda Ave Bonbeach</li> </ol> </li> <li>12. Notices of Motion</li> <li>7. Invitations and Councillor Opportunities</li> <li>8. Councillor/CEO Only Discussion           <ul style="list-style-type: none"> <li>• Proposed changes to delivery of services.</li> </ul> </li> </ol>
<b>Did a Councillor or Council officer disclose a conflict of interest?</b>	No

# Councillor Attendance Record



<b>Submitted on</b>	17 April 2024, 12:50PM
<b>Receipt number</b>	72
<b>Related form version</b>	17

This form must be completed and submitted by the appropriate attending Council officer for reporting to Council.

<b>Name of Council officer completing this form</b>	Gabrielle Pattenden
---	---------------------

**Informal Meetings of Councillors** should be selected if:

- the briefing is planned for the purpose of discussing the business of Council
- attended by at least 6 Councillors and at least one Council staff member
- is not a Council meeting or Delegated Committee Meeting
- the meeting subject to the Planning Interactions Policy

**Councillor Attendance Form** should be selected to record Councillors attendance at:

- Council meetings
- Councillor information sessions
- Planning meetings in their ward
- Workshops and training sessions
- Advisory committees of which the relevant Councillor is a member

<b>Type of record</b>	Informal Meetings of Councillors Record
<b>Title of meeting</b>	Councillor Information Session
<b>Meeting date</b>	15/04/2024
<b>Meeting time</b>	6pm
<b>Meeting location</b>	In person

## Attendance

<b>Councillors in attendance</b>	<p>Cr Jenna Davey-Burns (Mayor)          Cr Tracey Davies (Deputy Mayor)          Cr Tamsin Bearsley (arrived at 6.17pm)          Cr Tim Cochrane (arrived at 6.09pm) (left at 9.13pm) (attended online) (camera on)          Cr Chris Hill          Cr Cameron Howe (arrived at 6.20pm) (left at 9.03pm) (attended online) (camera off)          Cr George Hua (attended online) (camera off)          Cr Hadi Saab (attended online) (camera on)          Cr Steve Staikos (attended online) (camera off)</p>
----------------------------------	---

<b>Council officer(s) in attendance</b>	<p>Peter Bean, Chief Executive Officer Jonathan Guttman, General Manager Planning and Place Sally Jones, General Manager Community Strengthening Amanda Rigby, Acting General Manager Customer and Corporate Support Steve Tierney, Acting General Manager Infrastructure and Open Space Bernard Rohan, Chief Financial Officer Kelly Shacklock, Manager Governance, Risk and Integrity Patrick O'Gorman, Governance Officer Gabrielle Pattenden, Governance Officer Donna Carton, Media and Communications Officer Emily Boucher, Manager Open Space Paul Sandells, Team Leader Bushland and Foreshore Rachel Devlin, Bushland Coordinator Bridget Draper, Manager Active Kingston Alfred Carnovale, Manager City Development Paul Marsden, Manager City Strategy Rita Astill, Team Leader Strategic Planning Tanya Sokolowski, Principal Strategic Planner Kate Waters, Manager Inclusive Communities Camille Hoyle, Manager Accesscare</p>
<b>Apologies</b>	<p>Cr David Eden Cr Georgina Oxley</p>
<b>Summary of matters discussed</b>	<ol style="list-style-type: none"> <li>1. Acknowledgement of Country</li> <li>2. Apologies</li> <li>3. Disclosures by Councillors, Officers and Contractors of any Conflict of Interest</li> <li>4. Notes of the Strategic CIS Meeting of 8 April 2024</li> <li>5. Councillor Weekly Update and Executive Updates</li> <li>6. Biodiversity Strategy (Consultation)</li> <li>7. New Aquatic and Leisure Centre - Facility Operations and Naming/Branding</li> <li>8. Housing Workshop Implementation Strategy</li> <li>9. Highett Level Crossing Removal</li> <li>10. Reconciliation Action Plan - Redevelopment Plan</li> <li>11. Response to Resolution - Operation Sandon Outcomes</li> <li>12. Performance Report: Summary and Actions Report - Councillor Planning Workshop 2024</li> <li>13. Clinical Governance Bi-Annual Report</li> <li>14. Notices of Motion</li> <li>15. Invitations and Councillor Opportunities</li> <li>16. Mayor's Diary</li> <li>17. Councillor/CEO Only Discussion <ul style="list-style-type: none"> <li>• Staff appointments</li> <li>• GSEM delegation to Canberra</li> </ul> </li> </ol>
<b>Did a Councillor or Council officer disclose a conflict of interest?</b>	No



# **11. Chief Finance Office Reports**

# Ordinary Council Meeting

22 April 2024

Agenda Item No: 11.1

## PROPOSED DISCONTINUANCE AND SALE ROAD SIDE OF 20 MERNDA AVENUE, BONBEACH

Contact Officer: Michelle Hawker, Senior Administration Officer

### Purpose of Report

This report is to consider the proposed commencement of the statutory procedures to discontinue and sell part of the road at the side of 20 Mernda Avenue Bonbeach section enclosed only.

There is no vehicle access only pedestrian access.

### 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.

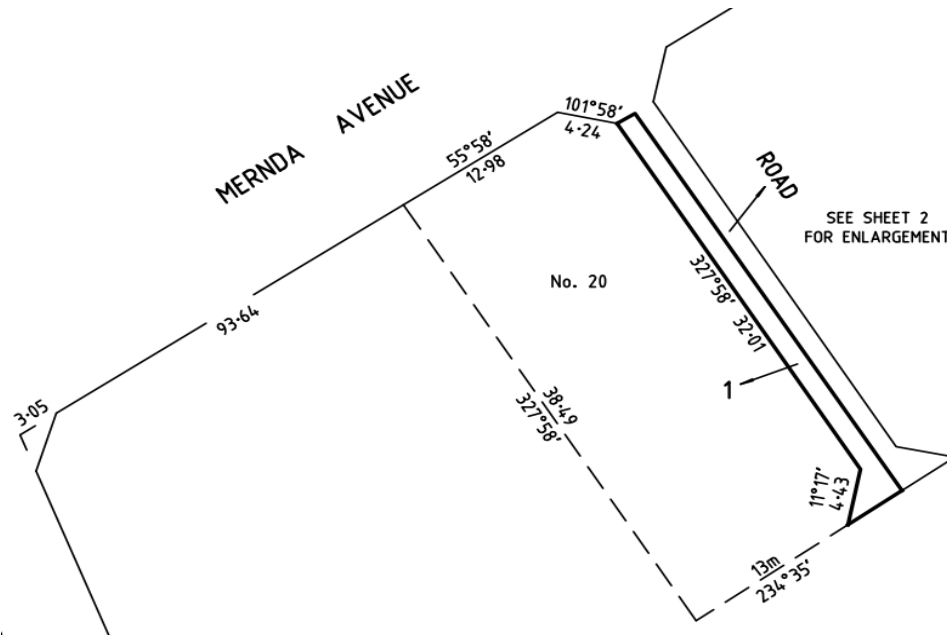
### RECOMMENDATION

That Council:

1. Commence the statutory procedure to discontinue and sell part of the road at the side of 20 Mernda Avenue, Bonbeach acting under section 206 clause 3 of schedule 10 of the Local Government Act 1989 & section 114 of the Local Government Act 2020;
2. Authorise the Chief Executive Officer or delegate to give public notice under section 223 of the Government Act 1989, section 114 of the Local Government Act 2020 & Councils Community Engagement Policy of its intention to discontinue part and sell the land to the owner(s) at 20 Mernda Avenue, Bonbeach;
3. If any submissions are received in response to the public notice, have the submissions considered by a committee of Council comprising of the Mayor, Deputy Mayor, Councillor from Banksia Ward Cr Howe, the Chief Financial Officer, Manager Property Services and Team Leader Property Services; and
4. If no submissions are received following the public notice and community engagement process, authorise officers to undertake the necessary procedures to undertake the discontinuance and sale process.

### 1. Executive Summary

This report is to consider the proposed discontinuance and sale of the road enclosed within the property boundary of 20 Mernda Avenue, Bonbeach Shown as lot 1 on the plan below.



**2. Background**

Council has received a request from the owners at 20 Mernda Avenue, Bonbeach seeking to purchase the land enclosed within their fence line.

The section of road proposed for discontinuance has been enclosed for over 25 years and features matured vegetation (shrubs and plants). There is no vehicular access. The width of the current road (path) will not be impacted by the discontinuance as this part of the road is already separated by the property fence line. The remaining road (path) will continue to remain open to the public for pedestrian access which runs between Mernda Ave and Mascot Ave, providing a link to Patterson Lakes. The subject land has been assessed by Councils Traffic Engineers and Roads and Drains Officers who have deemed it DDA compliant.

**3. Discussion**

**3.1 Council Discontinuance and Sale of Roads Rights of Way, and Drainage Reserve**

The Policy allows for a for a 50% discount to the current land valuation as a once-only incentive and a further 20% discount for land enclosed for more than 15 years. After applying the discount to the valuation, the sale price will be reduced to \$10,560 inclusive GST. The Policy also makes provisions for the recovery of all costs associated with the sale of the land which will be recovered from the purchaser as part of the sale. Attached is a copy of the Valuation appendix 1.

Price Valued	\$32,000
Discount 50% (Once only offer)	\$16,000
Less 20% discount (land enclosed)	\$6,400
Plus GST	\$960
 Total	 \$10,560 =====

**3.2 Public Notice**

Council is required to comply with Section 114 of the *Local Government Act 2020* and under clause 3 of Schedule 10 of the *Local Government Act 1989*. The Section requires Council to give at least four (4) weeks public notice of its intention to sell land and undertake a community engagement process in accordance with Council's Community Engagement Policy. For the purpose of the Policy, the public notice will provide any person with an opportunity to make a submission in response to the public notice and an opportunity to speak to the submission.

**4. Consultation**

**4.1 Internal Consultation:**

Roads and Drains  
Traffic Engineers

**4.2 Community Consultation:**

Group	Method
Key Stakeholders Adjoining owner	Send letters to adjoining properties. Registered Post.
General community	Advertisement in the Age Newspaper and Councils Website
Internal Departments	Roads and Drains Traffic Engineers
External Service Providers	Relevant Service Providers
Targeted groups	Local Community

**4.3 Results/Findings:**

The following service providers have been consulted with and no objections and do not have any assets in the subject land proposed for discontinuance and sale.

Telstra  
South East Water  
Multinet Gas  
Optus  
United Energy

**Internal Stakeholders have no objection.**

Roads and Drains  
Traffic Engineers

**5. Compliance Checklist**

**5.1 Council Plan Alignment**

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

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

Sales can be allocated for investment in public open spaces and or other projects.

**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 (g) - the ongoing financial viability of the Council is to be ensured.
- Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

The Discontinuance and Sale of Roads, Rights of Way, and Drainage Reserve (2017) allows for a 50% discount to the current land valuation as a once only incentive and a further 20% for land enclosed.

The existing 2017 policy is scheduled to be reviewed this year during which officers will evaluate the discounts currently in place.

**5.3 Financial Considerations  
Budget**

The purchaser pays all costs association with the discontinuance and sale.

**Staff Resources**

1 FTE position Senior Administration Officer.

**5.4 Risk considerations**

Council is required to comply with Section 114 of the *Local Government Act 2020* and under clause 3 of Schedule 10 of the *Local Government Act 1989*. The Section requires Council to give at least four (4) weeks public notice of its intention to sell land and undertake a community engagement process in accordance with Council's Community Engagement Policy. For the purpose of the Policy, the public notice will provide any person with an opportunity to make a submission in response to the public notice and an opportunity to speak to the submission.

**Appendices**

Appendix 1 - Valuation land adjacent 20 Mernda Avenue Bonbeach (Ref 24/66882) 

Author/s: Michelle Hawker, Senior Administration Officer  
Reviewed and Approved By: Nikolaj Dennis, Manager Property Services  
Bernard Rohan, Chief Financial Officer

# 11.1

## **PROPOSED DISCONTINUANCE AND SALE ROAD SIDE OF 20 MERNDA AVENUE, BONBEACH**

1 Valuation land adjacent 20 Mernda Avenue Bonbeach..... 151

## Valuation Report for the City of Kingston

**Property Address: Former Road – Land adjacent to 20 Mernda Avenue, Bonbeach Vic. 3196**



Our Ref: 24-0091

KCC Contact: Antoinette Cesario / Michelle Hawker, City of Kingston

Instructions: The purpose of this valuation and report is to provide advice as to the current market value of a section (58 sq.m.) of former road (proposed discontinuance) which is situated adjacent to the eastern boundary of 20 Mernda Avenue, Bonbeach.

The subject land has an area of 58 sq.m. approximately and is situated along the eastern side of 20 Mernda Avenue with a public walk-way along the eastern boundary of the site. The land appears to be currently occupied and fenced into 20 Mernda Avenue, Bonbeach.

### **LOCATION AND LAND DESCRIPTION:**

Location: The subject land is situated in the southern bayside suburb of Bonbeach, approximately 32 radial kilometres south of central Melbourne. The surrounding area comprises a mixture of housing styles and ages interspersed with newer unit and townhouse developments situated upon standard sized, residential allotments. Services and facilities complementing the residential occupation of the land can be found in close proximity to the subject site including numerous schools, parks and reserves, Patterson River, public transport facilities including the Carrum and Bonbeach Railway Stations, private and public golf courses, Port Phillip bay and associated beaches and local retail shops at Bonbeach and Carrum.

Mernda Avenue, Bonbeach is a residential street that is a fully constructed bitumen sealed roadway incorporating concrete kerbs, gutters, crossovers, and footpaths.



Title Details:	Shown as Lot 1 (58 sq.m. – hatched) on TP 965756U.
Registered Owner:	Assumed to be the Kingston City Council -although a registered search statement has not been provided.
Encumbrances:	We are unaware of any encumbrances affecting the subject land.
Land Area:	As per Lot 1 on TP No. 965756U – 1.48 / 4.42 metres x 34.95 / irreg. metres - <b>58 sq.m.</b> approx.
Services:	We have assumed for the purposes of this valuation that all usual services would be available for connection to the property.
Zoning:	The subject land is zoned “General Residential Zone - Schedule 3 – GRZ3” under the provisions of the Kingston Planning Scheme and is included in overlays DDO7 and DDO1.
Contour:	The subject land appears basically level, adequately drained and there is no evidence of landfill.

#### **GENERAL REMARKS AND BASIS OF VALUATION**

The subject property comprises a section of a former roadway (proposed to be closed discontinued) which abuts to eastern boundary of the property known as 20 Mernda Avenue, Bonbeach and appears to currently be fenced into and occupied by the owner at 20 Mernda Avenue, Bonbeach. The land is adjoined along the eastern boundary by a public walk-way. The site has an area of 58 sq.m. approximately and is accessed via Mernda Avenue.

We have considered the likely added value the additional land would provide to the adjoining property once consolidated on Title. To establish this value, we have had regard to the value of the property in the 'before' situation, and the 'after' situation including the benefit or increase in value caused by the acquisition of the additional land.

There are a number of issues regarding the subject land which impact substantially on its value including:

- The land is incapable of being developed in its own right given the small land area.
- The land is only marketable to the adjoining owner (s).
- The shape of the site is long and narrow and irregular at the rear.
- The land is currently fenced into 20 Mernda Avenue, Bonbeach.

In determining the value of the subject land, we have analysed a number of vacant land sales and improved property sales with older dwellings adding little, if any, value in the Bonbeach area, suggesting land is worth between \$1,300 - \$1,800 per square metre for regular shaped, level sites which have street frontage and are capable of development in their own right, which the subject is clearly not. The variation in the rate per square metre depends upon the size of the allotment, location, zoning, and aspect. We have adopted a rate of **\$1,400 p.s.m.** for the subject land.

We have also examined a number of sales throughout Melbourne of land which cannot be developed in their own right and have been sold to an adjoining owner at a considerable discount below the generally accepted market value for land. Our research shows that this type of land generally sells for 50%-70% off market value. We have adopted the mid point of the range, being **60%** off the land value having regard to the salient features of the property which results in a rate psm of **\$560 psm** applied to the **58 sq.m.** resulting in a valuation **rounded to \$32,000.**

The sale discounts reflect a limited alternative market for the site. Only one buyer exists for the site (the adjoining owners) and as a consequence a substantial discount to the surrounding land value was appropriate. We consider that factors in this valuation are similar and accordingly we believe that a discount is required to be made.

Having regard to the amenity of the area, being wholly residential in nature and well established in all respects, we have no reason to suspect that the subject land is adversely affected by any environmental issues.



**VALUATION AND ADVICE**

I, **Michael Dore** of **Patel Dore Valuers Pty Ltd** certify that the subject land was inspected on the 19<sup>th</sup> day of February, 2024 I assess the market value of the subject land at that date as:

**Thirty Two Thousand Dollars - (\$32,000)**

Patel Dore Valuers Pty Ltd

A handwritten signature in black ink, appearing to read "M Dore", written over a light blue horizontal line.

Michael Dore AAPI  
Certified Practising Valuer (Reg. No. 62471)

This valuation is current as at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of 3 months from the date of the valuation, or such earlier date if you became aware of factors that have any effect on the valuation.

The valuation is for the use only of the party to which it is addressed. No responsibility is accepted or undertaken to any third parties in relation to this valuation and report. The valuer's inspection and report does not constitute a structural survey.

**Liability limited by a scheme approved under Professional Standards Legislation.**

## **12. Notices of Motion**

## Ordinary Council Meeting

22 April 2024

Agenda Item No: 12.1

### **NOTICE OF MOTION NO. 4/2024 - CR HOWE - PATTERSON RIVER SCULPTURE TRAIL CURATORIAL DIRECTION**

That Council, in an officer report, confirms that as publicised in the Herald Sun and Bayside News, the curatorial direction of the Patterson River sculpture trail is to celebrate the boating culture and coastal lifestyle, with iconic sculptures that may feature refined detail or vibrant colours. Artists are encouraged to use ingenuity to reimagine spaces high or low, and wet or dry.

Cr Cameron Howe

**Guidance Note**

**Notice of Motion No. 4/2024 – Cr Howe**

**Patterson River Sculpture Trail Curatorial Direction**



**Officer Advice**

The news article published in the Herald Sun on 13 July 2021 did not contain an endorsed position of Council with relation to curatorial themes for the Patterson River Art Trail.

The Process for identifying Curatorial Themes for public art commissions is currently covered within the Public Art Policy, Public Art Placement Plan & Public Art Guidelines which were endorsed by Council in July 2023.

The Notice of Motion seeks to apply direct curatorial themes to all artworks commissioned at the Patterson River which would be in conflict with the endorsed requirements for defining Curatorial Themes for an artwork commission, specifically the requirement to investigate and collaborate with relevant stakeholders.

An extract from the Public Art Placement Plan is listed below:

***Curatorial Themes***

*Ensuring relevant and meaningful themes that are responsive and sympathetic to a site's cultural and social history, its character or its stories will ensure greater appreciation by residents and visitors alike. The determination of curatorial themes will require considered investigation and collaboration with the relevant stakeholders when planning for new works. These are a selection of fundamental subjects and ideas drawn from survey responses and discussions with stakeholders. They provide a starting point for further research and enquiry.*

*Identifying appropriate curatorial themes and narratives to guide the conceptual development of public art is crucial.*

In a meeting with Cr. Howe and the Mayor in November 2023 the following was communicated:

- The curatorial direction of Kingston's public art collection will be further framed in the (Art) Collections Policy which is due to commence early 2024.
- The (Art) Collections Policy will be guided by stakeholders and members of the Arts and Cultural Advisory Committee as well as the Arts, Events and Libraries community consultation which will complete mid-April.
- The curatorial direction associated with the Patterson River Art Trail will be further articulated as part of this process.
- The (Art) Collections Policy is required to be presented to Council for endorsement.

With relation to the work on Kingston's Art & Public Art Collections, a significance assessment, valuation, and condition report is underway to provide baseline context for the overall collection that will assist in the development of an (Art) Collections Policy. This is due to be completed EOFY.

With relation to the land ownership at the Patterson River Art Trail site, from correspondence received in December 2023 Council understands that DEECA (Department of Energy, Environment and Climate Action) have become the land manager of the Crown Land parcels surrounding Patterson River, they are seeking to appoint an ongoing land manager for the area in 2024 – no update on this has been provided to date.

DEECA have commented that they are not in a position to accept new infrastructure. DEECA have a draft masterplan that supports public art (predominantly First Nations), however they have communicated that they are not at a stage of implementing any opportunities.

DEECA have requested that Council reengage in further conversations around the Patterson River Art Trail once an ongoing land manager has been appointed.

Aside from the current endorsed position of Council with relation to the identification of curatorial themes for art commissions and the important role that engaging with stakeholders play in the success of public artwork projects it is worth considering the overall context and landownership items with relation to the Patterson River Art Trail.

It is the advice of officers that Council would be best positioned to work with all stakeholders, including the landowners / managers, in the development of curatorial themes for new public art commissions at the Patterson River when the opportunity to develop these projects presents itself following further conversations with DEECA. It would make sense for Council to have a good understanding of what it wants from these discussions and, as mentioned, this would be best demonstrated through the endorsement of the (Art) Collections Policy that contains broad goals for the Patterson River Art Trail.

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

## 14 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.

### Confidential Appendices

- 8.1 Community Awards 2024 - Nominations and Confirmation of Winners**  
*Appendix 1, Kingston Community Awards 2024 - Citizen of the Year Nomination Summary* is designated confidential as it relates to (s3(1)(h))
- 8.1 Community Awards 2024 - Nominations and Confirmation of Winners**  
*Appendix 2, Kingston Community Awards 2024 - Community Group of the Year Nomination Summary* is designated confidential as it relates to (s3(1)(h))
- 8.1 Community Awards 2024 - Nominations and Confirmation of Winners**  
*Appendix 3, Kingston Community Awards 2024 - Winners* is designated confidential as it relates to (s3(1)(h))
- 8.3 Appointment of Members to the Historical Societies Network Committee**  
*Appendix 1, Historical Societies Network Committee - Interview Evaluation Sheet Combined - 2024* is designated confidential as it relates to (s3(1)(f))
- 10.2 Governance and Compliance Report**  
*Appendix 5, Confidential Minutes 11 December 2023* is designated confidential as it relates to (s3(1)(h))



