

Agenda

Ordinary Council Meeting

Monday, 2nd February 2026

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

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

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

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

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

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

هذا جدول الأعمال للجلسة العامة للمجلس البلدي. للحصول على المساعدة مع أي من البنود الواردة في جدول الأعمال، يرجى الاتصال بخدمات الترجمة المجانية على الرقم 131 450

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

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Peter Bean
Chief Executive Officer
Kingston City Council



ACKNOWLEDGEMENT OF COUNTRY

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

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

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

**City of Kingston
Ordinary Council Meeting**

Agenda

2 February 2026

Notice is given that a Meeting of Kingston City Council will be held at Council Chamber, 1230 Nepean Highway, Cheltenham at 7:00 PM on Monday, 2 February 2026.

1. Apologies

2. Confirmation of Minutes of Previous Meetings

Minutes of Ordinary Council Meeting 15 December 2025

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

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

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Explanation of Meeting Procedure



Meeting Procedure is Regulated by the City of Kingston Governance Rules

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

Chairperson

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

Agenda

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

Motions

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

Voting

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

Amendments

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

Speaking at the Meeting

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

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

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

Explanation of Meeting Procedure



Questions

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

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

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

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

Confidential Business

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

Courtesy to the Mayor

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

Emergency Evacuation of Chamber

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

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

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

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

Explanation of Meeting Procedure



Do You Have a Hearing Difficulty?

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

Interpreting Service



Recording of Meetings

Council Meetings are recorded and streamed live on the internet.

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

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

Minutes

Ordinary Council Meeting

Monday, 15th December 2025

kingston.vic.gov.au

Peter Bean
Chief Executive Officer
Kingston City Council



City of
KINGSTON

**City of Kingston
Ordinary Council Meeting**

Minutes

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**City of Kingston
Ordinary Council Meeting**

Minutes

15 December 2025

The meeting commenced at 7:00pm in the Council Chamber, 1230 Nepean Highway, Cheltenham.

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

In Attendance: Peter Bean, Chief Executive Officer
Dan Hogan, General Manager Customer and Corporate Support
Samantha Krull, General Manager Infrastructure and Open Space
Kate Waters, General Manager Community Strengthening
Bernard Rohan, Chief Financial Officer
Jaclyn Murdoch, Manager City Development
Kelly Shacklock, Manager Governance, Risk and Integrity
Sharon Lozsan, Team Leader Council Governance
Ellie Lockard, Council Governance Officer
Justin Welsford, Media and Communications Advisor
John Tanner AM, Municipal Monitor
John Watson, Municipal Monitor (attended online)

1. Apologies

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

COUNCIL RESOLUTION

Moved: Cr Agirtan

Seconded: Cr O'Donnell

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

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

AGAINST: Nil (0)

CARRIED

2. Confirmation of Minutes of Previous Meetings

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Agirtan

That the Minutes of the Ordinary Council Meeting held on 24 November 2025 be confirmed.

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

AGAINST: Nil (0)

CARRIED

**City of Kingston
Ordinary Council Meeting**

Minutes

15 December 2025

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

Cr Saab foreshadowed a declaration of a conflict of interest in item 8.5 – Kingston Grants Program 2024-25 Acquittals.

The Chief Executive Officer foreshadowed a declaration of a conflict of interest in item 14.1 – CEO Employment Matters.

4. Petitions

4.1 Short-stay Accommodation Property in Patterson Lakes

COUNCIL RESOLUTION

Moved: Cr Howe

Seconded: Cr Agirtan

That Council:

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

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

AGAINST: Nil (0)

CARRIED

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

Councillor Statements

Mayor Oxley, Cr Saab and Cr Athanasopoulos made a statement regarding the tragedy at Bondi Beach that occurred on Sunday December 14.

Cr Athanasopoulos left the meeting at 7.15pm.

Cr O'Donnell and Cr Howe also made statements regarding the tragedy at Bondi Beach.

Cr Athanasopoulos returned to the meeting at 7.18pm.

COUNCIL RESOLUTION

Moved: Cr Howe

Seconded: Cr Erevnidis

That the Councillor statements be received.

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

AGAINST: Nil (0)

CARRIED

6. Question Time

Question time was held at 7.19pm.

A total of 42 questions were received, with 37 being allowed under the Governance Rules. Preambles submitted with questions were not read out. In accordance with clause 39.9 of the Governance Rules, like questions were grouped together.

Louise asked:

1. *Could the CFO please provide an itemised breakdown of all costs incurred by Kingston Council to date in relation to the engagement of the Council-appointed monitors, Mr Tanner and Mr Watson? Specifically, I request the total cost for each monitor, including their daily rate, the number of days billed each month, travel and accommodation expenses, superannuation, and any other related or sundry expenses charged under their engagement.*
2. *Additionally, please provide the total expenditure to date for each monitor separately.*

The Chief Finance Officer, Bernhard Rohan, responded:

Council has processed one invoice dated 2 November 2025 from Mr Watson as a Municipal Monitor and in relation to October 2025. The invoice comprises:

- 58.9 hours at the Minister's approved daily rate of \$1,335.00, and calculated hourly rate of \$175.66 for a total cost of \$10,346.37*
- additional to this daily rate will be the superannuation at 12% or \$1,241.55*
- the invoice is also for reimbursement of accommodation, parking, road tolls and meals at a total of \$1,668.28.*

The total cost is \$12,014.65 as invoiced plus \$1,241.56 for superannuation, and a total cost to Council of \$13,256.21

A further invoice from Mr Watson has been recently received and is being reviewed by officers.

Council is yet to be invoiced by Mr Tanner.

Fraser asked:

1. *Referring to the SRL Draft Precinct Structure Plan Figure 17 Better connections -Active Transport shows the C1 Strategic cycling corridor Shared Use Path on the rail corridor from the Heather Grove crossing to Southland joining the bridge over Bay Road to SRL and Highett stations. The SRL implementation Plan has no SUP on the rail corridor and instead proposes Cycle Paths on Nepean Highway from Chesterville Road to Wickham Road to be constructed by Dept. of Transport and Planning. Does Kingston accept and support the SRL Structure Plan or the Implementation plan for cycle paths on Nepean Highway?*

The Manager City Development, Jaclyn Murdoch, responded:

Council has long advocated for a continuous strategic cycling corridor along the rail corridor forming a broader part of the Frankston to CBD route, including in its submission to the SRLA's exhibited Structure Plans in March this year. It has also raised concern with the lack of certainty provided by the Implementation Plan.

This month, SRLA publicised updated designs for Sir William Fry Reserve that shows a separated cycle and walking path through the Highett Gasworks site, connecting Station Street, Highett to Sir William Fry Reserve. Council supports the active transport outcomes this link would provide.

Luke asked:

My question is about how Council prioritises investment in community sport.

- 1. With continued population growth across Kingston, how does Council determine which local tennis clubs receive funding to support participation and facility development?*
- 2. Noting the funding previously provided to Carrum Tennis Club (nearby suburb), what pathways or requirements would enable Patterson Lakes Tennis Club to be considered for future Council support in line with Council's community and active recreation strategies?*

The General Manager Infrastructure and Open Space, Samantha Krull, responded:

Sport provision planning is centred around strategic inputs of:

- Population data*
- Sport participation numbers, trends, changes*
- Provision catchment areas*

Council has commenced the development of a new Tennis, Pickleball and Padel Tennis strategy which will consider these relevant strategic inputs and ultimately guide future decision making and investment in both facility development and participation initiatives.

The strategy will be developed through engagement with Kingston based tennis clubs, collaboration with Tennis Victoria and community feedback.

The future provision and investment at Learmonth Reserve will be guided by findings and recommendations outlined in the future tennis strategy - and will consider demand and future growth in the region, site suitability for infrastructure development and associated costs.

Matthew asked:

Why is Council avoiding endorsing the Reconciliation Plan? Noting it was deferred without reason from last meeting.

The General Manager Community Strengthening, Kate Waters, responded:

The draft Reconciliation Strategy was presented at the Council Meeting in November, where Council resolved to - Receive a report on this matter following a Councillor briefing to allow for further discussion.

Councillors have since been offered further briefings and opportunity for further discussion.

The draft Reconciliation Strategy is item 8.2 of tonight's agenda.

Scott asked:

In relation to the development of the Hella Factory in Southern Rd Mentone, can Council advise whether it was provided any reason by the Department of Transport and Planning when the DTP required Council officers to remove the application and other phase 1 pre application requests from the City of Kingston's online planning register?

The Manager City Development, Jaclyn Murdoch, responded:

Council Officers were advised that pre-applications submitted through the Development Facilitation Pathway (DFP) program must not be made publicly available and Officers were requested by Department of Transport and Planning (DTP) officers to remove it from the portal. Council officers were not provided with a specific reason by DTP officers.

Gavin asked:

Re. public question time, given the current approach seems very subjective and controlling would council perhaps consider a word limit of say 200 or 250 words as a working solution, thereby enabling reasonable preamble and wording which would then enable questions to not lose their essential context?

The General Manager Customer and Corporate Support, Dan Hogan, responded:

Thank you for your question, Gavin. While recognising that many options exist to vary Public Question time, there are no current plans to undertake a process of revising the Governance Rules applying to Council Meetings.

However, please be assured that every attempt is made to ensure the fundamental premise of a question may still be understood whilst also complying with the rules, although I recognise that is not always entirely possible.

The following four questions regarding Patterson Lakes Tennis Club were grouped together for response:

Cameron asked:

1. *Does the Council have any plans to rebuild 3 new courts where the old courts were at Patterson Lakes tennis club?*
2. *Is the Council willing to provide funding (and how much) to improve the club rooms and/or tennis courts?*

Simon asked:

1. *Is there any evidence or records of consultation, discussions or meetings between Kingston Council and Patterson Lakes Tennis Club about how to address the claimed identified issues of the tennis courts, in the two "Condition Reports" , one being the 2MH report mid 2024, the other I personally have never seen or heard of, until last week?*
2. *Was there any concern or consideration by council as to the negative health and wellbeing affects to club members by the actions of A) the former tennis coach for profit also manager president of the not for profit Patterson Lakes Tennis Club in a blatant conflict of interest position and B) by the sudden without warning demolishment of three of our courts on 26th August 2025, one which was most members favourite court ie. #6 ?*

The General Manager Infrastructure and Open Space, Samantha Krull, responded:

As per the response to an earlier question, the future provision and investment at Learmonth Reserve will be guided by findings and recommendations in the new Tennis, Pickleball and Padel Tennis Strategy.

Regular meetings were held with the committee of the Patterson Lakes Tennis Club regarding tennis court audits and recommendations, dating back to May 2025.

The initial court condition audit recommended that all 6 courts should be closed, a second more detailed audit was undertaken. This audit confirmed the closure of courts 4 to 6 due to the safety hazards identified. These courts were considered to have reached the end of their serviceable life. This was reported to the committee of the PLTC and Tennis Victoria in July 2025.

Council has continued to communicate and engage with the newly elected committee of the Patterson Lakes Tennis Club and Tennis Victoria to provide updates and support.

The following four questions regarding Councillor leave and allowances were grouped together for response:

Roslyn asked:

1. *Can the CEO confirm whether Council has granted Councillor Law a leave of absence that would relate to section 35(1)(e) of the Local Government Act 2020?*
2. *If yes, which Council meeting date and resolution number granted the leave, and where is it recorded in the minutes?*

Rose asked:

1. *Is Cr Tess Law receiving her full Councillor allowance i.e. her \$3,499 monthly allowance, while on extended leave from being Councillor till next year?*
2. *What is the reason given by Cr Tess Law for her leave of absence, noting that Council has not provided a reason in any of its correspondence?*

The General Manager Customer and Corporate Support, Dan Hogan, responded:

Council has not granted a period of leave via a resolution / decision of Council.

The determined Councillor allowance is received by Cr Law during this time.

Councillors are not required to disclose reasons for leave.

Jagoda asked:

1. *Can you provide a description of the role and the number of staff in the Advocacy, Communication and Engagement Department of the City of Kingston?*
2. *Can Council give a total cost for the staff in this department?*

The General Manager Customer and Corporate Support, Dan Hogan, responded:

The Advocacy, Communications & Engagement Department helps the organisation to deliver positive, clear communications to our community. This includes our 8 websites, many social media channels, media services, design work, promotion campaigns, speeches, the Kingston Your City, e-newsletters and delivering over 100 consultations each year to promote community participation and give Councillors confidence in decision making.

The requested staffing information is available on the Kingston website, and as also noted on pages 42-43 of Kingston's 2025/26 Budget, the Advocacy, Communication and Engagement Department has 21.6 full time equivalent staff and a total staff cost of \$2.9 million.

Kathryn asked:

Can Council please list separately the number of properties, in the private, commercial or industrial sectors, that will be acquired within the Structure Plan Boundary?

The Manager City Development, Jaclyn Murdoch, responded:

Council does not have access to the figures associated with the number of properties in private, commercial or industrial sectors within the Planning Declaration Areas around each station as they straddle multiple municipalities.

The following two questions regarding properties within the SRLA Planning Declaration (PAD) were grouped together for response:

Kathryn asked:

Can Council also list separately the number of properties in the private, commercial or industrial sectors, within the SRLA Planning Declaration (PAD)?

Gil asked:

Can Council provide the details of the total number of properties that the Suburban Rail Loop (SRL) or other State Government bodies will be required to purchase within the City of Kingston as shown in the documents as supplied by the Victorian State Government to the City of Kingston?

The Manager City Development, Jaclyn Murdoch, responded:

Council does not have access to the figures associated with the number of properties in private, commercial or industrial sectors within the Planning Declaration Areas around each station as they straddle multiple municipalities.

No properties within the City of Kingston are nominated to be acquired for the purpose of SRL Structure Planning process. We understand a Public Acquisition overlay has been proposed within the Clayton SRL precinct, however this falls within the City of Monash.

Zoe asked:

1. *Is Council aware that last week weed spraying was being done by a female council worker/contractor in the Heatherton Estate, and, when asked what she was spraying, she replied, she did not know.*
2. *Is Council also aware that this female worker was not wearing any protective gear or masking whatsoever, and yet was spraying voluminous amounts of a strong blue coloured spray liquid (Round Up/Glyphosate) on even single weeds?*

The General Manager Infrastructure and Open Space, Samantha Krull, responded:

Council undertakes proactive weed management throughout our open spaces, this can include hand weeding, controlled burning and herbicides – depending on the type and location of weeds.

All Council staff applying herbicides wear appropriate personal protective equipment. In the photos you supplied the person is wearing closed toe shoes, long pants and gloves. Blue dye is used to indicate where chemicals have been applied.

The following three questions regarding community grants were grouped together for response:

Geoff asked:

How can the grants committee justify spending \$10,000 on a ground calling themselves the Men's Table where only 13-19 men met once a month for dinner for a total of 8 months only to discuss 'men's health' whilst other groups who were granted far less money, have had much greater participation numbers and more effective community spread and impact?

Vera asked:

Is it not true that the Men's table grant has the least participation rate within the community costing the ratepayers a minimum \$526 per participant and represents the least value for Council money?

Is simply reporting the fact that these men showed up for 8 months at 8 dinners regarded as an adequate acquittal (spending result and community benefit) for the huge \$10,000?

The General Manager Community Strengthening, Kate Waters, responded:

The Kingston Grants Program supports projects that respond to different needs across the community. Each funded project plays an important role, whether it reaches large numbers of people or works more intensively with smaller groups.

Applications are assessed against criteria in the grants guidelines such as quality, capacity to deliver, and alignment with program objectives — not just participant numbers. With funding recommendations made to Council.

The Men's Table works with small groups but creates positive impact by giving men a safe space to connect and talk about life challenges. The program is evidence-based and supported by the National Mental Health Commission, with evaluations conducted in partnership with Monash University.

Programs like these matter because data shows that men are more likely to experience isolation and are less likely to seek help. Supporting men's wellbeing strengthens families and communities. Some of the most meaningful outcomes come from these small, trust-based groups — reducing isolation and creating stronger social connections.

Simon asked:

I refer to the Kingston Grants Program 2024–25 acquittals report (Appendix 1), item 3, “Druze Community Charity of Victoria Fete” (\$25,000), which reports 2,500 “Kingston participant numbers”, a figure I believe is false and statistically improbable.

Has Council verified the 2,500 Kingston participant figure, or is it self-reported by the Druze, and what specific evidence has Council sought to substantiate it?

The General Manager Community Strengthening, Kate Waters, responded:

The participant numbers included in all grant acquittals are self-reported.

Simon asked:

In relation to FOI 171, have Council Officers received any instructions or advice from either of the Monitors in relation to the production of documents sought by this FOI.

The Chief Executive Officer *advised that the question would be taken on notice, with a written response provided.*

Rosemary asked:

- 1. As Council has signed a MOU with the Suburban Rail Loop Authority, why can Council not get the SRL to send qualified animal rescuers to rescue the wildlife left homeless and disoriented = including now several families of ducklings - by the works on the once environmentally significant but now moonscaped Heatherton Train yard site?*
- 2. Why did the SRL need to clearfell the trees that once lined the train yard site and what are they going to do about the dust that is now among other things making residents' lives hell?*

The General Manager Infrastructure and Open Space, Samantha Krull, responded:

SRLA has powers as set out in the Major Transport Projects Facilitation Act 2009 and does not need any permissions from Council to build, remove or undertake any works, including those that might impact fauna. Council's recent MOU with SRLA does not relate to this legislation. As part of SRLA planning obligations set out in the Environmental Performance Requirements, SRLA is required to implement fauna management measures to minimise impacts on fauna. Additionally, SRLA must undertake a fauna assessment, and report on it regularly to the Independent Environmental Auditor.

The trees were removed by SRLA to undertake their works. SRLA is required to develop and implement an Environmental Air Quality and Dust Management Plan for each site in consultation with the EPA.

Cr Athanasopoulos left the meeting at 7.37pm and returned to the meeting at 7.38pm.

Julia asked:

1. *Are Mr John Tanner AM and Mr John Watson acting as monitors at Hobson's Bay at the same time?*
2. *If so, are they also billing Hobsons Council \$1300+ a day each on top of the \$1300+ daily payments from the Kingston Council?*

The General Manager Customer and Corporate Support, Dan Hogan, responded:

Questions of this nature should be directed to Local Government Victoria.

Deborah asked:

Has any Kingston councillor made an application to the Fair Work Commission against one of the monitors placed into Kingston Council?

The General Manager Customer and Corporate Support, Dan Hogan, responded:

Questions of this nature should be directed to the Fair Work Commission.

7. Planning and Place Reports

7.1 Town Planning Application Decisions - November 2025

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Howe

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

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

AGAINST: Nil (0)

CARRIED

7.2 KP-2018/701/C - 43 - 45 Westall Road, Clayton South

COUNCIL RESOLUTION

Moved: Cr Agirtan

Seconded: Cr O'Donnell

That **Council** determine to support the proposal and issue **an amended planning permit for the use of a Primary School, associated works and alteration of access to a road in a Road Zone, Category 1, in accordance with the endorsed plans, at 43 – 45 Westall Road, CLAYTON SOUTH VIC 3169**, subject to the following conditions:

Amended Plans

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and an electronic must be provided. The plans must be substantially in accordance with the **amended plans, Sheets 1 to 6 inclusive, dated 19 June 2025 and submitted to Council on 07 October 2025** but modified to show:
 - a. bicycle parking and associated amenities in accordance with the requirements of Clause 52.34 of the Kingston Planning Scheme;
 - b. the car parking layout design to comply with Design Standard 2 of Clause 52.06-9 of the Kingston Planning Scheme;
 - c. an acoustic fence along the sections of the north, south and west boundaries of the site which adjoin the neighbouring areas of secluded private open space, to a minimum height of two (2) metres above natural ground level. The design of the fence must be prepared in consultation with a suitably qualified acoustic engineer. The details of the design and acoustic qualities of the fence must be provided;
 - d. internal fencing on the west side of the modified car parking area, including the details of its style, height and materials;
 - e. the surface material of all driveways / accessways and car parking spaces nominated in all-weather coloured concrete sealcoat, or similar;
 - f. a traffic and parking management plan which includes, but not limited to, the means by which the direction of traffic, the pedestrian flows to and from car parking areas, and the car parking will be controlled both on- and off-site;

- g. the provision of an amended Site Plan in accordance with the submitted Site Plan dated 19 June 2025, to the satisfaction of the Responsible Authority and incorporating:
- i) A planting schedule of all existing trees, including botanical names and common names, located within the subject site;
 - ii) A planting schedule of all proposed trees including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;
 - iii) The Notional Root Zone (NRZ) and Structural Root Zone (SRZ) of the three (3) existing trees located in the front playground area to be illustrated to scale and labelled;
 - iv) Two (2) indigenous canopy trees capable of growing to minimum mature dimensions of 8 metres in height and 5 metres in width to be planted in the rear setback of the property;
 - v) One (1) *Eucalyptus leucoxylon* (Yellow Gum) to be planted within the subject site;
 - vi) The location of proposed trees to be illustrated and labelled;
 - vii) Synthetic turf to be sited outside of the Notional Root Zone (NRZ) of existing trees;
 - viii) The location of synthetic turf to be illustrated and labelled;
 - ix) The new water fountain and all associated plumbing must be located outside the Structural Root Zone (SRZ) of existing trees;
 - x) The rock seating must be located outside the Structural Root Zone (SRZ) of existing trees;
 - xi) All trees provided at a minimum of 2 metres in height at time of planting;
 - xii) The location of tree protection measures illustrated to scale and labelled on the Site Plan as per the Condition 3.

Endorsed Plans

- 2. The use and development as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.
- 3. **The landscaping as shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority. Any dead, diseased or damaged plants must also be replaced to the satisfaction of the Responsible Authority.**
- 4. The use must operate only between the hours of:
Monday to Friday: 8:00am to 5:00pm
Or otherwise as approved by the Responsible Authority in writing.
- 5. Not more than eight (8) staff may be present on the premises at any one time without written consent of the Responsible Authority.
- 6. Not more than seventy (70) students may be present on the premises at any one time without written consent of the Responsible Authority.

Street Trees

7. **Tree Protection Fencing is to be established around the street trees prior to demolition and maintained until all works on site are complete.**
 - a. **The fencing is to be a 1.8 metre high temporary fence constructed using steel or timber posts fixed in the ground or to a concrete pad, with the fence's side panels to be constructed of cyclone mesh wire or similar strong metal mesh or netting**
 - b. **The fencing is to encompass the entire nature strip with each end 3 metres from the base of the tree.**

Vegetation

8. Prior to the completion of all works on site, one (1) additional canopy tree is to be planted in the front setback, the canopy tree is to be:
 - a) *A Eucalyptus melliodora* (Yellow Box); and
 - b) A minimum of 2 metres in height at the time of planting.
9. The canopy tree planted as a condition of this permit and shown on the endorsed plans is to remain on the land and maintained to the satisfaction of the Responsible Authority.

Amenity

10. Before the use starts or the building is occupied, the acoustic fence as shown on the endorsed plans must be erected and maintained to the satisfaction of the Responsible Authority.
11. The amenity of the area must not be detrimentally affected by the use, including through the:
 - i) Transport of materials, goods or commodities to or from the land.
 - ii) Appearance of any building, works or materials.
 - iii) Emission of artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
 - iv) Presence of vermin.
 - v) Any other way.
12. The use of the site shall not cause nuisance or be detrimental to the area by the emission of noise to the satisfaction of the Responsible Authority. Noise emissions must comply with the State Environment Protection Policy.

Parking and Traffic

13. Before the use commences, a traffic and parking management plan, as endorsed, must be implemented to the satisfaction of the Responsible Authority.

Infrastructure and Road Works

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

Vic Roads

15. Before the development starts, a detailed Functional Layout Plan (FLP) must be submitted to and approved by the Roads Corporation (VicRoads). When approved by the Roads Corporation, the plans may be endorsed by the Responsible Authority and will then form part of the permit. The plans must be

drawn to scale with dimensions and must show the School Speed Zone sign arrangement along Westall Road as per VicRoads Speed Zone Guidelines. Please refer Traffic Engineering Manual, Volume 3 (Edition 1, June 2017) for more information on speed limits around schools.

16. Unless otherwise agreed in writing by VicRoads, prior to the commencement of the use of the development hereby approved, all works as required by VicRoads must be completed in accordance with approved Functional Layout Plan (FLP) and detailed design plans to the satisfaction of VicRoads and the Responsible Authority and at no costs to VicRoads.
17. Unless otherwise agreed in writing by VicRoads, the electronic signs must be installed and operational prior to the school starting its operation.

Completion of Works

18. Prior to the use of building hereby permitted, all works and conditions of this permit must be complied with to the satisfaction of the Responsible Authority, unless with the further prior written consent of the Responsible Authority.

Tree Management and Protection Plan

19. All works within 5 metres of the existing trees to be retained at this address must be done in a manner that avoids adversely impacting these trees and:
 - a. Tree protection fencing and/or ground protection is to be established around all existing trees within 5 metres of the proposed works, prior to demolition and maintained until all works on site are complete, unless otherwise with written consent from Council.
 - i. Tree protection fencing is to be a 1.8-metre-high temporary fence constructed using steel or timber posts fixed in the ground or to a concrete pad, with the fence's side panels to be constructed of cyclone mesh wire or similar strong metal mesh or netting.
 - ii. Ground protection is to consist of a layer of 10mm plyboard, rumble boards or similar, over a 100mm layer of mixed particle mulch.
 - iii. The fencing and/or ground protection is to encompass as much of the tree protection zones (TPZ) as possible, while allowing clearance for construction works.
 - b. Unless with the written consent from Council, all excavation for the portable classroom is to be dug by hand, with the footings to be modified if required to avoid damage to tree roots greater than 40mm in diameter. If required, roots less than 40mm in diameter can be cut with clean, sharp tools.

All canopy pruning must be carried out by a suitably qualified and experience arborist, in a manner consistent with the standard specified within Australian Standard 4373-2007 *Pruning of Amenity Trees* and without the use of climbing spurs/irons.

Time Limits

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

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

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

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

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

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

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

Note: No work must be commenced in, on, under or over the road reserve without having first obtaining all necessary approval under the *Road Management Act 2004*, the *Road Safety Act 1986*, and any other relevant acts or regulations created under those Acts.

THIS PERMIT HAS BEEN AMENDED PURSUANT TO SECTION 72 OF THE PLANNING AND ENVIRONMENT ACT 1987 AS FOLLOWS:

Amendment	Date of Amendment	Description of Amendment	Responsible Authority
A	11 July 2022	Amendment A relates to considered / advertised plans Mark Alsop Architect, Sheets 1 to 8 inclusive and dated 07/04/2022. The scope of changes pertaining to Amendment A include: <ul style="list-style-type: none"> - Amending condition 1 to refer to new submitted plan. - Inclusion of landscaping conditions 1(g) and 15 and subsequent renumbering. 	City of Kingston
B	28 July 2023	Amendment B relates to the considered / advertised plans prepared by Mark Alsop Architect, Sheets 1 to 7, inclusive of Sheet 4A, dated 3 February 2023, submitted to Council on 15 June 2023. The scope of changes pertaining to Amendment B include: <ul style="list-style-type: none"> - Inserting new condition 1(g)(vii), 6 and 7. - The associated renumbering of proceeding conditions. 	City of Kingston

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C	(Date to be the same as Date Amended)	<p>Amendment C relates to the considered / advertised plans, Sheets 1 to 6 inclusive, dated 19 June 2025 and submitted to Council on 07 October 2025.</p> <p>The scope of changes pertaining to Amendment C include:</p> <ul style="list-style-type: none"> - Amended wording of condition 1. - Deletion of condition 1. g. i) to vii) and replacement with new condition 1. g. i) to xii). - Inserting new conditions 3. and 7. a. & b. - The associated renumbering of proceeding conditions. 	City of Kingston
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FOR: Crs O'Donnell, Hill, Athanasopoulos, Ashworth-Collett, Erevnidis, Howe, Saab, Oxley and Agirtan (9)

AGAINST: Nil (0)

CARRIED

7.3 KP-2025/357 - 200 Edithvale Road, Chelsea Heights

COUNCIL RESOLUTION

Moved: Cr Ashworth-Collett

Seconded: Cr O'Donnell

That Council determine to support the proposal and issue a planning permit for the construction of a boardwalk and the removal of native vegetation at 200 Edithvale Road, CHELSEA HEIGHTS VIC 3196, subject to the following conditions:

Amended Plans

1. Before the development starts, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and generally in accordance with the application plans prepared by Stantec, reference 305001756, revision 1, dated 20 June 2025, but modified to show:
 - a. Offset evidence in accordance with conditions 6 and 7 of this planning permit.
 - b. Tree protection fencing in accordance with condition 11 of this planning permit.
 - c. A replacement planting and re-vegetation plan for the site in accordance with condition 15 of this planning permit.

Endorsed Plans

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

Native Vegetation Removal

4. Concurrent with the endorsement of plans required under condition 1 of this planning permit, the tree protection plan prepared by Arboriculture, dated October 2025, or otherwise as amended to the satisfaction of the responsible authority, must be submitted to and endorsed by the responsible authority.
5. Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.
6. To offset the permitted clearing in accordance with *Guidelines for the removal, destruction or lopping of native vegetation* (DELWP 2017), the permit holder must secure the offset amount of 0.098 general habitat units:
 - a. Located within the Port Phillip and Westernport Catchment Management boundary or Kingston municipal area.
 - b. With a minimum strategic biodiversity score of at least 0.688.
7. Before any native vegetation is removed, evidence that the offsets required by this planning permit has been secured must be provided to the satisfaction of the responsible authority. This evidence must be one or both of the following:
 - a. An established first party offset site including a security agreement signed by both parties, and a management plan detailing the ten (10) year

- management actions and ongoing management of the site, and/or
- b. Credit extract(s) allocated to the permit from the Native Vegetation Credit Register.
 8. A copy of the offset evidence will be endorsed by the responsible authority and form part of this planning permit. Within thirty (30) days of endorsement of the offset evidence, a copy of the endorsed offset evidence must be provided to Planning Approvals at the Department of Energy, Environment and Climate Action.
 9. Where the offset includes a first party offset(s), the permit holder must provide an annual offset site report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of ten (10) consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.
 10. Within six (6) months of the conclusion of the permitted clearing of native vegetation under this permit, the offset requirements can be reconciled with the written agreement of the responsible authority and the Department of Energy, Environment and Climate Action.
 11. Before works start, a native vegetation protection fence must be erected around the perimeter of the area of native vegetation to be removed on site. The protection fence must be constructed of chain mesh or similar to the satisfaction of the responsible authority. The protection fence must remain in place until all works are completed to the satisfaction of the responsible authority.
 12. Except with the prior written consent of the responsible authority, within the area of native vegetation to be retained, the following is prohibited:
 - Vehicular or pedestrian access.
 - Trenching or soil excavation.
 - Storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products.
 - Entry and exit pits for underground services.
 - Any other actions or activities that may result in adverse impacts to retained native vegetation.
 13. Management of the *Phragmites australis* (Common Reed) adjacent to the boardwalk must be minimised and be restricted to only the Edithvale Road side of the boardwalk.
 14. No *Phragmites australis* (Common Reed) cutting should occur between the boardwalk and the wetlands.
 15. Prior to the commencement of the use, replacement planting and re-vegetation of the site must occur to the satisfaction of the responsible authority and Melbourne Water. All replacement tree planting must be at a ratio of at least 3:1.

Melbourne Water

16. Updated final detailed design plans must be submitted to Melbourne Water for assessment and approval via Melbourne Water application reference No. MWA-1313265.
17. Prior to the commencement of works, a site meeting is to be arranged to establish protocols surrounding access for maintenance.

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18. Prior to the commencement of works, Council must enter into a shared pathway agreement with Melbourne Water's Property Team.
19. Melbourne Water is indemnified from any public liability claims arising from the proposed works.
20. The owner of installation of these structures is liable for any damage, injury or loss incurred in connection with the works on or near our asset. Melbourne Water is indemnified from and against all losses, actions, claims, demands, costs and expenses in connection with these works (including your employees, contractors, agents and workers) and you will not make any claims against us in respect of any damage, injury or loss.
21. The proposed works may trigger approval requirements concerning environmental, biodiversity and cultural heritage controls. Accordingly, you are advised to consult with the following authorities and agencies: Department of Energy, Environment and Climate Action, Office of Aboriginal Affairs Victoria (OAAV), Heritage Victoria and Municipal Council.

Permit Expiry

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

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

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

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

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

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

Note: Council's mapping system identifies the land as a high probability of occurrence for acid sulphate soils. It is the responsibility of the landowner to ensure that waste acid sulphate soils and rock is managed and complies with all relevant regulations, requirements, and guidance.

Note: While not a mandatory requirement, the permit holder is encouraged to prepare and implement a cultural heritage management plan (CHMP) in consultation with relevant traditional owners or registered Aboriginal parties (RAP).

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

AGAINST: Nil (0)

CARRIED

Seamus Fraser spoke in objection to Item 7.4.

Mitch Seatch of Articulate Town Planning spoke on behalf of the applicant for Item 7.4.

7.4 KP-2024/361 - 240 Kingston Road, Clarinda

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Agirtan

That **Council determine to support the proposal and issue a Notice of Decision to Grant a Permit to:**

- **Use the land for an outdoor recreation facility (paintball facility)**
- **Construct a building and construct and carry out works**
- **Alter access to a road within a Transport Zone 2**
- **Reduce the bicycle parking rate**

at **240 Kingston Road, CLARINDA VIC 3169 (Lot 1 on PS725695S)**, subject to the following conditions:

Amended Plans

1. Before the use and development permitted by the permit commences, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale and fully dimensioned. The plans must be substantially in accordance with the considered development plans prepared by A1 Drafting, comprising Sheets 1 to 7 of 7, Drawing No. A52-24, dated August 2025, Revision D, plot date 07 August 2025 and submitted to Council on 25 August 2025, but modified to show:
 - a) the provision of a full building materials schedule and colour palette for all external finishes, including the external elevations of buildings, accessways and roofing. The materials, colours and finishes must be natural or muted tones and non-reflective to the satisfaction of the Responsible Authority
 - b) the provision of six (6) bicycle parking spaces in accordance with the requirements of Clause 52.34-5
 - c) full set of elevation plans for all buildings on site
 - d) details of the mesh netting (including type and material) to be provided within the building materials and colour schedule
 - e) the siting and details of all boundary and internal fencing and gates on site, including the heights and materials of construction
 - f) the details and location of all external lighting, including any freestanding lighting structures, or lighting attached to a building
 - g) the layout and design of all external lighting to achieve the recommended maximum values of illuminance in the Australian Standard 4282 – Control of the obtrusive effects of outdoor lighting
 - h) the provision of an amended landscape plan in accordance with the submitted Landscape Plan prepared by John Patrick Landscape Architects (dated 25 August 2025, Rev. A), with such plans to be prepared by a suitably qualified landscape professional to the satisfaction of the

Responsible Authority and incorporating:

- i) the entire site to be illustrated to scale;
- ii) an amended planting schedule of all proposed trees and shrubs, including quantities of each plant;
- iii) the new fence encompassing the existing dam to be illustrated to scale and labelled;
- iv) the upper paint ball field fencing to be installed outside of the Structural Root Zone of Tree Group 12;
- v) the delineation of all garden beds, paving, grassed area, retaining walls, fences and other landscape works;
- vi) vegetation to be planted beneath canopy trees including those located within the central spine of the proposed carpark area;
- vii) notation of the existing and finished ground levels of each paint ball field;
- viii) notation and specifications of ground surface finishes of each paint ball field;
- ix) structural soils and structural cells installed beneath the permeable surfaces of the car spaces located either side of canopy trees planted in the central carpark row to be notated;
- x) a range of plant types from ground covers to large shrubs and trees, provided at adequate planting densities (e.g. plants 1 metre width at maturity planted 1 metre apart) with the species chosen to comprise of 100% Gippsland Plain EVC 927 (Pre-1750 EVC: Plains Grassy Woodland/Swamp Scrub/Plains Grassy Wetland Mosaic) species;
- xi) substitution of all *Eucalyptus leucoxylon* 'Rosea', *Eucalyptus melliodora*, *Eucalyptus viminalis* ssp. *Pryoriana* and *Melaleuca amillaris* with canopy trees from Gippsland Plain EVC 927 (Pre-1750 EVC: Plains Grassy Woodland/Swamp Scrub/Plains Grassy Wetland Mosaic);
- xii) substitution of all *Banksia marginata*, *Correa alba*, *Correa glabra*, *Westringia* 'Wynnabbie Gem', *Carpobrotus rossii*, *Lomandra longifolia* 'Nyalla', *L. longifolia* 'Tanika', *Myoporum parvifolium* and *Rhagodia spinescens* 'Flat Bush' with plant species from Gippsland Plain EVC 927 (Pre-1750 EVC: Plains Grassy Woodland/Swamp Scrub/Plains Grassy Wetland Mosaic);
- xiii) all trees provided at a minimum of two (2) metres in height at time of planting, medium to large shrubs to be provided at a minimum pot size of 200mm;
- xiv) sectional details of the permeable gravel driveway surface and car park to be illustrated to scale and notated including materials and dimensions;
- xv) sectional detail of structural soils and structural cells installed beneath the permeable surfaces of the car spaces located either side of canopy trees planted in the central carpark row to be illustrated to scale and labelled;
- xvi) tree protection measures accurately drawn to scale and labelled as per the endorsed Tree Protection Specifications

- i) the location of tree protection measures illustrated to scale and labelled on the proposed site plan as per the endorsed Tree Protection Specifications
- j) any changes required by condition 5
- k) all requirements of Melbourne Water, in accordance with conditions 8 to 11 (inclusive) of this permit
- l) all requirements of the Department of Transport and Planning, in accordance with condition 15 of this permit
- m) a notation on the site plan to refer to the upgraded wastewater treatment system on site.

Endorsed Plans

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

Trees to be retained

- 4. The retention of the following trees:
 - a) T3 *Eucalyptus camaldulensis*, T4 *Araucaria columnaris*, T8 *Araucaria columnaris*, located in the north-east area of the property
 - b) T1 *Melaleuca armillaris* (Group of 3) located in the north-east area of the property
 - c) T2 *Eucalyptus camaldulensis* located in the north-east area of the property
 - d) T5 *Acacia longifolia* located in the north-east area of the property.
 - e) T6 *Ficus microcarpa* located in the north-east area of the property.
 - f) T7 *Ficus microcarpa* located in the north-east area of the property.
 - g) T9 *Ficus microcarpa* located in the north-east area of the property.
 - h) T10 *Syagarus romanzoffiana* located in the north-east area of the property.
 - i) T11 *Ficus microcarpa* located in the north-east area of the property.
 - j) T12 *Ficus microcarpa* (Group of 3) located in the north-east area of the property.
 - k) T13 *Hesperocyparis macrocarpa* located in the north-east area of the property.
 - l) T14 *Melaleuca linariifolia* located in the north-east area of the property.
 - m) T15 *Pittosporum undulatum* located in the north-east area of the property.
 - n) T16 *Melaleuca armillaris* located in the north-east area of the property.
 - o) T17 *Melaleuca armillaris* located in the north-east area of the property.
 - p) T18 *Melaleuca armillaris* located in the north-east area of the property.
 - q) T19 *Melaleuca armillaris* located in the north-east area of the property.
 - r) T20 *Acacia longifolia* located in the north-east area of the property.
 - s) T21 *Ficus microcarpa* (Group of 3) located in the north-east area of the

property.

- t) T22 *Syagrus romanzoffiana* (group of 2) located in the north-east area of the property.

Tree Protection Specification

- 5. Concurrent with the endorsement of plans, Tree Protection Specifications prepared by a suitably qualified arborist in accordance with AS4970-2025 *Protection of trees on development sites*, must be submitted to and be endorsed by the Responsible Authority, incorporating:
 - a) A Tree Protection Plan (scale drawing) with a notation referring to the Tree Protection Specifications that provides details of:
 - i. The Notional Root Zone and Structural Root Zone, calculated in accordance with AS4970-2025, for all trees to be retained on the site and for all trees on neighbouring properties where the Notional Root Zone falls partially within the subject site.
 - ii. The location of tree protection fencing, or ground protection where required, provided in accordance with AS4970-2025.
 - b) Tree Protection Specifications (written report) which references the Tree Protection Plan and provides details of:
 - iii. Specifications for tree protection fencing and/or ground protection
 - iv. Stages of development at which inspections are required to ensure tree protection measures are adhered to must be specified.
 - v. How excavation impacts, including soil level changes, on trees to be retained will be managed.
 - vi. Proposed footings and construction methods for any buildings or structures within the Notional Root Zone nominated on the Tree Protection Plan.
 - vii. How the canopy of trees nominated on the Tree Protection Plan will be protected.
 - viii. Maintenance of the area(s) within the Tree Protection Zone in accordance with AS4970-2025.
 - ix. Any pruning to be undertaken being in accordance with AS4373-2007.
 - x. Any other measures required to demonstrate the successful ongoing retention and viability post-construction of any trees nominated on the Tree Protection Plan.
- 6. All protection measures identified in the Tree Protection Specifications must be implemented, and development works undertaken on the land must be undertaken in accordance with the Tree Protection Specifications, to the satisfaction of the Responsible Authority.
- 7. Prior to the commencement of works, the name and contact details of the project arborist responsible for implementing the Tree Protection Specifications must be submitted to the Responsible Authority.

Melbourne Water

- 8. Prior to the endorsement of plans, amended plans must be submitted to Council and Melbourne Water addressing Melbourne Water's conditions. Plans must be submitted with surface and floor levels to Australian Height Datum (AHD) and

must be modified to show:

- a) Finished floor levels of the storage building set no lower than 26.06 metres to AHD.
9. The gun safe, store and toilet block must be maintained at the existing eastern shed level at 26.13 metres to Australian Height Datum (AHD).
10. The storage building to the west of the existing western shed must be constructed with finished floor levels set no lower than that of the existing shed (reception) at 26.06 metres to AHD.
11. No fill is permitted outside the footprints of the proposed buildings. All external areas, including the car park, landscaping, and other outdoor spaces, must remain at the existing natural surface level, with the exception of any cut and filling necessary for levelling works.
12. Prior to commencement of works a Build Over application must be submitted for Melbourne Water's review and approval for construction or demolition of existing structures, or tree removal within 5.0 metres of a Melbourne Water asset.
 - a) Details for permanent structures must include:
 - i. Plans showing the lateral relation of the proposed works to the Melbourne Water Asset.
 - ii. The building/structure including footings eaves etc. must be set outside any easement or a minimum 2.5 metre laterally clear of the outside edge of the Melbourne Water Asset (external wall structure of the channel), whichever is greater.

Note: No overhangs or eaves are permitted within the lateral clearance zone.
 - iii. The depth of the footings must be adequate to satisfy the angle of repose relative to the drain in accordance with Melbourne Water's specification. Refer to: Angle-of-repose-diagram.pdf
 - iv. Concrete piers must be provided for future excavation work necessary to be undertaken by Melbourne Water that may affect or abut the footing. No screw piles are to be used.
 - v. A work method statement or an arborist report must be approved for tree removal within 5.0 metres laterally of any Melbourne Water asset.
 - vi. A work method statement from a suitably qualified engineer will be required if demolition is proposed and should include details of machinery access.

Note: No additional loading is to be placed on the asset.
 - b) Details for temporary structures (e.g. Light weight sheds, fences, paving) must include:
 - i. Structures must be designed as a simple pinned connection that facilitates for ease of removal within less than 4 hours for two people.
 - ii. Method for removal of the structure must not require the use of plant and equipment including cranes, scaffolding or elevated work platforms.
 - iii. Footings must not exceed a 600mm x 600mm square pad footing,

and maintain a minimum lateral clearance of 500mm from the outside edge of the drain.

iv. Footings must be independent and self-supporting.

13. Landscaping within 5.0 metres of the asset must comply with Melbourne Water's Planting Guidelines. A Plant near sewers, drains, waterways and water mains application detailing landscaping must be submitted for approval and include:
 - a) Species and locations of trees to be planted.
 - b) Hardstand areas, including paved and concrete areas.
 - c) Fencing including footings/posts.
14. Prior to the commencement of works a separate application direct to Melbourne Water, must be made and approved of any new or modified storm water connection to Melbourne Water's drains or watercourses. Prior to accepting an application, evidence must be provided demonstrating that Council considers that it is not feasible to connect to the local drainage system.

For more asset information refer to:
<https://www.melbournewater.com.au/planning-and-building/work-or-build-near-our-assets-or-easements/building-requirements>
For more information refer to: <https://www.melbournewater.com.au/planning-and-building/work-or-build-near-our-assets/planting-guidelines>

Department of Transport and Planning

15. Prior to the commencement of the use, the crossing, associated signage and works shown on the endorsed plans prepared by Traverse Transport (ref 148T-SK05/JM) dated 12/8/25 must be completed to the satisfaction and at no cost to the Head, Transport for Victoria. All vehicles must be restricted to left in left out only and all vehicles must enter and exit the site in a forward direction to the satisfaction of the Head, Transport for Victoria.
16. No compensation is payable under part 5 of the Planning and Environment Act 1987 in respect of anything done under this permit.
17. All buildings and works approved under this permit within the land affected by the Public Acquisition Overlay must be removed at no cost to, and to the satisfaction of, the Head, Transport for Victoria once the land is proposed to be acquired.

Drainage and Water Sensitive Urban Design

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

- c) The water sensitive urban design treatments as per conditions 18. a) & b) above must be implemented on-site, unless an alternative agreement for stormwater quality in-lieu contribution is reached with the Responsible Authority.
 - d) Detailed Stormwater Management (Drainage) Plan(s) must be prepared, with supporting computations, showing the stormwater (drainage) works to the nominated point of discharge in line with approved Stormwater Management (drainage) Strategy Report. The plan(s) must show all details of the proposed stormwater works including all existing and proposed features that may have an impact on the stormwater (drainage) works, including landscaping details.
19. Stormwater (drainage) works must be implemented in accordance with the approved Stormwater Management (Drainage) plan and to the satisfaction of the Responsible Authority including the following:
- a) All stormwater (drainage) works must be provided on the site so as to prevent overflows onto adjacent properties.
 - b) The implementation of stormwater (drainage) detention system which restricts stormwater discharge to the maximum allowable flowrate calculated as per Council's "Civil Design requirements for Developers – Part A: Integrated Stormwater Management".
 - c) All stormwater (drainage) works must be maintained to the satisfaction of the Responsible Authority.

Infrastructure and Road Works

- 20. Property boundary and footpath levels must not be altered without the prior written consent from the Responsible Authority.
- 21. All reinstatements and vehicle crossings must be constructed to the satisfaction of the Responsible Authority.
- 22. Vehicle crossings and other reinstatements must be constructed to council's industrial strength specifications.
- 23. All front and side fences must be contained wholly within the title property boundaries of the subject land.

Car Parking and Access

- 24. Before occupation of the use and development hereby permitted, areas set aside for parking vehicles, access lanes and paths as shown on the endorsed plans must be:
 - a) Constructed to the satisfaction of the Responsible Authority.
 - b) Properly formed to such levels that they can be used in accordance with the plans.
 - c) Surfaced to the satisfaction of the Responsible Authority.
 - d) Drained to the satisfaction of the Responsible Authority.
 - e) Line-marked to indicate each car space, all access lanes and, if necessary, the direction in which vehicles are to travel to the satisfaction of the Responsible Authority.
 - f) In accordance with any Council adopted guidelines for the construction of car parks.

25. All vehicles must exit the site in a forward facing direction.
26. Parking areas and access lanes must be kept available for these purposes at all times and maintained to the satisfaction of the Responsible Authority.
27. In areas set aside for car parking, measures must be taken to the satisfaction of the Responsible Authority to prevent damage to fences or landscaped areas.
28. Concrete kerbs or other barriers must be provided to the satisfaction of the Responsible Authority to prevent direct vehicle access to an adjoining road other than by a vehicle crossing.
29. Any existing vehicular crossing not in accordance with the endorsed plan must be removed and the kerb reinstated in a manner satisfactory to the Responsible Authority and any proposed vehicular crossing must be fully constructed to the Responsible Authority's standard specification.

Cultural Heritage Management Plan

30. The development and use hereby approved must be carried out in accordance with the approved Cultural Heritage Management Plan No. 20647 prepared by Jem Archaeology Pty Ltd and approved by the Acting Cultural Heritage Manager, Bunurong Land Council Aboriginal Corporation, acting under authority delegated by the Secretary, Department of Premier and Cabinet on 27 October 2025.

Landfill Gas Risk Assessment

31. Prior to the commencement of works (other than works required to comply with this condition), the owner of the land must, to the satisfaction of the Responsible Authority, engage a professional environmental consultant with demonstrated experience in the assessment of landfill gas risks to conduct an assessment of the potential for landfill gas to impact on the development applying methodologies consistent with the industry approved approaches in CIRIA 665 or BS 8485. The scope of the proposed risk assessment must be prepared and submitted to the Responsible Authority.
32. Upon approval of the scope of the risk assessment by the Responsible Authority, have the consultant conduct the risk assessment and prepare a report to be submitted to the Responsible Authority which contains the consultant's opinion as to any potential risk associated with landfill gas to the proposed development and provide recommendations for gas management, mitigation measures or further assessment where required. The consultant must provide an opinion on whether an audit is required under Section 208 of the *Environment Protection Act 2017* and:
 - a) Implement any recommendations of the risk assessment report.
 - b) If the risk assessment report recommends an audit under Section 208 of the *Environment Protection Act 2017*:
 - i. Engage an environmental auditor appointed under Section 208 of the *Environment Protection Act 2017* to prepare and submit to the satisfaction of the responsible authority a scope of the proposed audit which includes consideration of both landfill gas and odour risk.
 - ii. Have the environmental auditor conduct an audit under Section 208 of the *Environment Protection Act 2017* in accordance with the agreed scope.
 - iii. Implement any recommendations of the audit report.
 - c) If the risk assessment report or audit report requires ongoing

management or monitoring, the owner must enter into an agreement under Section 173 of the *Planning and Environment Act 1987* with the Responsible Authority requiring the implementation of any ongoing requirements. The owner/operator under this planning permit must pay the reasonable costs of the preparation, execution and registration of the Section 173 agreement.

Wastewater Treatment System

33. Prior to the commencement of the use, the recommended upgrades to the effluent and irrigation system(s) on site in as detailed in the Land Capability Assessment, prepared by HardCore Geotech, Job No. 240913, dated 9 September 2024, must be carried out, or an alternative treatment system as otherwise agreed to in writing to the satisfaction of the Responsible Authority

Use Operations

34. Once the use has started it must be continued to the satisfaction of the Responsible Authority.
35. The use must operate only between the hours of:
Monday to Sunday: 8:30 am to 10:00 pm
Or otherwise as approved by the Responsible Authority in writing.
36. No more than one-hundred and thirty (130) persons (inclusive of staff and patrons) may be present on the premises at any one time, unless with further written consent of the Responsible Authority.

Signage

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

General Amenity

38. The amenity of the area must not be detrimentally affected by the use, through the:
- a) Transport of materials, goods or commodities to or from the land.
 - b) Appearance of any building, works or materials.
 - c) Emission of noise, artificial light, vibration, smoke, dust, waste water, waste products, grit or oil.
 - d) Any other way.
39. Noise levels emanating from the premises must not exceed those required to be met under the *Environment Protection Regulations 2021* under the *Environment Protection Act 2017* and the 'Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues' (Publication 1826.5, Environment Protection Authority, September 2025) to the satisfaction of the Responsible Authority.
40. All materials (i.e. paintballs) must be contained on site and must not detrimentally impact the surrounds.
41. Any damaged fencing surrounding the paintball field must be repaired within a reasonable timeframe to ensure no materials exit the site in accordance with the condition above.
42. No goods or packaging materials shall be stored or left exposed outside the building so as to be visible to the public from a road or other public place.
43. All external surfaces of the building elevations must be finished in accordance

with the schedule on the endorsed plans and maintained in good condition to the Responsible Authority's satisfaction.

44. All external lighting of the site, including to all paintball fields, car parking areas and buildings, must be designed, fitted with suitable baffles and located to prevent any adverse effect on adjoining land, to the satisfaction of the Responsible Authority.
45. All outdoor lights must be switched off by 10.00 pm each night to the satisfaction of the Responsible Authority.

Completion of Works

46. Prior to the commencement of the use and the occupation of the buildings hereby permitted, all buildings and works and the conditions of this permit must be complied with to the satisfaction of the Responsible Authority, unless with the further prior written consent of the Responsible Authority.
47. Prior to the commencement of the use and the occupation of the buildings hereby permitted, the landscaping works as shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority. Thereafter, the landscaping shall be maintained the satisfaction of the Responsible Authority.

Permit Expiry

48. In accordance with Section 68 of the *Planning and Environment Act 1987* (the Act), this permit will expire if one of the following circumstances applies:
 - a) The development is not started within two (2) years from the date of permit issue
 - b) The development is not completed within four (4) years from the date of permit issue
 - c) The use is not commenced within two (2) years from the date of permit issue
 - d) The use is discontinued for a period of two (2) years

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

49. Once the use has ceased, the land associated with the car park area and paintball fields must be reinstated to the condition that existed prior to the issue of this permit, within six (6) months of the permit's expiry date.

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

Note: The applicable flood level for the property grades from 26.14 metres to AHD at the northern boundary down to 24.50 metres to AHD at the south-eastern corner of the property.

Note: The applicable flood level at the location of works:

- Eastern structure (gun safe and toilet): Flood level 26.07 m AHD.
- Western structure (reception, office, store): Flood level 26.06 m AHD.

Note: Prior to the commencement of the development, you are required to obtain the necessary Health Department approval for a wastewater treatment system on the land.

Note: The proposed development requires works within the Declared Road network. Separate approval under the Road Management Act 2004 for this activity may be required from the Head, Transport for Victoria. Please contact the

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Department of Transport and Planning prior to commencing any works.

Note: The *Environment Protection Act 2017* came into effect on 1 July 2021. The general environmental duty (GED) is a centrepiece of the laws. It applies to all Victorians. If your business engages in activities that may give rise to a risk to human health or the environment from pollution or waste, you must understand those risks and take action to minimise them as far as reasonably practicable. This involves a continuous, preventative approach and should be undertaken with the understanding that where an operation presents low-level risks, or already has appropriate risk mitigation measures in place, further mitigation measures may still be necessary at a future point.

For further information on what the laws mean for Victorian businesses and community go to: [What's the harm? | Environment Protection Authority Victoria \(epa.vic.gov.au\)](https://www.epa.vic.gov.au/what-s-the-harm)

Note: Any buildings and works to be located within an easement requires separate consent from Council and/or the relevant service authority. This will need to be obtained prior to the issue of a building permit.

Note: Prior to the commencement of the development you are required to obtain the necessary Building Permit.

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

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

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

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

Note: All buildings and works must be carried out in accordance with the approved Cultural Heritage Management Plan no. 20647 as required by the *Aboriginal Heritage Act 2006*. A copy of the approved CHMP must be held on site during the construction activity.

Note: *Assessing risks posed by hazardous ground gases to buildings* (Construction Industry Research and Information Association (CIRIA), publication 665:2007)

Note: *Code of practice for the design of protective measures for methane and carbon dioxide ground gases for new buildings* (British Standard 8485:2015+A1:2019).

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

AGAINST: Cr Ashworth-Collett (1)

CARRIED

7.5 KP-2025/379 - Caruana Woodland, 1A Caruana Drive Dingley Village

COUNCIL RESOLUTION

Moved: Cr Agirtan

Seconded: Cr O'Donnell

That Council determine to support the proposal and issue a planning permit to **remove and lop native vegetation** at Caruana Woodland Reserve, 1A Caruana Drive, Dingley Village, subject to the following conditions:

Endorsed Plans

1. The provision of amended plans in accordance with the submitted Caruana Woodlands, Dingley Village Boardwalk Construction Plan prepared by City of Kingston, Revision C, Date: 21/08/2025 and the Overall Site Plan prepared by WGA, Revision C, Date: 02/10/2025, with such plans to be prepared by a suitably qualified landscape professional to the satisfaction of the Responsible Authority and incorporating:
 - a) Tree protection measures including for street trees accurately drawn to scale and labelled as per the endorsed Tree Management and Protection Plan prepared by Arboriculture Pty Ltd, Date: October, 2025.
 - b) Photographs clearly showing which branches are proposed to be lopped (pruned) to trees no. 7, 9, 10, 15, 16, 21, 26 and 27.
2. The vegetation shown to be retained on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.
3. The native vegetation removal and lopping as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Site Vegetation Management Plan

4. Concurrent with the endorsement of plans, a Site Vegetation Management Plan prepared by a suitably qualified arborist, must be submitted to and be endorsed by the Responsible Authority and incorporating:
 - a) Provision of specifications for the ongoing maintenance of the trees and vegetation in the property to allow for the operation of the path consistent with Council's Management requirements.

Vegetation protection

5. All gravel and concrete paths sections must be installed above existing natural grade.
6. Excavation is prohibited within the Notional Root Zone of all trees except for the installation of screw piles that must be carried out under the supervision of the project arborist.
7. Installation of Surefoot footings must be carried out under the supervision of the project arborist.
8. Pruning of trees allowed under this permit must be carried by or under the supervision of the project arborist or Council Arborist and in accordance with the endorsed Tree Management and Protection Plan prepared by Arboriculture Pty Ltd, Date: October, 2025.

Trees to be retained

9. The retention of the trees numbered 1-33 within the endorsed Tree Management and Protection Plan prepared by Arboriculture Pty Ltd, Date: October, 2025.

Native Vegetation Removal

10. Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.
11. The total area of native vegetation proposed to be removed totals 0.009 hectares, comprised of:
- a) 8 patches of native vegetation with a total area of 0.009 hectares (containing 0 large trees)
12. To offset the permitted clearing in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation* (DEECA 2025), the permit holder must secure general offset of 0.002 general habitat units:
- a) Located within the Port Phillip and Westernport Catchment Management boundary or Kingston City Council municipal area.
 - b) With a minimum strategic biodiversity score of at least 0.0800.
13. Before any native vegetation is removed, evidence that the offset required by this permit has been secured must be provided to the satisfaction of the responsible authority. This evidence must be one or both of the following:
- a) An established first party offset site including a security agreement signed by both parties, and a management plan detailing the 10-year management actions and ongoing management of the site, and/or;
 - b) credit extract(s) allocated to the permit from the Native Vegetation Credit Register.
14. A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within thirty (30) days of endorsement of the offset evidence, a copy of the endorsed offset evidence must be provided to Land and Built Environment at the Department of Energy, Environment and Climate Action's regional office.
15. Where the offset includes a first party offset(s), the permit holder must provide an annual offset site report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of ten (10) consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.
16. Prior to the commencement of the use, replacement planting for any trees removed from the site must occur to the satisfaction of the responsible authority. All replacement planting must be at a ratio of at least 3:1 and planting must occur under the direction and supervision of the City of Kingston's Open Space team.
17. Within six (6) months of the conclusion of the permitted clearing of native vegetation under this permit, the offset requirements can be reconciled with the written agreement of the responsible authority and the Department of Energy, Environment and Climate Action.

Time Limits

18. In accordance with Section 68 of the *Planning and Environment Act 1987* (the Act), this permit will expire if one of the following circumstances applies:

- The native vegetation removal and lopping is not started within two (2) years from date of this permit.
- The native vegetation removal and lopping is not completed within four (4) years from the date of permit issue.

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

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

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

AGAINST: Nil (0)

CARRIED

7.6 Amendment C227- 11 Remo Street, Mentone

COUNCIL RESOLUTION

Moved: Cr Hill

Seconded: Cr Howe

That Council adopt Planning Scheme Amendment C227 to the Kingston Planning Scheme as exhibited and submit the Amendment to the Minister for Planning for approval.

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

AGAINST: Nil (0)

CARRIED

7. Community Strengthening Reports

8.1 Visual Arts & Heritage Collections Policy and Guidelines

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Erevnidis

That Council:

1. Endorse the Visual Arts and Heritage Collections Policy (Appendix 1) and Guidelines (Appendix 2);
2. Note that the Visual Arts and Heritage Collections Policy and Guidelines will be retrospectively applied to the relevant collections; and
3. Note the accompanying Public Art Policy 2023 – 2028 (Appendix 3) and Public Art Guidelines (Appendix 4) that align with the Visual Arts and Heritage Collections Policy.

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

AGAINST: Nil (0)

CARRIED

8.2 Draft Reconciliation Strategy 2026-2030

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Agirtan

That Council:

1. Advocate that all levels of government must maintain financial accountability for their own respective responsibilities regarding Reconciliation and avoid potential cost shifting. Specifically, in relation to re-naming requests made by State and Federal Government and Treaty;
2. Endorse the release of the draft Reconciliation Strategy 2026-2030, as presented in Appendix 1, for a public exhibition period; and
3. Receive a further report with the outcomes of the public exhibition period and the final Reconciliation Strategy.

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

AGAINST: Nil (0)

CARRIED

8.3 Response to Resolution - Notice of Motion 7/2025 - Female Participation in Community Leadership Roles

COUNCIL RESOLUTION

Moved: Cr Agirtan

Seconded: Cr O'Donnell

That Council:

1. Endorse the continued development of the Kingston Women's Network, including, where relevant, partnering with relevant peak body associations and organisations who prioritise female participation in democracy and representation in government, as detailed in Section 3.4.1 of the report; and
2. Endorse the further utilisation of the Access and Equity Advisory Committee as an ongoing mechanism for feedback and advice on initiatives supporting women's participation and leadership, as detailed in Section 3.4.2 of the report.

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

AGAINST: Nil (0)

CARRIED

8.4 Kingston Grants Program - Funding Recommendations for Round 2 Community Bi-annual Grants 2025-26

COUNCIL RESOLUTION

Moved: Cr Agirtan

Seconded: Cr O'Donnell

That Council approve the funding recommendations of the Kingston Grants Program Assessment Panel for Round 2 of the 2025-26 Community Bi-annual Grants as outlined in Appendix 4.

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

AGAINST: Nil (0)

CARRIED

Cr Saab declared a general conflict of interest in item 8.5 and was absent during discussion.

8.5 Kingston Grants Program 2024-25 Acquittals

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Agirtan

1. That further acquittal information be provided to all Councillors prior to further consideration of this matter including:
 - a) Further detailed information of the acquittals including the acquittal information directly submitted to Council;
2. That this matter be re-listed for the first practicable Council Meeting; and
3. Reconvene the Grants Governance Working Group to identify further improvements to the acquittal process and receive a further report detailing improvements to be made to future acquittal processes.

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

AGAINST: Nil (0)

ABSTAINED: Crs Hill (1)

CARRIED

8.6 Kingston Grants Program - Updated Policy and Guidelines

Moved: Cr Saab

Seconded: Cr Ashworth-Collett

That Council:

1. Endorse the updated Kingston Grants Program Policy (Appendix 1) and authorise officers to make administrative changes, subject to the following changes:
 - a) Approve an increase to the funding cap for Neighbourhood Houses and Community Centres (NH&CC) to \$100,000;
 - b) Apply an annual CPI increase of 3% to Neighbourhood Houses and Community Centres funding allocations;
2. Endorse the updated Kingston Grants Program Guidelines (Appendices 2-6) and authorise officers to make annual operational changes and administrative changes; and
3. Note that endorsed changes to the Community Bi-annual Grants and Community Small Grants will commence from 1 January 2026 and changes to the other streams will take effect from 1 July 2027, noting these are triennial funding streams with the current funding agreements concluding on 30 June 2027.

Cr Hill left the meeting at 8.13pm and returned to the meeting at 8.14pm.

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Agirtan

That Council defer the motion with the action that officers provide further information to Council on the amended parts of the motion and the impact upon the budget/grant stream.

FOR: Crs O'Donnell, Hill, Erevnidis, Howe, Oxley and Agirtan (6)

AGAINST: Crs Ashworth-Collett and Saab (2)

ABSTAINED: Crs Athanasopoulos (1)

CARRIED

9. Infrastructure and Open Space Reports

9.1 Kingston Heath Pitch Five - Community Consultation Findings

COUNCIL RESOLUTION

Moved: Cr Agirtan

Seconded: Cr Erevnidis

That Council:

1. Note the outcomes of the community consultation regarding pitch five, which aims to support women and girls' soccer at Kingston Heath Soccer Complex;
2. Endorse proceeding to the detailed design phase for pitch five, incorporating the following elements based on community feedback:
 - a) no perimeter fencing installed ensuring public access outside of organised sport;
 - b) low level fencing be installed to assist in containing balls within the area of play;
 - c) the pitch remains a dog on leash area;
 - d) install infrastructure to facilitate amenities in the future;
 - e) install a drink tap at pitch five;
 - f) ensure path lighting is installed to ensure user safety;
3. Note the next steps to be undertaken for detailed design and delivery of the project; and
4. Refer Council funding commitment of \$800,000 to the capital budget process.

Cr Hill left the meeting at 8.27pm and returned at 8.29

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

AGAINST: Nil (0)

CARRIED

9.2 Response to Resolution - Notice of Motion 33/2025 - Bonbeach Basketball Stadium

Moved: Cr O'Donnell

Seconded: Cr Agirtan

That Council:

1. Receive the report;
2. Note that the courts cannot be made to be compliant for senior games in the short term, as a structural change to the building is required;
3. Note that in the short term (option 3) the existing floor will be sanded and courts line marked in their current configuration with the inclusion of Pickleball on court two; and
4. Allocate the required funding in the 2026/2027 budget to achieve option 2, including structural changes to achieve compliance for two senior courts, install a new sprung floor, new backboards and basketball rings, ceiling fans, wall insulation, and acoustic treatment.

COUNCIL RESOLUTION

Moved: Cr Hill

Seconded: Cr Saab

That Council defer this item until a February Council meeting and receive an officer report regarding the budget impact.

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

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

CARRIED

**9.3 Response to Resolution - Notice of Motion 24/2025 - Patterson Lakes
Sporting Facilities**

COUNCIL RESOLUTION

Moved: Cr Howe

Seconded: Cr Erevnidis

That Council

1. Receive the report;
2. Note the outcomes of the community engagement process;
3. Note the proposed new 12-month lease for Patterson Lakes Tennis Club at Learmonth Reserve on the three remaining courts while the Tennis Strategy is completed;
4. Support the development of succeeding Tennis Strategy (including pickleball and padel), to inform decision making associated with the provision of tennis at Learmonth Reserve;
5. Receive a future report presenting the draft Tennis Strategy to inform future use at the Reserve; and
6. Following the outcomes of the Tennis Strategy, support the development of a Strategic Reserve Improvement Plan that includes consideration of the relocation of Council's operational nursery to the Reserve.

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

AGAINST: Nil (0)

ABSTAINED: Crs Athanasopoulos (1)

CARRIED

9.4 Award of Contract - CON-25/048 Provision of Programmed and Reactive Plumbing Services

COUNCIL RESOLUTION

Moved: Cr Agirtan

Seconded: Cr O'Donnell

That Council:

1. Award Contract 25/048 for the Provision of Programmed and Reactive Plumbing Services as a Schedule of Rates contract to a panel of three (3) contractors Blue Plumbing Pty Ltd, Xceptional Plumbing Pty Ltd and Australian Facilities Plumbing, based on their tendered rates and anticipated work quantities for an initial contract period of two (2) years, at an estimated Year 1 cost of \$904,120.00 excluding GST, with a maximum (5 year) term cost of \$4,738,272,00 excluding GST; and
2. Authorise the Chief Executive Officer, or their delegate, to exercise a two (2) year plus one (1) year contract extension option upon completion of the initial two (2) year contract term subject to satisfactory performance for a maximum potential contract term of five (5) years from the commencement date.

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

AGAINST: Nil (0)

CARRIED

9.5 Response to Resolution - Notice of Motion 21/2025 - Kananook Creek Pedestrian Bridge

COUNCIL RESOLUTION

Moved: Cr Howe

Seconded: Cr Ashworth-Collett

That Council:

1. Note the existing bridge does not meet current DDA standards;
2. Acknowledge the Principal of Patterson River Secondary College has previously met with Council directly, shown the Council the issue and requested the existing Kananook Creek pedestrian bridge be upgraded on the basis of it being a safety concern to students using the bridge each day from Carrum and Patterson Lakes;
3. Note the new Seaford Wetlands Pedestrian and Cycling Bridge across Kananook Creek which is upstream was funded by the State Government and completed in May 2024, was not constructed to meet the needs to access the School or basketball sporting facilities used by Carrum residents at the school;
4. Note the distance a person with accessibility needs, wanting to use a DDA compliant bridge, currently has to travel approximately 740 metres from the Carrum side of the bridge to the School office versus a person who does not have accessibility needs only requires to travel 240 metres using the Emma Street bridge (an additional travel distance of 500m each way)
5. Note that Kananook Creek Bridge is in good condition and replacement is not recommended at this time.

Cr Athanasopoulos left the meeting at 8.40pm.

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

AGAINST: Cr Erevnidis (1)

CARRIED

9.6 Response to Resolution - Notice of Motion 40/2025 - Establishing a Botanical Garden in Kingston

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Agirtan

That Council:

1. Endorse enhancing the existing Botanical Garden at Kingston Heath Reserve, Cheltenham through existing operational budgets;
2. Note that officers will continue to explore availability of land suitable for a future Botanical Garden;
3. Seek grant opportunities to fund Botanical Gardens within Kingston; and
4. Receive a further report back by May 2026 assessing available land opportunities for a new botanical garden in Kingston.

Cr Athanasopoulos returned to the meeting at 8.41pm.

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

AGAINST: Nil (0)

CARRIED

9.7 Adoption of Street and Park Tree Operational Management Strategy

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Howe

That Council:

1. Note the feedback received through the consultation process and the minor changes that have been made to the Street and Park Tree Operational Management Strategy 2025 in response; and
2. Adopt the Street and Park Tree Operational Management Strategy 2025.

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

AGAINST: Nil (0)

CARRIED

9.8 Community Energy Upgrade Fund Program - Waves Leisure Centre

COUNCIL RESOLUTION

Moved: Cr Agirtan

Seconded: Cr Erevnidis

That Council:

1. Note the successful application for \$2.5m in funding from the Australian Government through its Community Energy Upgrade Fund Program – Round 2 for the Waves Leisure Centre electric heat pump upgrade project;
2. Approve that the Council funding contribution of \$2.8m towards the Waves Leisure Centre electric heat pump upgrade project be included in the capital works program, aligned with the project milestones in the Funding Agreement; and
3. Delegate authority to the Chief Executive Officer, or delegate, to execute the Waves Leisure Centre electric heat pump upgrade Funding Agreement with the Australian Government.

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

AGAINST: Nil (0)

CARRIED

9. Customer and Corporate Support Reports

10.1 Kingston Performance Report - Council & Wellbeing Plan Year One - Quarter One (July to September 2025)

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Erevnidis

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

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

AGAINST: Nil (0)

CARRIED

10.2 Award of Contract - CON-24/122 - The Provision of Unified Communications - Contact Centre

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Erevnidis

That Council:

1. Award Contract No. 24/122 for the Provision of Unified Communications – Contact Centre to Telstra Corporation Ltd for an initial contract period of three (3) years at an estimated total Year 1 cost of \$355,538 excluding GST, with a maximum (9 years) contract term cost of \$3,200,000 excluding GST; and
2. Authorise the Chief Executive Officer, or their delegate, to exercise two (2) three year extension options upon completion of the initial three (3) year contract term subject to satisfactory performance for a maximum potential contract term of nine (9) years from the commencement date.

Cr Saab left the meeting at 8.43pm.

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

AGAINST: Nil (0)

CARRIED

10.3 Governance and Compliance Report

COUNCIL RESOLUTION

Moved: Cr Erevnidis

Seconded: Cr Agirtan

That Council receive and note the Informal Meetings of Councillors records.

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

AGAINST: Nil (0)

CARRIED

10. Chief Finance Office Reports

11.1 Procurement Policy

COUNCIL RESOLUTION

Moved: Cr O'Donnell

Seconded: Cr Agirtan

That Council:

1. Adopt the Procurement Policy provided as Appendix 1 to this report, pursuant to the requirements of Section 108 of the *Local Government Act 2020 (Vic)*.
2. Note the date of effect for the Policy, beginning 2 February 2026.

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

AGAINST: Nil (0)

CARRIED

11. Notices of Motion

12.1 Notice of Motion No. 44/2025 - Cr Howe - Support for Homeless - Future Use of Council Owned Aged Care Facilities

COUNCIL RESOLUTION

Moved: Cr Howe

Seconded: Cr Athanasopoulos

That Council, with respect to the three former aged care facilities located at Mentone, Mordialloc and Edithvale::

1. Note that these three Council-owned properties are currently vacant;
2. Conduct a Request for Proposal (RFP) process be undertaken for the property located in Mentone, and that a report detailing the outcomes of this process be presented to Councillors upon completion;
3. Commence an Expression of Interest (EOI) process to determine the highest and best use of the remaining two vacant Council-owned, former aged care properties, with the process to be concluded and findings reported to Council by 23 March 2026;
4. Ensure that access to the sites is arranged by officers to interested parties before February 2026; and
5. Receive a report by 23 March 2026 on:
 - a) the process to be concluded and findings; and
 - b) engagement activities and outcomes that have occurred with relevant experienced stakeholders, such as other Councils, charities dedicated to solving Australia's housing affordability crisis and Community Housing Providers (CHP) that aims to leverage expertise and lessons learned.

Cr Saab returned to the meeting at 8.45pm.

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

AGAINST: Nil (0)

ABSTAINED: Crs Oxley and Agirtan (2)

CARRIED

**City of Kingston
Ordinary Council Meeting**

Minutes

15 December 2025

12. Urgent Business

There were no items of urgent business.

A minute's silence was observed to commemorate the victims of the Bondi tragedy at 8.50pm.

13. Confidential Items

Moved: Cr Agirtan

Seconded: Cr O'Donnell

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

14.1 CEO Employment Matters

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

- because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs (section 3(1)(f)), and
- the explanation as to why the specified ground/s applies is the report and attachments relate to the CEO's employment..

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

AGAINST: Nil (0)

CARRIED

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

Moved: Cr O'Donnell

Seconded: Cr Erevnidis

That the meeting be opened to members of the public

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

AGAINST: Nil (0)

CARRIED

The meeting was opened to members of the public at 8.54pm.

The meeting closed at 8.54pm.

4. Petitions

Ordinary Council Meeting

2 February 2026

Agenda Item No: 4.1

PETITION - OBJECTION TO PROPOSED DEVELOPMENT AT 11 EVAN STREET, PARKDALE

Contact Officer: Jaclyn Murdoch, Manager City Development

RECOMMENDATION

That Council:

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

Ordinary Council Meeting

2 February 2026

Agenda Item No: 4.2

PETITION - RELOCATION OF THE DINGLEY VILLAGE HISTORICAL SOCIETY AND LE BON COLLECTION

Contact Officer: Simon Doyle, Manager Arts Events and Libraries

RECOMMENDATION

That Council:

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

7. Planning and Place Reports

Ordinary Council Meeting

2 February 2026

Agenda Item No: 7.1

TOWN PLANNING APPLICATION DECISIONS - DECEMBER 2025

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

Attached for information is the report of Town Planning Decisions for the month of December 2025.

A summary of the decisions is as follows:

Type of Decision	Number of Decisions Made	Percentage (%)
Planning Permits	60	80
Notice of Decision	6	8
Refusal to Grant a Permit	3	4
Other - Withdrawn (4) - Prohibited (0) - Permit not required (2) - Lapsed (0) - Failure to Determine (0)	6	8
Total	75	100

(NB: Percentage figures have been rounded)

RECOMMENDATION

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

Appendices

Appendix 1 - Town Planning Application Decisions - December 2025 (Ref 26/740) 

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

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

7.1

TOWN PLANNING APPLICATION DECISIONS - DECEMBER 2025

1	Town Planning Application Decisions - December 2025	13
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Planning Decisions December, 2025							
APPL. No.	PROPERTY ADDRESS	SUBURB	APPL. DATE	DATE DECIDED	PROPOSAL DESCRIPTION	DECISION	VCAT/COUNCIL DECISION
KP-2025/206	99-101 Bay Trail	MENTONE	26/05/2025	1/12/2025	Removal of native vegetation	Permit	No
KP-2025/212	13 Avenza Street	MENTONE	28/05/2025	1/12/2025	To construct two (2) dwellings on a lot	Permit	No
KP-2024/481	93-95 Centre Dandenong Road	CHELTENHAM	15/09/2024	1/12/2025	The use and development of the land for a three (3) storey child care centre and the display of internally illuminated business identification signage	Refused	No
KP-2025/356	41 Roberna Street	MOORABBIN	15/08/2025	1/12/2025	To construct or put up for display two (2) business identification signs.	Permit	No
KP-2025/495	226 McLeod Road	PATTERSON LAKES	10/11/2025	1/12/2025	Proposed veranda to the rear of the dwelling	Withdrawn	No
KP-2025/341	425 Clayton Road	CLAYTON SOUTH	10/08/2025	1/12/2025	To use the land as an office and to construct and carry out works for associated car parking	Permit	No
KP-2016/829/A	13 Jellicoe Street	CHELTENHAM	13/12/2023	1/12/2025	The construction of a four storey building containing thirty-nine (39) dwellings plus basement level and a reduction in the car parking requirement	Refused	No
KP-2025/509	1 9 Reeve Court	CHELTENHAM	18/11/2025	1/12/2025	The removal of two (2) trees	Permit Not Required	No
KP-2024/646	64 Golden Avenue	BONBEACH	29/11/2024	2/12/2025	The construction of five (5) dwellings, comprising one (1) double storey and four (4) single storey	Permit	No
KP-2025/296	10 Kristine Court	CHELTENHAM	15/07/2025	2/12/2025	The development of two (2) attached dwellings	Permit	No

KP-2025/503	6 Aruma Court	CHELSEA	14/11/2025	2/12/2025	The construction of a single storey dwelling	Permit	No
KP-2025/297	39A Sixth Avenue	ASPENDALE	16/07/2025	2/12/2025	To construct and put up for display a new electronic scoreboard	Permit	No
KP-2025/387	Office 19 FLOOR 1 250 Charman Road	CHELTENHAM	29/08/2025	2/12/2025	Use the land for a restricted recreation facility (Gym)	Notice of Decision	No
KP-2024/692	4 128 Centre Dandenong Road	DINGLEY VILLAGE	29/12/2024	3/12/2025	To use the land for a restricted recreation facility (reformer pilates) and put up for display two (2) business identification signs	Permit	No
KP-2025/284	22 68-78 Rosebank Avenue	CLAYTON SOUTH	10/07/2025	3/12/2025	To use the land for domestic animal boarding (cattery)	Permit	No
KP-2025/376	43 68-78 Rosebank Avenue	CLAYTON SOUTH	22/08/2025	3/12/2025	To use the land for domestic animal boarding (cattery) and to construct or carry out works (mezzanine)	Permit	No
KP-2019/275/A	14-16 Bond Street	MORDIALLOC	17/10/2025	3/12/2025	The use of land as an indoor recreation facility (golfing) and the display of business identification signage	Permit	No
KP-2025/531	3 11 Lakewood Boulevard	BRAESIDE	26/11/2025	3/12/2025	FIRST FLOOR ADDITION TO OFFICE BUILDING	Withdrawn	No
KP-2025/525	38 Ella Grove	CHELSEA	21/11/2025	4/12/2025	To subdivide the land into two (2) lots	Permit	No
KP-2025/467	38 Bayside Avenue	EDITHVALE	24/10/2025	4/12/2025	Subdivide the Land into Two (2) Lots	Permit	No
KP-2025/478	3 1-7 Friars Road	MOORABBIN	3/11/2025	4/12/2025	The construction of a mezzanine level and a reduction in the car parking requirement associated with the existing warehouse	Permit	No
KP-1995/338/A	260A Como Parade West	PARKDALE	22/10/2025	4/12/2025	To construct buildings and works and to use them for a cafe and	Permit	No

					dwelling, subject to the following conditions and in accordance with the plans to be endorsed pursuant to Condition 1 hereof		
KP-2025/443	23 Bevan Avenue	CLAYTON SOUTH	13/10/2025	5/12/2025	To subdivide the land into four (4) lots	Permit	No
KP-2025/382	32 Wandoo Avenue	CLARINDA	26/08/2025	5/12/2025	Subdivide the Land into Two (2) Lots	Permit	No
KP-2024/14/A	45 McMillan Street	CLAYTON SOUTH	13/11/2025	8/12/2025	Development of the land for four (4) double-storey dwellings	Permit	No
KP-2025/193	42 Warren Road	MORDIALLOC	19/05/2025	8/12/2025	The construction of two (2) double storey dwellings	Permit	No
KP-2011/949/A	Unit 2 35 Bondi Road	BONBEACH	7/08/2025	8/12/2025	Develop the land for the construction of three (3) dwellings	Permit	No
KP-2024/535	23 Meriton Place	CLAYTON SOUTH	9/10/2024	9/12/2025	To use the land as a place of assembly, to construct a building (fence) and to reduce the number of car parking spaces required	Permit	No
KP-2006/468/A	650 Warrigal Road	OAKLEIGH SOUTH	20/11/2025	9/12/2025	The development of this site for two (2) dwellings	Withdrawn	No
KP-2025/359	32 Henry Street	HIGHETT	18/08/2025	9/12/2025	To construct a building (one (1) dwelling) in a Design and Development Overlay (DDO12)	Permit	No
KP-2025/283	33 Kershaw Street	MORDIALLOC	10/07/2025	10/12/2025	Construction of two (2) dwellings on a lot	Permit	No
KP-2025/518	1 2 Springvale Road	ASPENDALE GARDENS	20/11/2025	10/12/2025	To subdivide the land into two (2) lots	Permit	No
KP-2022/152/A	66 Golden Avenue	BONBEACH	9/10/2025	11/12/2025	The construction of five (5) dwellings, consisting of four (4) double storey dwellings and one (1) single storey dwelling	Permit	No
KP-2025/349	73 Beach Road	MENTONE	12/08/2025	11/12/2025	The use of the land as an indoor recreation facility, buildings and works including to construct a sauna and ice bath, and a	Notice of Decision	No

					reduction in the car parking requirement associated with the food and drink premises		
KP-2025/543	34 Camp Street	CHELSEA	3/12/2025	11/12/2025	To subdivide the land into two (2) lots	Permit	No
KP-2003/672/B	3 11 Lakewood Boulevard	BRAESIDE	3/12/2025	12/12/2025	To use and develop this site for an office and a reduction in the car parking requirement	Permit	No
KP-2025/552	78 Benkel Avenue	CHELTENHAM	5/12/2025	12/12/2025	Subdivide the land into two (2) lots	Permit	No
KP-2022/765/B	101 Keys Road	MOORABBIN	18/09/2025	15/12/2025	Development of the land for buildings and works (warehouse) and a reduction in the car parking requirement	Permit	No
KP-2025/404	50 McIndoe Parade	PARKDALE	8/09/2025	15/12/2025	Construction of one (1) new dwelling to the front of the existing dwelling	Notice of Decision	No
KP-2025/104	27 Lawborough Avenue	PARKDALE	19/03/2025	16/12/2025	To construct a dwelling to the rear of an existing dwelling on the land	Permit	No
KP-2025/405	25-27 Eileen Road	CLAYTON SOUTH	9/09/2025	17/12/2025	To construct and or carry out buildings and works (undercover structure) (retrospective works)	Notice of Decision	No
KP-1998/1019/A	33 Cleeland Road	OAKLEIGH SOUTH	28/07/2025	17/12/2025	To construct alterations and additions to the existing building on this site and to use for light industry, factory/warehouse, with reduced car parking requirements pursuant to Clause 19 of the Kingston Planning Scheme, in accordance with the attached endorsed plans	Refused	No
KP-2025/413	36-40 Shearson Crescent	MENTONE	17/09/2025	17/12/2025	Use the land as a Restricted Recreation Facility (Pickleball Facility).	Permit	No

KP-2025/105	7 174-175 Nepean Highway	ASPENDALE	18/03/2025	18/12/2025	To construct two (2) or more dwellings (two (2) dwellings) on a lot	Permit	No
KP-2025/241	1 202-204 Governor Road	BRAESIDE	14/06/2025	18/12/2025	The display of seven (7) internally illuminated, business identification signs, five (5) business identification signs and two (2) major promotion signs	Permit	No
KP-2025/271	252-258 Lower Dandenong Road	MORDIALLOC	3/07/2025	18/12/2025	Subdivide the Land into Twenty-Seven (27) Lots	Permit	No
KP-2025/473	17 Edgecombe Court	MOORABBIN	29/10/2025	19/12/2025	To use the land as a Retail Premises (Car Sales).	Permit	No
KP-2025/425	1145 Nepean Highway	HIGHETT	30/09/2025	19/12/2025	The construction of buildings and works, including a first floor addition to the existing single storey dwelling	Permit	No
KP-2025/510	33 Barkly Street	MORDIALLOC	14/11/2025	19/12/2025	Subdivide the land into three (3) lots	Permit	No
KP-2025/513	14 Ivy Street	PARKDALE	18/11/2025	19/12/2025	Construction of two (2) dwellings on a lot	Permit	No
KP-2025/32	2-4 Langslow Road	ASPENDALE GARDENS	1/02/2025	19/12/2025	The use of the land as a take away food premises (mobile food van)	Permit	Yes
KP-2025/562	85 Nepean Highway	ASPENDALE	12/12/2025	19/12/2025	To subdivide the land into two (2) lots	Permit	No
KP-2018/602/B	14 Station Street	ASPENDALE	11/08/2025	19/12/2025	Use and develop the land for a child care centre	Permit	No
KP-2024/361	240 Kingston Road	CLARINDA	16/07/2024	19/12/2025	To use the land for an outdoor recreation facility (paintball facility), to construct a building and construct and carry out works, alter access to a road within a Transport Zone 2 and reduce the bicycle parking rate	Notice of Decision	No

KP-2017/1001/A	2-6 Roberna Street	MOORABBIN	5/11/2025	19/12/2025	Develop the land the construction of a self storage facility, signage and a reduction in the car parking requirement	Permit	No
KP-2025/357	200 Edithvale Road	CHELSEA HEIGHTS	18/08/2025	19/12/2025	The construction of a boardwalk and the removal of native vegetation	Permit	No
KP-2025/468	4 Simpson Street	MOORABBIN	27/10/2025	19/12/2025	To use the land for an indoor recreation facility (badminton and multi-sports)	Permit	No
KP-2025/379	1A Caruana Drive	DINGLEY VILLAGE	25/08/2025	19/12/2025	Removal of native vegetation in accordance with Clause 52.17 of the Kingston Planning Scheme	Permit	No
KP-2024/270/B	4 Kingsway	MOORABBIN	11/12/2025	19/12/2025	The construction of a warehouse building, a reduction in the car parking requirements associated with warehouse, the display of business identification signage and the removal of native vegetation.	Permit	No
KP-2025/304	45 Harpley Street	CHELTENHAM	22/07/2025	22/12/2025	The construction of three (3) double storey dwellings	Notice of Decision	No
KP-2018/701/C	43-45 Westall Road	CLAYTON SOUTH	29/08/2025	22/12/2025	The use of a primary school, associated buildings and works and alteration of access to a road in a Road Zone, Category 1 in accordance with the endorsed plans	Permit	No
KP-2024/449	14 Schofield Street	MOORABBIN	3/09/2024	23/12/2025	The construction of four (4) double storey dwellings	Permit	No
KP-2025/33	2 Gairs Court	CLAYTON SOUTH	2/02/2025	23/12/2025	Development of the land for the construction of three (3) dwellings.	Permit	No
KP-2025/502/A	11 477-481 Warrigal Road	MOORABBIN	5/12/2025	23/12/2025	The construction of a mezzanine level and a reduction in the car parking requirement associated with the existing warehouse	Permit	No

KP-2025/572	34 Keiller Avenue	PARKDALE	16/12/2025	23/12/2025	The construction of decks	Withdrawn	No
KP-2025/326	13 Marabou Place	ASPENDALE	1/08/2025	23/12/2025	To construct two (2) dwellings on a lot	Permit	No
KP-2025/366	1019 Nepean Highway	MOORABBIN	19/08/2025	24/12/2025	Subdivide the land into five (5) lots	Permit	No
KP-2025/528	15 Goulburn Street	CHELTENHAM	25/11/2025	24/12/2025	The construction of a front fence	Permit	No
KP-2025/584	1 78 Warren Road	MORDIALLOC	19/12/2025	24/12/2025	The construction of a double storey dwelling	Permit	No
KP-2025/275	44 Elder Street	CLARINDA	7/07/2025	30/12/2025	Construction of four (4) dwellings on a lot	Permit	No
KP-2015/906/A	83 Nepean Highway	ASPENDALE	18/08/2025	30/12/2025	The construction of three (3) dwellings	Permit	No
KP-2025/567	1 68 Glenola Road	CHELSEA	16/12/2025	31/12/2025	The construction of the ground floor extension to the existing dwelling	Permit	No
KP-2025/398	3 249-253 Boundary Road	MORDIALLOC	4/09/2025	31/12/2025	To use the land as a Retail Premises (Car Sales)	Permit	No
KP-2019/812/A	11 Turner Road	HIGHETT	18/11/2025	31/12/2025	The development of three (3) dwellings	Permit	No
KP-2025/246	5 68-78 Rosebank Avenue	CLAYTON SOUTH	19/06/2025	31/12/2025	To use the land for Industry (Motor Repairs)	Permit Not Required	No

8. Community Strengthening Reports

Ordinary Council Meeting

2 February 2026

Agenda Item No: 8.1

KINGSTON GRANTS PROGRAM - UPDATED POLICY AND GUIDELINES

Contact Officer: Gillian Turnbull, Coordinator Community Capacity

Purpose of Report

The purpose of this report is to present the updated Kingston Grants Program Policy and Guidelines.

Disclosure of Officer / Contractor Conflict of Interest

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

RECOMMENDATION

That Council:

1. Endorse the updated Kingston Grants Program Policy (Appendix 1) and authorise officers to make administrative changes.
2. Endorse the updated Kingston Grants Program Guidelines (Appendices 2-6) and authorise officers to make annual operational changes and administrative changes.
3. Note that endorsed changes to the Community Bi-annual Grants and Community Small Grants will commence following endorsement of the Kingston Grants Program Policy and Guidelines and changes to the other streams will take effect from 1 July 2027, noting these are triennial funding streams with the current funding agreements concluding on 30 June 2027.

1. Executive Summary

The Kingston Grants Program model was endorsed by Council in October 2023, and the Policy and Guidelines were endorsed in November 2023. The new Kingston Grants Program commenced on 1 January 2024. On 24 June 2024, Council resolved to conduct an evaluation of the program and receive a report back by September 2025.

At its meeting on 22 September 2025, Council approved several changes to the Kingston Grants Program, as follows:

1. *Approve the following changes to the Kingston Grants Program, and receive an updated Kingston Grants Program Policy incorporating the changes at the Council Meeting in December 2025:*
 - a. *Require all grant applicants to align with the Council and Wellbeing Plan 2025–29, and identify annual funding priorities for Community Bi-annual Grants and Community Small Grants streams.*
 - b. *Simplify the Assessment Criteria and weighted Scoring Matrix.*
 - c. *Rename the Operational & Partnership – Specialist Community & Welfare Services Grants to Welfare Services Grants.*

- d. *Establish new funding categories under the Welfare Services Grants stream, Emergency Relief Agencies (as resolved in May 2025) and Welfare Support (funding cap of \$60,000).*
 - e. *Update the Operational & Partnerships - Community Centres & Neighbourhood Houses Grants stream funding formula, following consultation with Community Centres and Neighbourhood Houses.*
 - f. *Formalise the qualitative component of the Operational & Partnerships – Multicultural & Seniors funding model into the overall Funding Formula; and remove the requirement for Assessment Panel review.*
 - g. *Refine the purpose statement and clarify eligibility criteria of the Operational & Partnerships – Community Interest Organisations category to clearly define the scope and intended focus.*
 - h. *Rename the Community Festivals, Events & Creative Activities Grants stream to Community Events Grants.*
 - i. *Remove the \$2,001 minimum threshold for Community Bi-annual Grants to allow applications of any amount up to \$10,000.*
 - j. *Rename the Community Small Grants – Start-up Support category to New Group Start-up Support.*
 - k. *Delegate the authority to determine the not recommended funding outcomes for Community Small Grants to the Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity.*
2. *Note that further investigation will be undertaken into expanding the Community Small Grants stream to include small businesses in the arts and related fields that deliver demonstrable community benefits, with findings and recommendations to be presented in December 2025 alongside the updated Kingston Grants Program Policy.*
 3. *Note that endorsed changes to the Community Bi-annual Grants and Community Small Grants will commence from 1 January 2026. Changes to the other streams will take effect from 1 July 2027, noting these are triennial funding streams with the current funding agreements concluding on 30 June 2026.*

In addition to these items, there have been several other Council resolutions that have initiated changes to the Policy and Guidelines:

- At the Council Meeting on 26 May 2025, Council approved an alternate Emergency Relief Services Funding Model.
- At the Council Meeting in April 2025, Council resolved to establish a working group to review governance issues related to grants, conflicts of interest, and other matters. This included examining processes to strengthen conflict of interest declarations and prevent councillor lobbying or informal arrangements.
- At the Council Meeting on 27 October 2025, Council approved nine recommendations from the Kingston Grants Review Working Group.

The Kingston Grants Program Policy and Guidelines have been updated to reflect the endorsed changes:

- Appendix 1: Updated Kingston Grants Program Policy.
- Appendices 2-6: Updated Guidelines for each grants stream (noting there was previously one Guidelines document that included all grant streams).

Additional Proposed Changes

Further updates have been incorporated into the updated Kingston Grants Program Policy and Guidelines in response to Council's resolution at the September 2025 Council Meeting, as well as to strengthen program clarity, governance and alignment with sector practice.

- Changes responding to the September 2025 Council resolution (items 1e, 1f and 2):

- 1e) Update the Neighbourhood Houses & Community Centres funding formula. Following consultation with funded centres, a new funding model has been developed to improve clarity, transparency and consistency of allocations (refer to section 3.2.1 for further detail).
- 1f) Formalising the qualitative component of the Operational & Partnerships – Multicultural & Seniors funding model into the overall funding formula, with an accompanying update to the Regular Social Activities component to ensure it more accurately reflects the frequency and cost of activities (refer to section 3.2.2 for further detail).
- 2) Establish a 'Local Business Community Impact' category within the Community Bi-annual Grants stream. This new category is proposed following further investigation into opportunities for small businesses in the arts and related fields to deliver measurable community benefit (refer to section 3.1.1 for further detail).
- Additional administrative and terminology updates:
 - Renaming the Community Centres & Neighbourhood Houses category of the Operational & Partnership Grants to Neighbourhood Houses & Community Centres, to align with standard industry terminology.
 - Formalising delegation of the following tasks to Council officers:
 - Determining applicant eligibility before progressing grant applications for assessment
 - Re-allocating applications to the most appropriate funding streams or categories to ensure alignment with the activity and funding requested
 - Approval of minor funding variations to the same activity, provided there is no increase to the approved funding.
 - Requiring applicants in the Community Small Grants stream to provide quotes as part of their applications to better demonstrate how funding will be spent.

2. Background

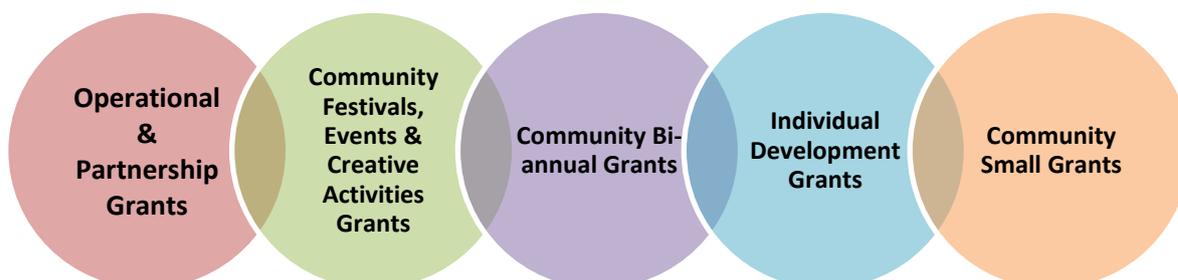
The Kingston Grants Program plays an important role in enabling the delivery of activities that benefit the Kingston community, and align with Council's strategic directions, objectives, and priorities outlined in the Council & Wellbeing Plan 2025-29.

Approximately \$1.9 million in grant funding is provided each year to local organisations and groups delivering services and projects across a range of areas, including health and welfare, arts and culture, sport and recreation, education, environment, and community support. Grants are also offered to support individual development.

In October 2023, the Kingston Grants Program was endorsed following an extensive review that examined existing processes, key documents, audit findings (including the VAGO Fraud Control Over Local Government Grants report), best practice guides, benchmarking with other councils, and two phases of community and stakeholder consultation.

The Kingston Grants Program features five grant streams (refer to Figure 1) centralised under a single dedicated team to strengthen governance and improve efficiency.

Figure 1 - Kingston Grants Program funding streams



A new Kingston Grants Program Policy was endorsed in November 2023 and the new Kingston Grants Program commenced on 1 January 2024.

2.1 Evaluation of the Kingston Grants Program

On 24 June 2024 Council resolved to:

Provide an independent report back to Council by September 2025 that provides an evaluation on the newly designed Community grants program and options for improving flexibility, responsiveness and ease of access for community organisations and not an overly burdensome administrative process.

Evaluation findings were presented to Council at the Council Meeting on 22 September 2025, where the below was endorsed:

1. *Approve the following changes to the Kingston Grants Program, and receive an updated Kingston Grants Program Policy incorporating the changes at the Council Meeting in December 2025:*
 - a. *Require all grant applicants to align with the Council and Wellbeing Plan 2025–29 and identify annual funding priorities for Community Bi-annual Grants and Community Small Grants streams.*
 - b. *Simplify the Assessment Criteria and weighted Scoring Matrix.*
 - c. *Rename the Operational & Partnership – Specialist Community & Welfare Services Grants to Welfare Services Grants.*
 - d. *Establish new funding categories under the Welfare Services Grants stream, Emergency Relief Agencies (as resolved in May 2025) and Welfare Support (funding cap of \$60,000).*
 - e. *Update the Operational & Partnerships - Community Centres & Neighbourhood Houses Grants stream funding formula, following consultation with Community Centres and Neighbourhood Houses.*
 - f. *Formalise the qualitative component of the Operational & Partnerships – Multicultural & Seniors funding model into the overall Funding Formula; and remove the requirement for Assessment Panel review.*
 - g. *Refine the purpose statement and clarify eligibility criteria of the Operational & Partnerships – Community Interest Organisations category to clearly define the scope and intended focus.*
 - h. *Rename the Community Festivals, Events & Creative Activities Grants stream to Community Events Grants.*
 - i. *Remove the \$2,001 minimum threshold for Community Bi-annual Grants to allow applications of any amount up to \$10,000.*
 - j. *Rename the Community Small Grants – Start-up Support category to New Group Start-up Support.*
 - k. *Delegate the authority to determine the not recommended funding outcomes for Community Small Grants to the Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity.*
2. *Note that further investigation will be undertaken into expanding the Community Small Grants stream to include small businesses in the arts and related fields that deliver demonstrable community benefits, with findings and recommendations to be presented in December 2025 alongside the updated Kingston Grants Program Policy.*
3. *Note that endorsed changes to the Community Bi-annual Grants and Community Small Grants will commence from 1 January 2026. Changes to the other streams will take effect from 1 July 2027, noting these are triennial funding streams with the current funding agreements concluding on 30 June 2026.*

The Kingston Grants Program Policy and Guidelines has been revised in accordance with the Council resolution on 22 September 2025. Section 3 outlines the changes that have been made to the Policy (Appendix 1) and Guidelines (Appendices 2-6).

2.2 Kingston Grants Review Working Group

At the Council Meeting in April 2025, Council resolved to establish a working group to review governance issues related to grants, conflicts of interest, and other matters. This included examining processes to strengthen conflict of interest declarations and prevent councillor lobbying or informal arrangements.

At the Council Meeting on 27 October 2025, Council approved the following recommendations from the Kingston Grants Review Working Group as follows:

1. *Make Grants Fraud Control Training mandatory for Councillors, staff and assessment panel members*
2. *Review the Kingston Grants Program Policy to include Misuse of Position provisions and integrity best practice*
3. *Establish a declaration process for all Councillors regarding major grant streams (Community Bi-Annual Grants, Operational & Partnership Grants (excluding Multicultural and Seniors category), and Community Festivals, Events & Creative Activities Grant) – declaring that Councillors with a Conflict of Interest have not engaged in lobbying/influencing other Councillors or officers, nor that other Councillors (without a Conflict of Interest) have been lobbied/influenced by a Councillor who has declared a Conflict of Interest*
4. *Raise awareness of Conflict of Interest, Misuse of Position and Model Councillor Code of Conduct as part of community grant briefings*
5. *Advocate to the State Government to introduce stronger clarity and direction regarding Misuse of Position via the Local Government Act and any other relevant mechanism, that includes our enhanced policies and practices*
6. *Inform community grant applicants of the role of Councillors as decision makers and the need to avoid inappropriate lobbying of Councillors*
7. *Establish a formal process for Councillors seeking assistance with potential amendments/alternate motions to improve transparency and accountability of each amendment*
8. *Establish a process to provide Councillors, via a briefing session, the opportunity to seek further information on recommendations*
9. *Acquittal summaries regarding major grant streams are provided to Council annually (Community Bi-Annual Grants, Operational & Partnership Grants (excluding Multicultural and Seniors category), and Community Festivals, Events & Creative Activities Grant)*

Details of how the relevant recommendations have been addressed in the Policy are provided in section 3.3 of this report.

2.3 Emergency Relief Funding Model

At the Council Meeting on 26 May 2025, Council approved the following recommendations for an alternate Emergency Relief Services Funding Model:

1. *Approve the proposed emergency relief funding model;*
2. *Approve the implementation of the model to commence on 1 July 2027.*

The Kingston Grants Program Policy (Appendix 1) and Operational & Partnership Grant Guidelines (Appendix 3) have been updated to reflect these changes.

2.4 Council Meeting on 15 December 2025

At the Council Meeting on 15 December 2025, Council was presented with an updated Policy and Guidelines for endorsement.

Council resolved:

That Council defer the motion with the action that officers provide further information to Council on the amended parts of the motion and the impact upon the budget/grant stream.

This was in relation to a proposed amendment to:

- Approve an increase to the funding cap for Neighbourhood Houses and Community Centres (NH&CC) to \$100,000; and
- Apply an annual CPI increase of 3% to Neighbourhood Houses and Community Centres funding allocations.

Section 3.3 responds to this resolution.

As a result of the Council resolution, item 3 of the recommendation from 15 December 2025 has been updated to reflect changed timeframe.

Item 3 of the recommendation from 15 December 2025:

Note that endorsed changes to the Community Bi-annual Grants and Community Small Grants will commence from 1 January 2026 and changes to the other streams will take effect from 1 July 2027, noting these are triennial funding streams with the current funding agreements concluding on 30 June 2027,

Updated recommendation:

Note that endorsed changes to the Community Bi-annual Grants and Community Small Grants will commence following endorsement of the Kingston Grants Program Policy and Guidelines and changes to the other streams will take effect from 1 July 2027, noting these are triennial funding streams with the current funding agreements concluding on 30 June 2027.

3. Discussion

The Kingston Grants Program Policy and Guidelines has been revised in accordance with the Council resolutions from 26 May, 22 September and 27 October 2025. The following sections outline the changes that have been made to the Policy (Appendix 1) and Guidelines (Appendices 2-6).

3.1 Policy Updates in response to the Grants Program Evaluation (September 2025 resolution)

Key changes to the Policy address item 1 and 2 of the Council resolution from September 2025, specifically:

- Updating references to the Council & Wellbeing Plan 2025-2029 (1a).
- Updating assessment criteria for all grants (1b)
- Updating grants streams (1c), categories (1d,j) and funding thresholds (1i), including:
 - (2) Establishing the Small Business Community Impact category in the Community Bi-annual Grants stream (see section 3.1.1 for further detail).
 - Renaming the Community Centres & Neighbourhood Houses category of the Operational & Partnership grants to Neighbourhood Houses & Community

Centres to reflect standard industry naming conventions (see 3.1.2 for further detail).

- Updating the Operational & Partnerships - Community Centres & Neighbourhood Houses Grants stream funding model following consultation with Community Centres and Neighbourhood Houses (1e - refer to section 3.2.1 for further detail).
- More concise eligibility criteria with simplified language to avoid duplication across the Policy and Guidelines (1g, h).
- Formalising the qualitative component of the Operational & Partnerships – Multicultural & Seniors funding model into the overall funding formula, with an accompanying update to the Regular Social Activities component to ensure it more accurately reflects the frequency and cost of activities (1f - see section 3.2.2 for further detail).
- Removal of the requirement for Assessment Panel review of the Operational & Partnerships – Multicultural & Seniors category (1f).
- Updated decision-making delegations for:
 - Community Small Grants and Individual Development Grants (1k).
 - Determining applicant eligibility and alignment with funding streams, categories and Emergency Relief funding tiers; and Funding Variations (see 3.2.3 for further detail).

3.1.1 Local Business Community Impact grants category (item 2 of the September 2025 resolution)

Following consultation with Councillors, benchmarking against other local government business grant programs, consideration of Council's current business related initiatives and support and consideration of the existing Kingston Grants Program structure, it is proposed to establish a new Local Business Community Impact category within the Community Bi-annual Grants stream (up to \$10,000).

This new category would provide an opportunity for creative small businesses whose work contributes to community outcomes to access funding support.

Category Recommendations:

- *Eligibility – Small business definition*
It is recommended that eligibility be limited to businesses that have between 1 – 4 employees and an annual turnover of less than \$2 million. This recognises that small businesses are more likely to require assistance through a local government grant to enhance their community impact. Businesses must be located in Kingston and have been in operation a minimum 12 months prior to applying and provide evidence of financial sustainability.
- *Eligible Activities*
Activities eligible for funding are recommended to be limited to those providing opportunities for the community to develop creative skills or improve physical and mental wellbeing. Examples include classes or programs in dance, martial arts, theatre, or visual arts.
- *Appropriate Grant Stream*
It is recommended that this category be incorporated within the Community Bi-annual Grants, reflecting the higher costs typically associated with business-led community programs and ensuring that the administrative effort and funding allocation are proportionate to expected outcomes.

- *Co-contribution requirement*
To maintain fairness and alignment with the purpose of the Kingston Grants Program, it is recommended that grants awarded to small businesses include a \$1:\$1 co-contribution requirement. This aligns with approaches adopted by other local governments.

3.1.2 Renaming the Community Centres & Neighbourhood Houses category

It is proposed to rename the Community Centres and Neighbourhood Houses category to Neighbourhood Houses and Community Centres. This change aligns the category with established industry naming conventions and reflects the terminology commonly used by local Neighbourhood Houses and Community Centres.

3.2 Guideline Updates in response to the Grants Program Evaluation (September 2025 resolution)

3.2.1 Neighbourhood Houses & Community Centres Funding Model (item 1e of the September 2025 resolution)

The Neighbourhood Houses & Community Centres (NH&CC) funding model has been reviewed and updated following consultation with the seven centres in Kingston.

Consultation involved phone discussions with Centre Managers, followed by an invitation to complete an online survey seeking feedback on how the funding model could best reflect the services provided by NH&CC's and be fair and equitable. The survey was open from 25 September to 13 October 2025.

Five NH&CCs responded, providing the following key feedback:

- Confusion about how the current funding model operates.
- Support for a model that includes a guaranteed base amount plus an additional amount reflective of the individual needs of each centre.
- A desire for annual funding increases aligned with the Consumer Price Index (CPI) to address the ongoing impacts of inflation.
- A preference for stronger alignment between NH&CC activities and the Council & Wellbeing Plan 2025-29.

Neighbourhood Houses Victoria (NHVic) provided feedback consistent with that of the NH&CC Managers. Key points raised included:

- The current funding formula is not considered reflective of sector needs.
- Support for a guaranteed base funding amount which provides a minimum level of funding to ensure operational sustainability across all Neighbourhood Houses, regardless of size or location. Under this model, each centre in Kingston receives a set amount of funding based on the service hours they deliver.

Recommended Funding Model

Funding will remain triennial and each Neighbourhood House & Community Centre (NH&CC) will receive:

- **Base funding:** \$60,000 per annum

PLUS

- **Opportunity for Additional funding:** Up to \$30,000 per annum, to be applied for and a recommendation made by the Assessment Panel, subject to the following criteria:
 - Alignment to Council priorities, as outlined in the Council & Wellbeing Plan 2025-29
 - Community participation
 - Scale of operations

- Current and emerging area demographics and service needs
- Fair and equitable access
- Unique or unforeseen circumstances affecting operations or service delivery

This model provides a clear and transparent structure, balancing certainty with flexibility. Each NH&CC receives a guaranteed base amount to support ongoing operations, while the opportunity for additional funding allows Council to respond to local needs and variations in service delivery capacity. The model ensures consistency in decision-making while recognising the diversity and contributions of Kingston's neighbourhood houses and community centres.

Total funding for each centre will be determined through the funding model, within the limits of the available grants budget, ensuring both fairness and responsiveness to local needs.

The new funding model adjusts the maximum funding amount per recipient from \$100,000 to \$90,000. This change does not reduce any current funding allocations, as the revised cap reflects the highest amount of funding provided in the current triennial round. Six of the seven funded services also benefit from operating in Council-owned facilities under peppercorn lease arrangements.

The adjustment to the funding cap aims to manage with available budget across all grant streams while seeking to continue supporting these valuable community services. In addition, an annual CPI increase is not recommended as this would reduce the overall funding amount available in other grant streams.

3.3 Funding Cap and 3% Annual Funding Increase for Neighbourhood Houses & Community Centres (December 2025 Council Resolution)

At the Council Meeting on 15 December 2025, Council resolved:

That Council defer the motion with the action that officers provide further information to Council on the amended parts of the motion and the impact upon the budget/grant stream.

The proposed amendments relate to:

- *increasing the funding cap for Neighbourhood Houses and Community Centres (NH&CC) to \$100,000; and*
- *applying an annual CPI increase of 3% to Neighbourhood Houses and Community Centres funding allocations.*

3.3.1 Budget Implications of Increasing Funding Cap

The current funding cap for NH&CCs is \$100,000. The updated Policy and Guidelines propose to reduce the funding cap to \$90,000. In the 2024–27 Operational & Partnership grant stream, the highest amount of funding issued to a NH&CC is \$89,000 per annum.

Maintaining the existing funding cap of \$100,000 would not impact the budget, as the cap represents a maximum threshold rather than a guaranteed allocation.

3.3.2 Budget Implications of an Annual Increase of 3%

Currently, none of the streams in the Kingston Grants Program include an annual increase. This enables Council to manage the financial capacity of the grants program and in turn, continue to fund a diverse range of programs and initiatives across all grant streams.

Applying a 3% annual increase to the NH&CC's grant stream for the 2027/28 - 2029/30 triennial period, would require re-allocation of existing budget from other grant streams, such as Community Bi-annual Grants or Community Small Grants. Based on

current funding levels, this would require \$17,040 to be reallocated in 2027/28, \$34,593 to be reallocated in 2028/29 and \$52,672 to be reallocated in 2029/30. The approximate impact of this could be, in year one, approximately three less Community Small Grants and two less Community Bi-annual Grants would be funded. In year three, this would increase to approximately 10 and six respectively.

The funding impacts on each NH&CC are presented below in Table 1. Figures are based on the current Operational & Partnership grant funding allocations to the seven eligible NH/CC's in Kingston. Note that the amount of funding allocated to each centre may change in the next triennial period, subject to recommendations by the Assessment Panel and Council approval.

Table 1 – NH&CC funding with a 3% annual increase based on current allocations

NH&CC	Current	Year 1 2027/28	Year 2 2028/29	Year 3 2029/30	Total over 3 years
Aspendale Gardens Community Service	\$83,000	\$85,490	\$88,055	\$90,696	\$264,241
Chelsea Heights Community Centre	\$75,000	\$77,250	\$79,568	\$81,955	\$238,773
Cheltenham Community Centre	\$89,000	\$91,670	\$94,420	\$97,253	\$283,343
Dingley Village Neighbourhood Centre	\$75,000	\$77,250	\$79,568	\$81,955	\$238,773
Longbeach Learning & Activity Centre	\$72,000	\$74,160	\$76,385	\$78,676	\$229,221
Mordialloc Community Centre	\$85,000	\$87,550	\$90,177	\$92,882	\$270,609
Mordialloc Neighbourhood House	\$89,000	\$91,670	\$94,420	\$97,253	\$283,343
Total	\$568,000	\$585,040	\$602,593	\$620,672	\$1,808,305
Increase in funding	\$0	\$17,040	\$34,593	\$52,672	\$104,305

In addition, six of the seven NH&CCs lease a Council facility at a peppercorn rate and Council pays the rent for the NH&CC that is not in a Council facility.

Officers are not recommending increasing the grants budget which is currently \$568,000 for this stream.

3.4 Operational & Partnerships – Multicultural & Seniors Funding Formula (item 1f of the September 2025 resolution)

The qualitative component of the Operational & Partnerships – Multicultural & Seniors funding model has been formalised into the overall Funding Formula, in accordance with Council's resolution from 22 September 2025. In addition, the Regular Social Activities component has been updated to better reflect the actual frequency and cost of activities.

These changes are reflected in the updated Guidelines, where all components of the formula are now measurable and clearly defined. This ensures funding is determined objectively, supports equitable access, and simplifies the process for applicants, particularly those who may experience language or literacy barriers.

The Regular Social Activities calculation was previously based on:

- 2 meeting hours
- 12 meetings per year
- \$2.00 per participant

This produced a total of 48, which has now been replaced with a simpler measure of 52 weeks per year. This minor adjustment results in only a small variation to the total calculated amount (due to the existing \$1,000 funding cap) but improves clarity and consistency.

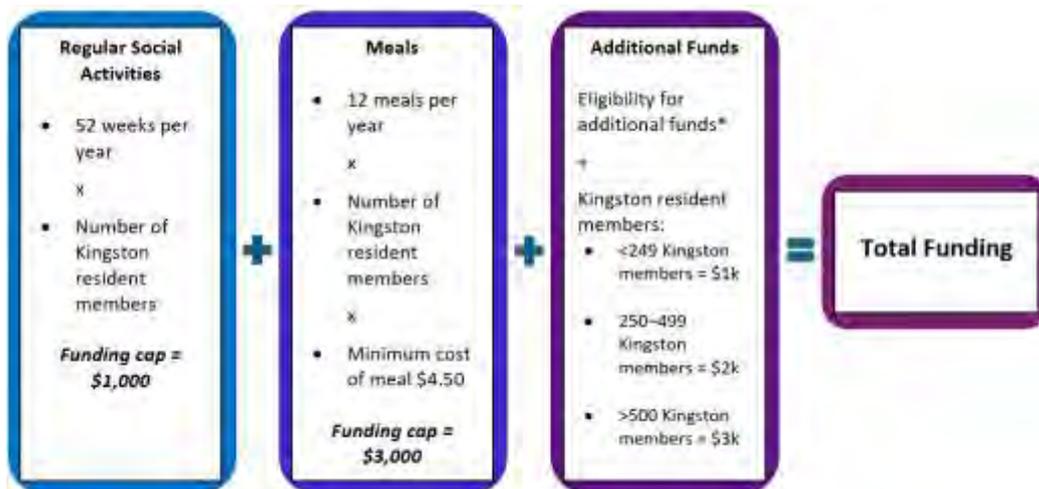
The previous requirement for applicants to provide at least six meals per year has also been removed, as this was already standard practice for most Multicultural and Seniors groups.

Current funding formula:



* Applicants must provide at least 6 meals per year.
** Applicants Financial Balance Sheet indicates they have less than \$50k in unallocated funds.

Proposed funding formula:



* Applicants Financial Balance Sheet indicates they have less than \$50k in unallocated funds.

These updates aim to ensure the funding formula is fair, transparent, and easily understood by all applicants, supporting equitable access to the Kingston Grants Program.

3.4.1 Administrative changes

The following additional administrative changes are recommended and have been incorporated into the revised Grants Policy and Guidelines:

- Grant stream allocation – Delegate authority to Council officers to determine the appropriate grant stream for an application, in consultation with the

applicant. Occasionally, applications are submitted under a stream that does not provide the best opportunity for funding. Officers provide guidance and may recommend an alternative stream. This practice has been in place since January 2024 but not been formally included in Policy.

- Eligibility determinations - Council officer delegation to determine the eligibility of applications based on the criteria in the Kingston Grants Policy and Guidelines, prior to assessment. This process has been consistently applied since the launch of the Kingston Grants Program in January 2024 but has not yet been formally included in the Policy.
- Funding variations – Delegate authority to the Manager Inclusive Communities to approve minor funding variation requests where applicants seek to amend details of a funded activity or event. Officers assess whether the request is reasonable and consistent with the original intent of the application. This practice has been in place since January 2024 but is not formally included in Policy.
- Requirement for quotes in Community Small Grant applications – Introduce a requirement for applicants in the Community Small Grant stream to provide quotes at the time of application. This will improve transparency and accountability, as receipts are currently only required at the acquittal stage.
- Emergency Relief funding tiers – With the introduction of new Emergency Relief funding tiers, delegate authority to Council officers to determine the appropriate category for each application based on the information provided by services and the endorsed funding tiers, prior to Assessment Panel consideration.

The formalisation of these processes will support probity and transparency by ensuring that decisions are made in accordance with the Local Government Act 2020 (Vic), Council’s Grants Policy, and best-practice governance such as the recommendations of the VAGO report into Fraud Control.

3.5 Response to Kingston Grants Review Working Group recommendations (October 2025 resolution)

Updates to the Grants Policy and Guidelines have been made in response to feedback from the Kingston Grants Review Working Group.

A summary of proposed changes is provided in Table 2.

Table 2 – Kingston Grants Review Working Group recommendations and proposed implementation

No	Recommendation	Implementation
1	Make Grants Fraud Control Training mandatory for Councillors, staff and assessment panel members	An e-learning training module has been developed to address this recommendation. The training will be included in Councillor and relevant staff inductions, with annual refresher training to be completed thereafter. Assessment Panel members will also be required to complete this training. Requirement for training included in the Policy (Appendix 1, p.10 and 11).
2	Review the Kingston Grants Program Policy to include Misuse of Position provisions and integrity best practice	A Misuse of Position clause has been added to the Policy (see Appendix 1, p.10 and 11).
3	Establish a declaration process for all Councillors regarding major grant streams (Community Bi-Annual Grants, Operational & Partnership Grants (excluding Multicultural and Seniors category), and Community Festivals, Events & Creative Activities Grant) – declaring that Councillors with a Conflict of Interest have not engaged in lobbying/influencing other Councillors or officers, nor that other Councillors (without a Conflict of Interest) have been	All Councillors will be required to make a declaration to be attached to the Council report. These will be required twice per year, prior to the triennial and bi-annual grants reports presented at the June and December Council Meetings. Requirement for Conflict of Interest included in the Policy (see Appendix 1, p.11).

**City of Kingston
Ordinary Council Meeting**

Agenda

2 February 2026

	lobbied/influenced by a Councillor who has declared a Conflict of Interest	
4	Raise awareness of Conflict of Interest, Misuse of Position and Model Councillor Code of Conduct as part of community grant briefings	Additional wording has been included on pages 9-11 of the Policy (see Appendix 1). These topics will also be included in the agenda for the biannual Grants Information Sessions open to the community.
5	Advocate to the State Government to introduce stronger clarity and direction regarding Misuse of Position via the Local Government Act and any other relevant mechanism, that includes our enhanced policies and practices	Consider submitting a motion to the MAV State Council Meeting in May 2026. Send a letter to the Minister for Local Government. No Policy impact.
6	Inform community grant applicants of the role of Councillors as decision makers and the need to avoid inappropriate lobbying of Councillors	This information has been added to Grants Guidelines (Appendices 2-6) and application forms. It will also be included in the agenda of Grants Information Sessions.
7	Establish a formal process for Councillors seeking assistance with potential amendments/alternate motions to improve transparency and accountability of each amendment	Develop and document a clear procedure to develop amendments. No Policy impact.
8	Establish a process to provide Councillors, via a briefing session, the opportunity to seek further information on recommendations	Questions need to be submitted to the General Manager Community Strengthening within a week of a briefing session, cc'ing all Councillors. Responses to be provided to all Councillors via cNet. Noting, Assessment Panel recommendations do not change. No Policy impact.
9	Acquittal summaries regarding major grant streams are provided to Council annually (Community Bi-Annual Grants, Operational & Partnership Grants (excluding Multicultural and Seniors category), and Community Festivals, Events & Creative Activities Grant)	Acquittal summaries will be included in Council reports for major grant streams. A report will be presented to the Council Meeting in December. No Policy impact.

4. Consultation

4.1 Internal Consultation:

This Policy was reviewed by the Governance and Policy Committee on 7 October 2025 and presented to Councillor Briefing in November 2025.

4.2 Community Consultation:

Group	Method
Key Stakeholders: <ul style="list-style-type: none"> • Aspendale Gardens Community Centre • Chelsea Heights Community Centre • Cheltenham Community Centre • Dingley Village Neighbourhood House • Longbeach Place Inc. • Mordialloc Community Centre • Mordialloc Neighbourhood House 	NH&CC's were consulted regarding the funding formula for the Neighbourhood Houses & Community Centres grants category. They received individual phone calls and provided with an opportunity to complete a survey.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Responsibly Governed - We are a transparent and efficient organisation that is accountable, responsive and cost-effective

Strategy: Ensure good governance through integrity, accountability, and continuous improvement

The Kingston Grants Policy ensures good governance by upholding integrity through transparent processes, accountability through clear reporting and oversight, and continuous improvement through regular review.

5.2 Governance Principles Alignment

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

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

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

The Kingston Grants Policy supports good governance by ensuring transparent and consistent processes, clear accountability through reporting and oversight, and a commitment to continuous improvement through regular review and refinement.

5.3 Financial Considerations

The Kingston Grants Program will be delivered within existing resources and the changes to the Policy and Guidelines aim to support equitable allocation of grant funding.

5.4 Risk considerations

Council is committed to maintaining the highest standards of integrity, accountability, and transparency in all grant-related decision-making.

The Policy and Guidelines incorporate the recommendations from the VAGO report: Fraud Control over Local Government Grants.

Under Section 123 of the Local Government Act 2020 (Vic), Councillors and members of delegated committees must not intentionally misuse their position to gain or attempt to gain, directly or indirectly, an advantage for themselves or another person, or to cause or attempt to cause detriment to the Council or another person.

Examples of misuse of position could include, but are not limited to:

- Making improper use of information or confidential material acquired as a Councillor;
- Disclosing confidential information without authority;
- Directing or improperly influencing Councillors or staff;
- Using public resources or funds for unauthorised purposes; or
- Participating in decision-making where a conflict of interest exists.

A breach of Section 123 is an indictable offence, with penalties of up to 600 penalty units or five years' imprisonment (or both).

To mitigate risks associated with grants decision-making, Council will ensure that:

- All Councillors, Assessment Panel members, and staff involved in grant assessment or decision-making undertake annual governance and probity training, including managing conflicts of interest and maintaining program integrity;

- Conflicts of interest are declared, documented, and managed in accordance with Sections 127–131 of the Act;
- Councillor involvement in the grants process is limited to considering and approving recommendations made through the established assessment process; and
- All decisions are documented and made transparently in accordance with Section 9(2)(i) of the Act, which requires that Council decisions, actions, and information are to be transparent.

These measures collectively uphold the integrity of the Kingston Grants Program and ensure compliance with legislative and governance obligations.

Appendices

Appendix 1 - Kingston Grants Program Policy (December 2025) (Ref 25/209354)  

Appendix 2 - Operational & Partnership Grant Guidelines (Ref 24/252841)  

Appendix 3 - Community Event Grant Guidelines (Ref 24/252846)  

Appendix 4 - Community Bi-annual Grant Guidelines (Ref 24/252798)  

Appendix 5 - Community Small Grant Guidelines (Ref 24/252792)  

Appendix 6 - Individual Development Grant Guidelines (Ref 24/252844)  

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

8.1

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1 Document Control

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

RESPONSIBLE GENERAL MANAGER	General Manager Community Strengthening
POLICY OWNER	Manager Inclusive Communities
APPROVED BY	Council on 15 December 2025
EFFECTIVE DATE (If different from approval date)	1 January 2026
SIGNATURE	
REVIEW DATE	1/01/2030
CM REF AND VERSION	25/209354 V3
VERSION HISTORY	This Policy Replaces Versions 23/251230 & 25/101827

2 Purpose

This Policy sets out the approach to Council's provision of financial assistance to the community through *grants*, as offered through the Kingston Grants Program.

3 Scope

3.1 Grants

This Policy applies to the *grant streams* listed below and further detailed at Appendix A: 'Kingston Grants Program – Grants Streams Overview' of this Policy.

- Community Events Grants
- Operational & Partnership Grants
- Community Bi-annual Grants
- Community Small Grants
- Individual Development Grants

3.2 Council Representatives

This Policy applies to all Council officers, Councillors and external personnel who have responsibility for planning, assessing, deciding, managing and/or evaluating *grants* for any *activities* of any dollar value for, or on behalf of, Council.

3.3 Community Representatives

This Policy applies to community members who apply for (*applicants*) and/or receive (*recipients*) a Council *grant* for any *activities* of any dollar value, or who at Council's discretion, are engaged by Council to contribute to assessing and making recommendations for *grants*.

4 Policy Details

The Kingston Grants Program plays an important role in enabling the delivery of *activities* for the benefit of the Kingston community, in alignment with Council's key directions (*strategic priorities*) as identified in the Council & Wellbeing Plan 2025-29 and other strategic documents.

4.1 Strategic Context

Council provides *grants* consistent with the following *key directions* under the Council & Wellbeing Plan 2025-29:

- Healthy & Connected
- Vibrant & Prosperous
- Liveable & Sustainable
- Responsibly Governed

The latest published Council & Wellbeing Plan 2025-29, together with supporting policies, strategies, and action plans can be found on Council's website at:

www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports

4.2 Objectives

The Kingston Grants Program aims to:

- Assist the delivery of Council's *key directions*
- Provide fair, inclusive, and equitable opportunity for the Kingston community to seek financial assistance through *grants* from Council
- Support a diverse range of *organisations and community groups*, individuals, and *activities*, that respond to identified local needs and achieve positive outcomes for the Kingston community
- Commit to processes that support sound management and governance of *grants*

4.3 Guiding Principles

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

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

- **Strategic Alignment:** Grants programs should be aligned with Council's strategic direction.

4.4 Funding Priorities

Council is committed to ensuring the best use of funds through its *grants* programs to maximise benefits for the Kingston community. Funding priorities are guided by the Council & Wellbeing Plan 2025–29 and are delivered through Council's established grant *streams* and categories.

In addition, Council may endorse specific priorities to guide the allocation of funding through the Community Bi-annual Grants and Community Small Grants streams. These priorities may reflect key focus areas of the Council & Wellbeing Plan 2025–29, including:

- Youth Engagement and Support
- Climate Action and Sustainability
- Aboriginal and Torres Strait Islander Recognition and Self-Determination
- Equity, Inclusion and Social Justice
- Community Health and Wellbeing
- Welfare support
- Community Safety and Family Violence Prevention
- Connected and Resilient Communities
- Arts, Culture and Heritage
- Active and Healthy Lifestyles
- Digital Inclusion and Innovation
- Support for Older Adults and Carers
- Access to Nature and Open Space

4.5 Kingston Grants Program – Grant Streams and Categories

The Kingston Grants Program includes the following grant *streams* and categories:

- **Community Events Grants** (up to \$25,000 annually) – For not-for-profit *organisations and community groups* in delivering established, regular, and significant events within Kingston that are accessible to the entire community.
- **Operational & Partnership Grants** – For the operational costs of not-for-profit *organisations and community groups*.
 - **Neighbourhood Houses & Community Centres (NH&CC)** (up to \$90,000 annually) – For community Neighbourhood Houses and Centres.
 - **Welfare Services**
 - **Emergency Relief** (up to \$110,000 annually) – For services that align with the *Emergency Relief Funding Model*.
 - **Welfare Support** (up to \$60,000 annually) - For non-Emergency Relief welfare services that deliver specialist programs.
 - **Community Interest Organisations** (Up to \$20,000 annually) – For organisations that strengthen community life.
 - **Multicultural & Seniors** (Up to \$7,000 annually) - For Kingston's multicultural and seniors groups.

- **Community Bi-annual Grants** (up to \$10,000) – For new or once-off activities that align with the Council & Wellbeing Plan 2025-29.
 - **Community Projects & Programs** – For not-for-profit *organisations and community groups* activities.
 - **Small Community Events** – For not-for-profit *organisations and community groups* delivering smaller-scale events in Kingston.
 - **Minor Capital Works** – For not-for-profit *organisations and community groups* to make small improvements to community buildings or outdoor spaces in Kingston or install energy-efficient appliances or equipment.
 - **Arts Projects & Programs** - For artists seeking to create and present arts activities in Kingston.
 - **Local Business Community Impact** – For for-profit businesses that contribute to the diversity of community activities within Kingston.
- **Community Small Grants** (up to \$2,000) - For not-for-profit *organisations and community groups* delivering smaller-scale once-off activities that align with the Council & Wellbeing Plan 2025-29.
 - **Community Projects & Programs** – For activities that strengthen the Kingston community.
 - **Community Celebrations** – For small-scale gatherings that celebrate culture, identity, or local milestones.
 - **Small Equipment** - For the purchase of small equipment.
 - **Capacity Building** – For activities that build capability (skills, succession planning, governance).
 - **New Group Start-Up Support** – For new groups to become established and *incorporated*.
- **Individual Development Grants** (up to \$750) - For once-off activities for individual Kingston residents who are competing, performing, or representing at a State, National, or International level in their chosen field.

4.6 Grants Administration & Decision-Making

The Kingston Grants Program involves *application*, eligibility, assessment, decision-making, funding allocation, grant management and reporting stages.

4.6.1 Application Requirements and Eligibility

Application Process

All *applications* must be submitted via the official *application* process. Only complete *applications*, including all required approvals and supporting documentation, will be considered. Council will not fund any costs associated with the preparation of funding *applications*, reporting, or grant management. Support will be provided to assist *applicants* and grant *recipients*.

Late applications will only be considered by the Manager of Inclusive Communities in exceptional circumstances. Exceptional circumstances do not include illness, leave, or holidays of one community group or family member.

Alignment with Council Priorities

Applications must:

- Align with funding priorities related to the Council & Wellbeing Plan 2025-29.

- Align with the purpose of the relevant grant *stream* and *category*.
- Comply with all Council policies, applicable laws, government directions, and legal agreements.

Funding Restrictions

Applications must be for a distinct *activity* not already funded through another Kingston Grants Program *stream* or the Kingston Charitable Fund.

Funding will not be provided for:

- Replacing reduced or discontinued income from other sources.
- Duplicating funding for the same *activity* across multiple grant *streams*.
- Duplicating activities already provided by Council or other sources for the same audience.
- Activities that are the core responsibility of the State or Commonwealth Government, non-government entities, or part of the school curriculum.
- Reimbursement for costs incurred prior to funding allocation and execution of a *Funding Agreement*.

Eligibility

Each grant *stream* or *category* has specific eligibility requirements, as outlined in the respective program guidelines.

To be eligible for funding from the Kingston Grants Program, *applicants* must:

- Be, or be *auspiced* by, an incorporated not-for-profit organisation or community group - unless applying under the following grant *streams* or *categories*:
 - *Community Bi-annual Grants – Local Business Community Impact*
 - *Community Small Grants – New Group Start-up Support*
 - *Individual Development Grants*
- Be located in Kingston or demonstrate a significant benefit to the Kingston community.
- Hold appropriate insurances.
- Not have outstanding debts to Council (unless subject to an approved payment plan).
- Have met all applicable obligations to relevant government institutions, such as Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, the Australian Securities and Investment Commission, and WorkSafe Victoria.

4.6.2 Assessment

All *applications* will be assessed against the published Assessment Criteria. The criteria and assessment processes for each grant *stream* and *category* are detailed in the relevant Guidelines.

The following grants will be assessed by the Kingston Grants Program Assessment Panel:

- Community Events Grants
- Operational & Partnership Grants – Neighbourhood Houses & Community Centres category
- Operational & Partnership Grants – Welfare Services category
- Operational & Partnership Grants – Community Interest Organisations category
- Community Bi-annual Grants

The Assessment Panel membership and role is defined in the Kingston Grants Program Assessment Panel Terms of Reference, who receive specialist advice from subject matter experts and make funding recommendations to Council.

The assessment of Operational & Partnership Grants – Multicultural & Seniors category, Community Small Grants, and Individual Development Grants are delegated to Council Officers. Delegations and authorisations are outlined in Section 5.1 of this Policy.

The Operational & Partnerships - Multicultural & Seniors category is assessed by a formula-based funding model. If the total amount calculated under the funding formula exceeds the available budget, allocations for all successful applicants will be reduced proportionally to remain within the approved budget.

4.6.3 Decision-Making

Grant funding decisions are made by Council unless delegated to Council Officers. Delegations and authorisations are outlined in Section 5.1 of this Policy.

4.6.4 Funding Allocation

Following the funding decision, the successful *applicant* must enter into a *Funding Agreement* before any payment is released. Payment will only be made once all grant requirements have been met. Funding will not be released if the *applicant* has any previous Council *grants* that have not been successfully acquitted. Triennial grant instalments will only be released once the previous year's funding has been successfully acquitted and all reporting requirements have been met.

4.6.5 Grant Management

Grant recipients must acknowledge Council's support in any publications or advertisements related to their activity.

Any proposed changes to funded activities must be communicated to Council as early as possible, and completion of a *Funding Variation* form may be required. Grant funds must be expended within the timeframe specified in the funding agreement, unless a *Funding Variation* has been approved to extend the *activity* timelines and *acquittal* due date.

4.6.6 Reporting

Recipients are required to submit an *Acquittal* form to report on grant outcomes and provide evidence of expenditure. Acquittals are reviewed to ensure that funds have been expended in accordance with the approved activity. Acquittals must be submitted by the specified due date. Council may decline to accept acquittals that are incomplete, incorrect, or submitted after the due date.

4.7 Good Governance

Council will ensure high standards of governance are upheld in the provision of *grants*. Our approach to *grants* governance activates the Guiding Principles at section 4.3 of this Policy, and is guided by Australian Standard AS 8000 that sets standards in relation to governance, including probity assurance.

- **Transparency and accountability**
 - All *grants* available will be promoted to the community.
 - Approved *grants* will be published to the community¹.

¹ Council will not publish the names or other details of individual *recipients* without permission, for privacy and safety reasons.

- Program Guidelines will be developed and published for all *grant streams* and *grant categories* determined by Council.
 - Program Guidelines will provide information about:
 - All *grant streams* and *grant categories* available
 - The *application* process
 - Eligibility requirements as to who can apply and the types of *activities* and expenses that can be considered
 - *Assessment* criteria and process
 - Funding priorities
 - Timelines
 - General conditions that apply to *grants*
 - Reporting and *acquittal* requirements
 - Support available for *applicants*.
 - Unsuccessful *applicants* will be provided feedback on the reasons their *application* was unsuccessful.
 - *Applicants* approved for partial funding will be provided feedback on the reasons for partial funding.
 - *Recipients* must enter into a *funding agreement* with Council before any monies are released.
 - Any variation to a *grant* approved by Council must be requested in writing by the *recipient* and approved by Council officers. A variation may relate to time, value or scope. *Recipients* cannot be allocated additional funding.
 - *Recipients* must acquit their *grant* to ensure that the *grant* received has been spent in accordance with this Policy, the published Program Guidelines, and in accordance with the *funding agreement*.
 - Unspent funds must be returned to Council.
- **Fairness and equity**
 - Council will ensure that *grants* are equitably available to a diverse range of *organisations*, *community groups* and individuals across a broad range of *activities* that are consistent with Council's *strategic priorities*.
 - Available *grants* will be widely promoted to the community using multiple channels to reach as many people as possible. This includes (but is not limited to) Council's website, Council's eNews, Council's social media, advertisement in local newspapers, direct e-mail to previous *applicants* and *recipients*, notices across Council's community hub locations, and provision of information sessions.
 - Council will provide *application* development support and links to language and accessible services to assist *applicants* who are from non-English speaking backgrounds or have a vision or audio impairment.
 - Council will make its best efforts to remove barriers and discrimination in the *grants* process. This includes (but is not limited to) where barriers arise due to language, culture, mobility, disability, age, gender, safety, and technology access and literacy.
 - *Application*, *assessment*, *funding agreement*, and *acquittal* requirements will be proportionate to the monetary value and risk level of a *grant* requested or received.

- All *applications* will be considered using the same eligibility and *assessment* criteria for the applicable *grant stream* set out in published Program Guidelines.
 - *Applicants* and *recipients* must demonstrate that their *activity* is made available to the community without discrimination on the basis of access, equity, and human rights and responsibilities.
 - Whilst Council's funding decisions are final, *applicants* can choose to contact Council to appeal a funding decision, to be dealt with in accordance with Council's Complaints Policy.
- **Impartiality and ethical conduct**
 - All staff, Assessment Panel members, and Councillors involved in the administration, assessment, or decision-making of grants are required to complete annual training on maintaining the integrity of the grants program and managing fraud and corruption risks, as recommended in the VAGO Fraud Control Over Local Government Grants report. Council provides mandatory training for staff and Councillors that covers:
 - Declaring and managing conflicts of interest
 - Fraud risks specific to grant programs
 - The council's relevant policies and procedures.
 - Council will offer *grants* without bias to maintain trust in the *application* and *assessment* process.
 - Council will ensure that collusive or otherwise unethical behaviours that may lead to bias or undue influence are well-managed by ensuring that *applications* are considered on their merits consistent with published Program Guidelines.
 - The *assessment* process will ensure separation between those that assess and make recommendations on *applications* and those that decide on *applications*.
 - Council will establish a Grants Assessment Panel to assess and make recommendations on *applications* that are determined to be higher value/higher risk (i.e. *applications* to Operational & Partnership *Grants* - except Multicultural & Seniors *category*, Community Bi-annual *Grants*, and Community Events *Grants*). This panel will operate to a documented Terms of Reference.
 - Council will appoint an independent probity representative to observe meetings of Council's Grants Assessment Panel, where this panel is used in the *assessment* process and in accordance with the Terms of Reference of this panel.
 - All funding decisions will be recorded. If a funding decision is inconsistent with a funding recommendation, the reason for this difference will also be recorded.
 - Letters of support from Councillors submitted with an *application* by *applicants* will not be considered during the *assessment* process.
 - No funding recommendations will be presented to Councillors for decision at the time of Council elections, in accordance with Council's Election Period Policy.

- **Misuse of position**

- Under Section 123 of the Local Government Act 2020 (Vic), Councillors and members of delegated committees must not intentionally misuse their position to gain or attempt to gain, directly or indirectly, an advantage for themselves or another person, or to cause or attempt to cause detriment to the Council or another person.
- Examples of misuse of position could include, but are not limited to:
 - Making improper use of information or confidential material acquired as a Councillor;
 - Disclosing confidential information without authority;
 - Directing or improperly influencing staff;
 - Using public resources or funds for unauthorised purposes;
 - Councillors with a conflict of interest trying to influence other Councillors; or
 - Participating in decision-making where a conflict of interest exists.
- To mitigate risks associated with grants decision-making, Council will ensure that:
 - All Councillors, Assessment Panel members, and staff involved in grant assessment or decision-making undertake annual governance and probity training, including managing conflicts of interest and maintaining program integrity;
 - Conflicts of interest are declared, documented, and managed in accordance with Sections 127–131 of the Act;
 - Councillor involvement in the grants process is limited to considering and approving recommendations made through the established assessment process; and
 - All decisions are documented and made transparently in accordance with Section 9(2)(i) of the Act, which requires that Council decisions, actions, and information are to be transparent.
- These measures collectively uphold the integrity of the Kingston Grants Program and ensure compliance with legislative and governance obligations.

- **Value for money**

- Council will obtain best value in the use of public funds in the way it provides *grants*. This will be done in accordance with Council's *key directions* set out in the Council & Wellbeing Plan 2025-29, and in alignment with published Program Guidelines.
- *Applications* will be considered against financial and non-financial value-for-money considerations, expressed in formula funding approaches and as *assessment* criteria set out in published Program Guidelines.
- Council will consider the monetary value of *grants* in its expectations of community benefit that can reasonably be delivered through the *activity*.
- Council will ensure that periodic evaluation of the benefits and outcomes achieved from *grants* is undertaken.

- **Conflict of interest management**
 - In line with expected conduct standards for Councillors and Council officers, Council will proactively manage actual, potential or perceived conflicts of interest when assessing, making recommendations, and deciding on *applications*.
 - Any person involved in assessing, making recommendations, and deciding on *applications* will be subject to Council's conflict of interest declaration and management process for *grants* set out in Council's Grants Practice Manual and in accordance with Council's Conflict of Interest Policy.
 - Councillors will be subject to standing conflict of interest declaration and management processes where recommendations are presented to a meeting of Council for decision.
- **Confidentiality management**
 - Notwithstanding Council's commitment to transparency, some information collected, developed and held in relation to *applications*, *applicants*, *recipients*, and *acquittals*, needs to remain confidential as per the *Local Government Act 2020* (VIC), to uphold *grants* process integrity.
 - Council will use appropriate systems and procedures, including access permissions and controls, to ensure the security and disposal of *grants* information.
 - Information about *grants* will only be shared on a need-to-know basis with time limits imposed to access certain information, as appropriate.
 - Any person involved in assessing, making recommendations, and deciding on *applications* or otherwise having access to *grants*-related information will be subject to Council's conduct and policy requirements for handling Council information.

4.8 Budget

Council allocates an annual funding pool for distribution across the nominated *grant streams* in accordance with Council's annual budget planning process.

For nominated multi-year *grant streams*, Council makes a multi-year budget commitment for allocation through the annual funding pool for distribution.

Council will reserve the right to target funding to areas that align with its *key directions* or other identified emerging need. The community will be notified of such preferences through published Program Guidelines.

4.9 State of Disaster, State of Emergency or Critical Incidents

Council will reserve the right to adopt streamlined and flexible *grants* processes to facilitate an immediate response to an emergency, crisis or disaster.

This includes, but may not be limited to, instances where a State of Disaster or a State of Emergency is declared under the *Emergency Management Victoria Act 2005* (Vic) or *Public Health and Wellbeing Act 2008* (Vic).

For all such events and incidents, Council officers are required to deliver *grants* as directed by Council's Chief Executive Officer, or their delegate, and in accordance with Council's Instruments of Delegation.

4.10 Relationship to Other Funding Programs

4.10.1 Kingston Charitable Fund

Established in 2006, the Kingston Charitable Fund operates as a not-for-profit *organisation* independent from Council. Its purpose is to raise and distribute funds to community *organisations* with Deductible Gift Recipient (DGR) and Tax Concession Charity (TCC) status (i.e. charitable *organisations*), to support initiatives that deliver benefits to the Kingston community.

Council supports the program by promoting funding opportunities and providing recommendations to the Lord Mayor's Charitable Foundation Board for approval. Council does not directly manage or distribute the funding pool.

4.10.2 Other Funding Sources

Where appropriate, Council at its discretion may:

- Transfer or delegate a funding request to another Council program for consideration
- When assessing a request for any Council *grant*, consider and advise an *applicant* of alternative means of funding or in-kind support that may be appropriate for the nature of the *application* submitted. This support may be within or external to Council.

4.11 Review and Evaluation

From time to time, circumstances may require minor administrative changes to this Policy. Changes to this Policy that are not considered material, will be made administratively, such as updates to Council department or position title names, legislative amendments affecting the name of the legislation, updates to *key priorities* aligned to the latest Council & Wellbeing Plan 2025-29, or operational details relevant to *grant streams* or *grant categories* including (but not limited to) names and funding amount thresholds. Any other changes that materially impact this Policy's intent must be considered by Council.

The Kingston Grants Program and its *grants streams* will undergo periodic review to ensure they remain responsive to Council's *key directions* and community needs. Council uses information collected in the *grants* process and through targeted consultation as required to inform continuous improvement in how *grants* are provided. The information will be considered against the objectives for the Kingston Grants Program outlined in this Policy.

5 Delegation Authority and Decision Guidelines

5.1 Delegations/Authorisations

Council delegates:

- The Manager Inclusive Communities to accept or reject late applications.

- The Manager Inclusive Communities, Team Leader Community Capacity and Partnerships, and Coordinator Community Capacity, to:
 - determine *applicant* eligibility and *application* alignment with funding *streams*, categories and Emergency Relief funding tiers.
 - make funding decisions for the Individual Development *Grants* and Community Small *Grants streams*.
 - approve *Funding Variations* aligning with the intent of the funded *activity* (excluding increases to approved funding amounts). These changes will be documented via *Funding Variation* forms.
- The Chief Executive Officer, or their delegate, in the event of a State of Disaster, State of Emergency or Critical Incidents in accordance with [section 4.9](#) of this Policy.

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

5.2 Exemptions

Exemption to this Policy must be requested in writing to the Manager Inclusive Communities, with information outlining:

- The requesting Council officer and department
- The nature of the *grants*
- Reason(s) as to why an exemption required
- Sign-off by the Manager of the requesting department.

Requestors should note that exemption is not automatic and will only be considered in exceptional circumstances.

5.3 Human Rights Charter

This Policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities 2006.

6 Related Documents and Resources

Legislation / External Documents

Key relevant legislation and external documents include (but are not limited to):

- *Local Government Act 2020 (Vic)*, with specific reference to:
 - s47 – Delegations by Chief Executive Officer
 - s49 – Code of conduct for members of Council staff
 - s53-54 – Audit and risk committee
 - s55-58 – Community accountability
 - s70 – Prohibition of Councillor discretionary funds
 - s107 – Complaints policy

- s123-125 – Improper conduct
- s126-131 – Conflict of interest
- s137-138 – Gifts
- s139-140 – Councillor conduct
- *Associations Incorporation Reform Act 2012 (Vic) & Associations Incorporation Reform Regulations 2023*
- Australian National Audit Office (ANAO) Reports
- *Charities Act 2013 (Cth)*
- Charter of Human Rights and Responsibilities
- *Commonwealth Grants Rules and Guidelines (CGRGs, 2017, Dept. of Finance)*
- *Corporations Act 2001 (Cth)*
- *Disability Discrimination Act 1992 (Cth) & Disability Inclusion Principles*
- *Emergency Management Victoria Act 2005 (Vic)*
- *Equal Opportunity Act 2010 (Vic)*
- *Gender Equality Act 2020 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Privacy Act 1988 (Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Victorian Auditor-General's Office (VAGO) Fraud and Corruption Control – Local Government and Grants Programs*
- Victorian Child Safe Standards (2022)
- *Victorian Grants Management Framework (DFFH/DTF)*
- *Victorian Integrity Agencies Guidance (from IBAC and the Local Government Inspectorate)*

Internal Documents

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

- Child Safe Policy
- Complaints Policy
- Conflict of Interest Policy
- Council & Wellbeing Plan 2025-29 and supporting policies, strategies and action plans
- Election Period Policy
- Fraud and Corruption Policy
- Grants Assessment Panel Terms of Reference
- *Grant application and funding forms:*
 - *Application form*
 - *Eligibility Check form*
 - *Assessment forms*
 - *Funding Agreement*

- *Funding Variation*
- *Acquittal form*
- Conflict of Interest declaration
- Instruments of Delegation
- Leasing Policy
- Kingston *Grants* Program Guidelines

Resources

For all Kingston Grants Program information including this Policy, the Program Guidelines, and supporting guidance, please refer to Kingston's website:

<https://www.kingston.vic.gov.au/community/grants>

This Policy is available in a variety of formats including hard copy, electronic, and large print from Council's website and Community Grants Officers - 1800 635 356. For translation services please call TIS on 131 450.

7 Definitions

Activity	A service, program, project, event, or other pursuit that is the subject of an <i>application</i> or <i>grant</i> .
Acquittal	Information provided by a <i>recipient</i> that ensures that funds have been spent and administered in line with the conditions of the <i>grant</i> . An <i>acquittal</i> is a report that outlines how the funds were spent (financial) and what was achieved with the support, including activities delivered, outcomes and benefits to the community.
Applicant	An <i>organisation</i> or individual who applies for a <i>grant</i> .
Application	The formal documented request for a <i>grant</i> submitted by an <i>applicant</i> , typically in response to a set of questions and information requested.
Auspice	An agreement where one <i>organisation</i> agrees to apply for and manage a <i>grant</i> on behalf of another <i>organisation</i> . The <i>auspice</i> is responsible for financial and <i>acquittal</i> requirements.
Category	Refers to a specific offering under a <i>grant stream</i> . At times, they may have further specified objectives.
Funding Agreement	Sets out the general terms and conditions, additional terms and conditions and schedules relevant to the funded <i>activity</i> .
Funding Variation	Any approved change to the original terms of a funding agreement between Council and a grant <i>recipient</i> . This may include amendments to the purpose, scope, timelines, or conditions of a funded activity. Variations must be formally requested by the grant <i>recipient</i> , assessed by Council, and approved in writing before the change can take effect.

Grant	Money given to organisations and community groups or individuals for a specified purpose that is consistent with and helps achieve priority objectives and outcomes of both Council and the <i>organisation</i> or individual.
Grant stream	A specific offering under an umbrella <i>grants</i> program tied to specific objectives.
Incorporated	Incorporated under the <i>Associations Incorporation Reform Act 2012</i> (Vic) or other relevant legislation.
Kingston	Municipality of Kingston, Victoria (City of Kingston)
Local Business	In the context of these grants, a local business is defined as a business registered within the City of Kingston that has been operating for at least 12 months, employs between 1 and 4 staff, and has an annual turnover of less than \$2,000,000.
Minor capital works	In the context of this Policy, Minor Capital works includes the renewal of fitted or fixed equipment or furnishings for community use (such as netting behind goal posts, goal post installation, fencing, carpet replacement, lighting upgrades, playing surface upgrades, kitchen upgrades, electronic scoreboards, painting a hall, and seating), where the total project value is less than \$100k.
Organisation and Community Group	An entity consisting of a group of people that has a shared purpose and carries out <i>activities</i> in support of the shared purpose. In context of this Policy, it includes community groups and clubs.
Recipient	An <i>organisation</i> or individual who receives a <i>grant</i> .
Strategic priorities	Collective term referring to Council's strategic directions, objectives and priorities as set out in the Council & Wellbeing Plan 2025-29 supporting policies, strategies, and action plans.

8 Appendix A: Kingston Grants Program - Grant Streams Overview

Grant stream Focus Description	Community Events Grants	Operational & Partnership Grants	Community Bi-Annual Grants	Community Small Grants	Individual Development Grants
Who the grants are for	Community Event support Support event organisers to establish and deliver safe, successful, and sustainably operated-annual community events or a program or series of community events in Kingston	Operational support Support provision and development of key community services, programs and other initiatives that align with Council's strategic priorities.	One-off activity support Support delivery of projects and activities that align with Council's strategic priorities.	One-off activity support Support smaller scale projects and activities that strengthen community participation, help the environment, improve group sustainability.	One-off activity support Support individuals to compete, perform or represent at a State, National or international level in their chosen discipline.
Categories	Not-for-profit organisations and community groups	Not-for-profit organisations and community groups	Not-for-profit organisations and community groups, auspiced artists, and local businesses	Not-for-profit organisations and community groups seeking incorporation	Individual residents
Amount (ex GST unless specified)	No categories but can support larger community events or a series of community events	<ul style="list-style-type: none"> Neighbourhood Houses & Community Centres Multicultural & Seniors Welfare Services <ul style="list-style-type: none"> Emergency Relief Welfare Support Community Interest Organisations 	<ul style="list-style-type: none"> Community Projects & Programs Small Community Events Minor Capital Works Arts Projects & Programs Local Business Community Impact 	<ul style="list-style-type: none"> Community Projects & Programs Community Celebrations Small Equipment Capacity Building New Group Start-up Support 	No categories
Term Frequency offered	Up to \$25,000	<ul style="list-style-type: none"> Neighbourhood Houses & Community Centres – up to \$90,000 Welfare Services <ul style="list-style-type: none"> Emergency Relief – Up to \$110,000 Welfare Support – Up to \$60,000 Community Interest Organisations – up to \$20,000 Multicultural & Seniors – up to \$7,000 (including maximum qualitative funding) 	Up to \$10,000	Up to \$2,000	Up to \$600 (plus 25% financial hardship)
Application process	3 years Assessed annually (until funding is exhausted)	3 years Assessed annually (until funding is exhausted)	1 year Bi-annual (twice a year)	1 year Always open (until funding is exhausted)	On activity completion Always open (until funding is exhausted)
Assessment and approval process	Application form, online	Application form, online	Application form, online	Application form, online	Application form, online
Contract type Report type	Council officer(s) eligibility check and assessment. Panel recommendation presented to Council for a decision.	Council officer(s) eligibility check and assessment. Panel recommendation presented to Council for a decision.	Council officer(s) eligibility check and assessment. Panel recommendation presented to Council for a decision.	Council officer(s) eligibility check and assessment. Decision by Council officer(s) by delegations, reporting to Council for noting.	Council officer(s) eligibility check and assessment. Decision by Council officer(s) by delegations, reporting to Council for noting.
Note:	Funding Agreement Annual Report Financial Acquittal	Funding Agreement Annual Report Financial Acquittal	Funding Agreement Final Report Financial Acquittal	Funding Agreement - simple Final Report Financial Acquittal	Funding Agreement - simple Final Report Financial Acquittal

Note: The Kingston Charitable Fund is a separate, related funding source administered under independent governance arrangements to the above grant streams.

Kingston Grants Program

Operational & Partnership Grant Guidelines 2025-2026

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Support and Accessibility

Council is committed to ensuring that every person interested in applying for a grant has equal access to information and services.

- Council officers can help support you to submit your application.
- Language Assistance: Call 131 450, say 'City of Kingston,' and provide 1300 653 356.
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Council pays tribute to the invaluable contributions of the Bunurong and other Aboriginal and Torres Strait Island Elders who have guided and continue to guide the work we do.

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About These Guidelines

These Guidelines explain what the grant can fund, who is eligible and what activity is eligible, who can apply, how to apply, how applications are assessed, how funding decisions are made, how to manage your grant, and where to get help. Applicants should refer to both the Kingston Grants Program Policy and these Guidelines to prepare an application.

What We Fund

Operational & Partnership grants provide triennial funding (three years of funding) to support the operational costs of established not-for-profit community organisations or groups that are based in, or deliver services within, Kingston, in the following categories:

- Neighbourhood Houses & Community Centres (NH&CC)
- Welfare Services
- Community Interest Organisations
- Multicultural & Seniors

Eligibility

Applications must:

- Align with the key directions of the Council & Wellbeing Plan 2025-29.
- Align with the purpose and requirements of this grant stream.
- Include current public liability insurance with an appropriate level of cover and a copy of your Certificate of Currency.
- Provide quotes for each item or service to be funded.
- Be submitted by the due date.

Applicants must:

- Be located in Kingston; or if located outside of Kingston, be able to demonstrate their activity provides a significant benefit to the Kingston community.
- Have no overdue grant reports or debts with Council.
- Not have received a Kingston Grants Program or Kingston Charitable Fund grant for the same activity within the same financial year.
- Comply with all Council policies, laws (including Child Safe Standards), government directions, and legal agreements, and provide a copy of your Child Safe Standards Policy (if applicable).
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable.
- Be legally constituted (e.g. incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or a Church established by legislation). Evidence of legal status must be provided.
- Be not-for-profit and managed by a volunteer board/committee of management; and provide evidence of your last annual report or AGM minutes complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations.
- Be financially sustainable and able to operate for the full funding period with support from the grant and provide your organisations latest financial statement complying with Consumer Affairs Victoria,

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Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations.

- Not receive a direct income from gambling activities, undertake or promote gambling.

Funding will not be provided for:

- The operations of religious or political organisations for activities related to worship, promotion, protest or campaigns.
- Activities that are the core responsibility of State or Federal Governments or schools.
- Gambling-related activities; or the lease / rent of venues with gaming machines (unless no viable alternative exists).
- The lease / rent of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston.
- Replacement or top-up of discontinued or reduced income.
- Retrospective funding (for activities already completed).
- Fireworks, alcohol or other drugs.
- Trophies, prizes or fundraising items.

Category Details

Neighbourhood Houses & Community Centres (NH&CC)

NH&CC grants help cover costs for the operations and services of Neighbourhood Houses & Community Centres in Kingston to strengthen the communities where they are located. Organisations registered for funding through the Neighbourhood House Coordination Program (NHCP) are eligible to receive funding through this stream.

Funding Available

Up to \$90,000 per annum for three years.

Base funding: \$60,000

Additional funding: Up to \$30,000

How applications are assessed

Eligible applicants are allocated the Base funding amount and can also apply to have an additional funding amount allocated. The Additional funding allocation is determined by the Assessment Panel in consideration of the following criteria:

- Alignment to Council priorities, as outlined in the Council & Wellbeing Plan 2025-29
- Community participation
- Scale of operations
- Current and emerging area demographics and service needs
- Fair and equitable access
- Unique or unforeseen circumstances affecting operations or service delivery

Category-specific Requirements

Provide a copy of your Neighbourhood House Victoria report.

Welfare Services

These grants provide operational support to not-for-profit organisations that deliver specialist welfare services within Kingston. The grant aims to strengthen community wellbeing by supporting organisations that address critical needs and provide pathways to assistance. By sustaining these essential services, Welfare Service grants contribute to a safer, more inclusive, and supportive community.

Eligible services may include (but are not limited to):

- Financial assistance and counselling
- Legal support
- Food relief and emergency aid
- Housing and homelessness support
- Domestic and family violence services
- Referral and case management services

The Welfare Service category has two sub-categories:

- **Emergency Relief**
Funding is available to not-for-profit organisations delivering services that align with the Emergency Relief Funding Model (see Table 1). Applicants may request up to the maximum amounts in Table 1, with final funding determined through the assessment criteria in these Guidelines.
- **Welfare Support**
Funding is available for non-Emergency Relief welfare services. This sub-category supports not-for-profit organisations that deliver specialist programs such as:
 - Domestic and family violence support
 - Family support services
 - Legal services
 - Youth services
 - Other welfare services requiring qualified and accredited specialists

Funding Available

- Emergency Relief – up to \$110,000. Based on the nature of the applicants' operations, applicants can apply for funding up to the amounts in Table 1. Evidence is required to demonstrate CISVic membership (if applicable).
- Welfare Support – up to \$60,000.

Table 1: Emergency Relief Funding Model

Emergency Relief Funding Model	Categories			
	Basic Operational & Partnership grants Up to \$15,000	Basic Plus Operational & Partnership grants Up to \$50,000	Comprehensive Operational & Partnership grants Up to \$80,000	Holistic Operational & Partnership grants Up to \$110,000
Service provision	Food parcel, meals and/or voucher provision	Food support, referrals and some support services	Food support, referrals and some support services	Food support, referrals and integrated wrap around support services with intake assessment / case management
Opening hours	1 to 2 days per week and/or limited hours	1 to 2 days per week and/or limited hours	2 to 5 days per week, with some limited hours and longer hours	3 to 5 days per week, longer hours
Alignment with CISVic model	No membership to CISVic	No membership to CISVic	Associate or provisional members	Full membership

		Associate or provisional members		
Suburbs / population serviced	All Kingston areas	All Kingston areas / some postcode restrictions	All Kingston areas / some postcode restrictions	Specific Kingston postcodes aligned with CISVic consortia
Intended funded activities	Food / material aid provision	Operational and/or skilled staff	Operational and/or skilled staff	Operational and/or skilled staff

How applications are assessed

Applications are assessed against the Kingston Grants program Assessment Criteria (see Table 2).

Table 2: Kingston Grants Program Assessment Criteria

Assessment Criteria	Good (5)	Okay (3)	Poor (1)
Organisation Description (Weighting 10%) (Operational activities)	The applicant's operations are clearly described and align well with the budget.	The applicant's operations are somewhat unclear and partially aligns with the budget.	The applicant's operations are unclear and does not align with the budget.
Community Need & Benefit (Weighting 35%)	Clear and convincing evidence of community need, showing benefit to a broad or specific group in Kingston.	Some evidence of community need and potential benefit to a group in Kingston.	Community need and benefit are unclear or not demonstrated.
Clear Delivery Plan (Weighting 30%) (Operational activities)	Detailed plan with timelines, demonstrating clear capacity to deliver the organisation's operations.	Basic plan with some tasks and timelines, showing some capacity to deliver the organisation's operations.	Plan lacks clarity, timelines are missing, and capacity to deliver the organisation's operations is not demonstrated.
Alignment to Council and Wellbeing Plan (Weighting 10%)	Completely aligned	Partially aligned	Not aligned
Budget (Weighting 10%)	Budget aligns with the delivery plan, includes detailed itemised financials, and shows balanced and realistic income and expenses.	Budget generally aligns with the delivery plan, includes some itemised financials, with minor inconsistencies.	Budget lacks detail, does not align with the delivery plan, lacks itemised financials, and is unbalanced.
Organisation's Financials (Weighting 5%)	Applicant needs Council funding to operate.	Applicant could benefit from Council funding to operate.	Applicant can fund their operations without Council funding.

Community Interest Organisations

These grants provide operational support to not-for-profit organisations and community groups that represent the diversity of interests within Kingston. Funding is available for organisations that strengthen

community life and reflect the broad range of local interests and priorities.

Eligible organisations may deliver (but are not limited to):

- Arts and cultural initiatives
- Health and wellbeing programs
- Youth engagement and peer support
- Gardening clubs
- Aboriginal and Torres Strait Islander community programs
- Community bands and musical groups
- Local radio stations
- Historical societies and community libraries
- Animal welfare and rescue services
- Volunteering recognition initiatives
- Environmental and sustainability groups
- Other activities that respond to identified community interests

Funding Available

Up to \$20,000 annually for three years.

How applications are assessed

Applications are assessed against the Kingston Grants program Assessment Criteria (see Table 2).

Multicultural & Seniors

These grants provide support to Kingston's multicultural seniors groups by contributing to the costs of their regular social activities and shared group meals. The program aims to strengthen social connections, foster inclusion, and promote positive ageing.

Eligible activities may include (but are not limited to):

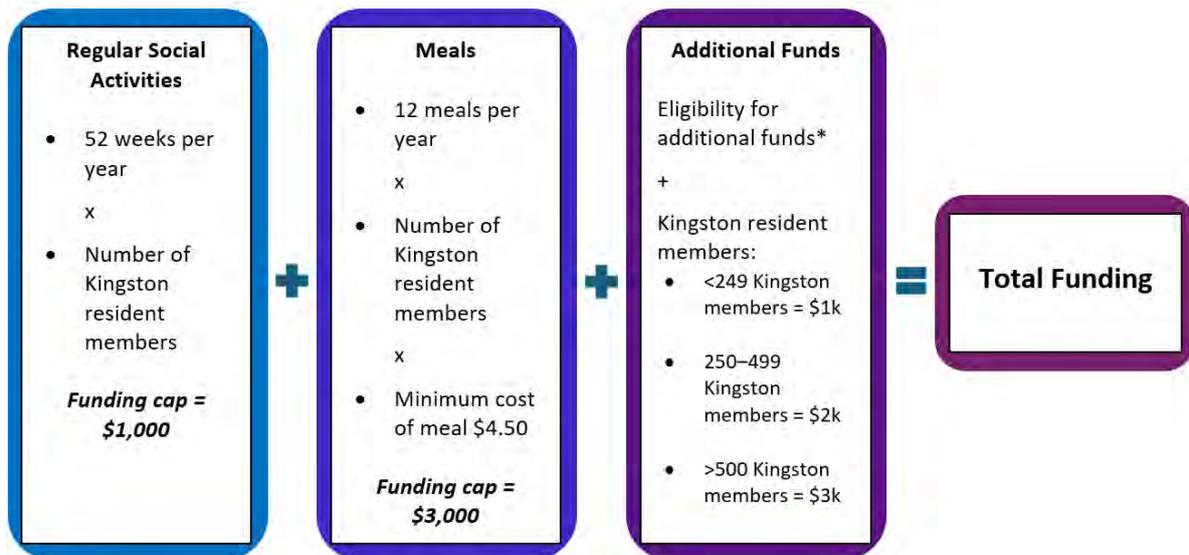
- Regular social gatherings to celebrate and share cultural traditions
- Regular meals that encourage social interaction and/or share culture, such as:
 - Preparing meals in a commercial kitchen
 - Purchasing catering
 - Eating out (Check the Eligibility Criteria to see the requirements for venue hire).

Funding Available

Up to \$7,000 annually, for three years.

How applications are assessed

Funding for multicultural and seniors groups will be calculated using this formula:



* Applicants Financial Balance Sheet indicates they have less than \$50k in unallocated funds.

If the total amount calculated under the funding formula exceeds the available budget, allocations for all successful applicants will be reduced proportionally to remain within the approved budget.

Category-specific Requirements

Provide your group's current membership list with postcodes to show how many members are from Kingston.

How to Apply

1. Visit [Grants program - City of Kingston](#)
2. Create a SmartyGrants account if you don't have one.
3. Fill in the application form and provide the following:
 - Annual report or AGM minutes
 - Evidence of your legal status
 - Latest annual financial statement
 - Public liability insurance (Certificate of Currency)
 - Child Safe Standards Policy (if applicable)
4. Review your application. We can only assess applications that include all required documents.
5. Submit your application through SmartyGrants. You will receive notification if you have successfully submitted.

When to Apply

- Funding is offered once every three years, with the option to open additional rounds in years two or three if funds remain available. For application opening times, see Council's website: [Grants program - City of Kingston](#)
- You can only receive a grant once per triennial cycle in this stream.

Funding Decisions

Applicants will be notified of the outcome following the June Council Meeting.

To keep the process fair for everyone, applicants must not contact or try to influence Councillors, Council staff, or members of the Assessment Panel about the outcome of their application. Any lobbying or attempt to influence the outcome may result in the application being withdrawn from consideration.

Funding decisions are made by Council. Council's decision is final.

- If your application is successful, your triennial funding amount is fixed.
- If your application is not successful, you can ask for feedback or apply again in the next triennial round.
- If you are unhappy with the process, you can make a complaint through Council's Complaints Policy: www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/complaints-policy

Managing Your Grant

Successful applicants will need to:

- Sign a funding agreement and provide a tax invoice for payment. For grants of \$50,000 or more, payments will be made in two instalments: 50% upon execution of the funding agreement (once all requirements are met), and the remaining 50% in February each year.
- Acknowledge Council support in any promotions.
- Report back with evidence of grant expenditure and a short summary (acquittal) of what was achieved (the outcome). Accepted evidence of grant expenditure includes:
 - Receipts or other evidence of expenditure.
 - A letter signed by the Secretary listing grant expenditure.
 - An audited balance sheet
- Agree to any audit requests related to the funded activity.

Any change to your activity requires a funding variation request. Please contact the Kingston Grants Officers to discuss the change.

Where to Get Support

For more information about the Kingston Grants Program, please contact the Kingston Grants Officers.

Postal Address: PO Box 1000, Mentone VIC 3194
Telephone: 1300 653 356
Email: community@kingston.vic.gov.au
Website: kingston.vic.gov.au

It is recommended you speak with a Council officer before applying — they can guide you through the process.

Kingston Grants Program

Community Event Grant Guidelines 2025-2026

community inspired leadership



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Acknowledgement of Country

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About These Guidelines

These guidelines explain what the grant can fund, who can apply, how to apply, how applications are assessed, how funding decisions are made, how to manage your grant, and where to get help. Applicants should refer to both the Kingston Grants Program Policy and these guidelines to prepare an application.

What We Fund

Community Events Grants

These grants provide triennial funding (three years of funding) to support not-for-profit organisations and community groups in delivering established, regular, and significant events within Kingston that are accessible to the entire community. The program recognises and celebrates the city's diversity, places, talents, cultures, and unique characteristics.

Funding is available for large-scale annual community events or a series of community events held throughout the year. Examples include significant cultural or religious celebrations, performing arts, community festivals, or competitions.

These community events contribute to Kingston's reputation as a vibrant place to live, work, visit, and play. Council will not provide funding for events associated with religious worship, congregation, secular promotion, protest, or campaigns.

Funding Available

Community Events Grants provide funding for three years (triennial). The maximum annual funding available is \$25,000.

Eligibility

Applications must:

- Align with the key directions of the Council & Wellbeing Plan 2025-29.
- Align with the purpose and requirements of this grant stream.
- Include current public liability insurance with an appropriate level of cover and Certificate of Currency.
- Provide quotes for each item or service to be funded.
- Be submitted by the due date.

Applicants must:

- Hold their event in Kingston.
 - Be located in Kingston; or if located outside of Kingston, be able to demonstrate their event provides significant benefit to the Kingston community.
 - Have no overdue grant reports or debts with Council.
 - Not have received a Kingston Grants Program or Kingston Charitable Fund grant for the same activity within the same financial year.
 - Comply with all Council policies, laws (including Child Safe Standards), government directions, and legal agreements, and provide a copy of your Child Safe Standards Policy (if applicable).
 - Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable.
-

- Be legally constituted (e.g. incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or a Church established by legislation). Evidence of legal status must be provided.
- Be not-for-profit and managed by a volunteer board/committee of management and provide evidence of your last annual report or AGM minutes complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations.
- Be financially sustainable and able to operate for the full funding period with support from the grant and provide your organisations latest financial statement complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations.
- Not receive a direct income from gambling activities, undertake or promote gambling.

Funding will not be provided for:

- Religious or political activities related to worship, promotion, protest or campaigns.
- Activities that are the core responsibility of State or Federal Governments or schools.
- Gambling-related activities; or the hire of venues with gaming machines (unless no viable alternative exists).
- The hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston.
- Replacement or top-up of discontinued or reduced income.
- Retrospective funding (for activities already completed).
- Fireworks, alcohol or other drugs.
- Trophies, prizes or fundraising items.

When to apply

- Funding is offered once every three years, with the option to open additional rounds in years two or three if funds remain available. For application opening times, see Council's website.
- You can only receive a grant once per triennial cycle in this stream.

Who Can Apply

- Not-for-profit organisations and community groups are eligible to apply.
- Applicants must be in Kingston; or show their event provides a significant benefit to Kingston residents.

How to Apply

1. Visit: www.kingston.vic.gov.au/community/grants/grants-program
2. Create a SmartyGrants account if you don't have one.
3. Fill in the application form and provide the required documents.

Required Documents:

- Your annual report or AGM minutes
 - Evidence of legal status
-

- A copy of your latest annual financial statement
 - A copy of your current public liability insurance (Certificate of Currency).
 - Your Child Safe Standards Policy (if applicable)
 - Quotes for any items or services you intend to purchase with grant funds
4. Review your application.
 5. Submit your application through SmartyGrants. You will receive notification if you have successfully submitted.

How applications are assessed

Applications are assessed and scored by the Kingston Grants Program Assessment Panel against the following criteria:

Table 1: Kingston Grants Program Assessment Criteria

Assessment Criteria	Good (5)	Okay (3)	Poor (1)
Event Description (Weighting 10%)	The event is clearly described and aligns well with the project plan and budget.	The event description is somewhat unclear and partially aligns with the plan and budget.	The event description is unclear and does not align with the project plan or budget.
Community Need & Benefit (Weighting 35%)	Clear and convincing evidence of community need, showing benefit to a broad or specific group in Kingston.	Some evidence of community need and potential benefit to a group in Kingston.	Community need and benefit are unclear or not demonstrated.
Clear Event Management Plan (Weighting 30%)	Detailed tasks with timelines, demonstrating clear capacity to deliver the event.	Basic event management plan with some tasks and timelines, showing some capacity to deliver.	Event management plan lacks clarity, timelines are missing, and capacity to deliver is not demonstrated.
Alignment to Council and Wellbeing Plan (Weighting 10%)	Completely aligned	Partially aligned	Not aligned
Budget (Weighting 10%)	Budget aligns with the event management plan, includes detailed itemised quotes, and shows balanced and realistic income and expenses.	Budget generally aligns with the event management plan, includes some quotes, with minor inconsistencies.	Budget lacks detail, does not align with the event management plan, lacks itemised quotes, and is unbalanced.
Organisation's Financials (Weighting 5%)	Applicant needs Council funding to deliver the event	Applicant could benefit from Council funding to deliver the event	Applicant can fund the event without Council funding

Funding Decisions

Applicants will be notified of the outcome following the June Council meeting.

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Funding decisions are made by Council. Council's decision is final.

- If your application is successful, your triennial funding amount is fixed. If your costs go up, your grant will not increase.
- If your application is not successful, you can ask for feedback or apply again.
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Kingston Grants Program

Community Bi-annual Grant Guidelines 2025-2026

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What We Fund

Community Bi-annual grants support new or once-off activities that align with Council's strategic priorities and are located in Kingston. The program is open for applications twice a year, with each recipient eligible to receive only one grant annually.

Funding categories include:

- Community Projects & Programs
- Small Community Events
- Minor Capital Works
- Arts Projects & Programs
- Local Business Community Impact

Funding Available

Community Bi-annual grants provide funding up to \$10,000.

Eligibility

Applications must:

- Align with the key directions of the Council & Wellbeing Plan 2025-2029.
- Align with the purpose and requirements of this grant stream.
- Include current public liability insurance with an appropriate level of cover and Certificate of Currency.
- Provide quotes for each item or service to be funded.
- Be submitted by the due date.

Applicants must:

- Be located in Kingston; or if located outside of Kingston, be able to demonstrate their activity provides a significant benefit to the Kingston community; OR for the Local Business Community Impact category, have a registered business within Kingston.
- Have no overdue grant reports or debts with Council.
- Not have received a Kingston Grants Program or Kingston Charitable Fund grant for the same activity within the same financial year.
- Comply with all Council policies, laws (including Child Safe Standards), government directions, and legal agreements, and provide a copy of your Child Safe Standards Policy (if applicable).
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, the Australian Securities and Investment Commission, Fair Work Ombudsman, WorkSafe Victoria, or Environmental Protection Authority Victoria as applicable.

- Be legally constituted (e.g. incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or a Church established by legislation) or be auspiced by a legally constituted organisation. If applicable, evidence of legal status and/or a copy of the auspicings agreement must be provided.
- Be not-for-profit and managed by a volunteer board/committee of management; or auspiced by a not-for-profit managed by a volunteer board/committee of management and provide evidence of your last Annual Report or AGM minutes complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations; OR for the Local Business Community Impact category, be a business registered in Kingston, defined as having 1 – 4 employees and an annual turnover of less than \$2 million, and provide your ABN and Business Activity Statement.
- Be financially sustainable and able to operate for the full funding and reporting period with support from the grant and provide your organisations latest financial statement complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations.
- Not receive a direct income from gambling activities, undertake or promote gambling.

Funding will not be provided for:

- Religious or political activities related to worship, promotion, protest or campaigns.
- Activities that are the core responsibility of State or Federal Governments or schools.
- Gambling-related activities; works on a building with gaming machines; or the hire of venues with gaming machines (unless no viable alternative exists).
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston.
- Replacement or top-up of discontinued or reduced income.
- Retrospective funding (for activities already completed).
- Minor Capital Works that are already budgeted in Council's latest Capital Works Program.
- Fireworks, alcohol or other drugs.
- Trophies, prizes or fundraising items.

Category Overview

Community Projects & Programs

Funding is available for projects and programs that enable not-for-profit organisations and community groups to strengthen the social fabric of Kingston. Equipment may be included as part of a broader project or program; however, applications solely for the purchase of equipment will not be accepted.

Projects must align with the Council & Wellbeing Plan 2025-29 and may focus on areas such as:

- Access and inclusion
- Physical or mental health
- Loneliness and isolation
- Safety and community wellbeing
- Animal welfare
- Climate action

Small Community Events

These grants provide support for smaller-scale events that connect, strengthen, and celebrate Kingston's

diverse community.

Community events must:

- Be held within Kingston
- Be open to and widely promoted across the Kingston community
- Align with the Council & Wellbeing Plan 2025-29

Examples include small performing arts, community festivals, competitions or cultural and religious celebrations such as NAIDOC Week, Australia Day, Chinese New Year, Diwali, Eid al-Fitr, or Hanukkah.

Council will not provide funding for events associated with religious worship, congregation, secular promotion, protest, or campaigns.

If your activity uses a venue or public space, you are responsible for organising and managing the hire.

Additional Required Documents

Provide evidence of an Event Notification form for events held in an open (outdoor) space on Council land.

Minor Capital Works

These grants help pay for small improvements to community buildings or outdoor spaces in Kingston. They can also help with buying and installing energy-efficient appliances or equipment.

You can use the funding for:

- Small repairs or upgrades
- Energy-saving appliances or equipment that need installation

Examples include fixing or improving buildings, adding energy-efficient fittings, new flooring or paving, security cameras, weather stations, fences and gates, shade structures, and community gardens. Funding is not available for Minor Capital Works already included in Council's current Capital Works Program or ongoing maintenance.

Projects that make buildings easier to use or that save energy will be given priority.

Minor Capital Works have funding co-contribution requirements:

- If you have a Group 1 Council Lease (no liquor license): No co-funding needed.
- If you have a Group 1 Council Lease (with a liquor license): You must match Council's funding 1:1 (cash or in-kind).
- If you have a Group 2 Council Lease (with or without a liquor license): You must match Council's funding 1:1 (cash or in-kind).
- If you are a not-for-profit leasing private property: You must match Council's funding 1:1 in cash (in-kind not accepted).

Note: Group 1 and Group 2 are defined in Council's Lease and License Policy and relate to an organisation's capacity to generate significant income.

For the installation of cameras (including weather stations), applicants must also:

- Make sure your footage does not capture anyone else's private property.
- Store footage securely.
- Not store footage for more than 30 days.

Additional Required Documents

Provide evidence of an Approval in Principle (AIP) from Council for works on Council-owned property; or

for works on non-Council-owned property provide evidence of ownership, or a letter of approval from the landlord.

Arts Projects & Programs

These grants provide support for artists seeking to create and present arts activities in Kingston, such as performances, exhibitions, or other creative initiatives. Non-incorporated artists or creative groups must be auspiced by a not-for-profit organisation or group to be eligible.

Additional Required Documents

Include the artists resumé and examples of recent work, if applying for works of art.

Local Business Community Impact

Funding is available to for-profit businesses that have operated in Kingston for a minimum of 12 months, who deliver activities enhancing community diversity and participation.

You can use the funding for activities or services that enable Kingston residents to participate, learn, connect, or improve wellbeing. Activities must demonstrate clear community benefit beyond commercial gain.

Examples include:

- Creative participation such as visual arts classes, pottery workshops, music and choir sessions, theatre groups, photography courses, or sewing and craft programs.
- Physical and wellbeing activities such as dance, yoga, Pilates, martial arts, Tai Chi, low-impact fitness for older adults, or inclusive sports programs designed to build skills and social engagement.
- Cultural enrichment and community connection such as multicultural cooking classes, language learning groups, or cultural arts programs that celebrate and share diverse traditions.
- Skill-building experiences such as creative writing courses, digital literacy workshops tailored to community needs, or capacity-building programs for youth.
- Inclusive and accessible programs designed specifically for priority groups such as people with disability, older people, young people, or culturally diverse communities.

The Local Business Community Impact category has funding co-contribution requirements. Applicants must match \$1:\$1 funding.

Additional Required Documents

- Provide your Australian Business Number (ABN)
- Provide your Business Activity Statement (BAS)

When to apply

Applications open twice a year. You can apply once per round and receive only one grant per financial year in this stream. Check Council's website for opening dates.

Who Can Apply

- Not-for-profit organisations and community groups or those operating under an approved auspice agreement.
- Incorporated or auspiced artists.

- For-profit businesses – only for the Local Business Community Impact category
- Applicants must be located in Kingston; or show their activity provides a significant benefit to Kingston residents.

How to Apply

1. Visit: www.kingston.vic.gov.au/community/grants/grants-program
2. Create a SmartyGrants account if you don't have one.
3. Fill in the application form and provide the required documents.

Required documents:

- Your annual report or AGM minutes
 - Evidence of legal status
 - A copy of your latest annual financial statement
 - A copy of your (or your Auspice) current Public Liability Insurance (Certificate of Currency)
 - Your Child Safe Standards Policy (if applicable)
 - Any required permits or approvals (e.g., building, planning, landowner, business owner)
 - Quotes for any items or services you intend to purchase with grant funds
 - Category specific - Additional Required Documents
4. Review your application. We can only assess applications that include all required documents.
 5. Submit your application through SmartyGrants. You will receive notification if you have successfully submitted.

How applications are assessed

Applications are assessed and scored by the Kingston Grants Program Assessment Panel against the following criteria:

Assessment Criteria	Good (5)	Okay (3)	Poor (1)
Activity Description (Weighting 10%) (Project Activity, Event or Operational activities)	The activity is clearly described and aligns well with the project plan and budget.	The activity description is somewhat unclear and partially aligns with the plan and budget.	The activity is unclear and does not align with the project plan or budget.
Community Need & Benefit (Weighting 35%)	Clear and convincing evidence of community need, showing benefit to a broad or specific group in Kingston.	Some evidence of community need and potential benefit to a group in Kingston.	Community need and benefit are unclear or not demonstrated.
Clear Activity Plan (Weighting 30%) (Project Activity, Event or Operational activities)	Detailed tasks with timelines, demonstrating clear capacity to deliver the activity.	Basic activity plan with some tasks and timelines, showing some capacity to deliver.	Activity plan lacks clarity, timelines are missing, and capacity to deliver is not demonstrated.
Alignment to Council and	Completely aligned	Partially aligned	Not aligned

Wellbeing Plan
(Weighting 10%)

Budget
(Weighting 10%)

Budget aligns with the activity plan, includes detailed itemised quotes, and shows balanced and realistic income and expenses.

Budget generally aligns with the plan, includes some quotes, with minor inconsistencies.

Budget lacks detail, does not align with the activity plan, lacks itemised quotes, and is unbalanced.

Organisation's Financials
(Weighting 5%)

Applicant needs Council funding to deliver the activity

Applicant could benefit from Council funding to deliver the activity

Applicant can fund the activity without Council funding

Funding Decisions

Round 1 Applicants will be notified of the outcome following the June Council meeting.

Round 2 Applicants will be notified of the outcome following the December Council meeting.

To keep the process fair for everyone, applicants must not contact or try to influence Councillors, Council staff, or members of the Assessment Panel about the outcome of their application. Any lobbying or attempt to influence the outcome may result in the application being withdrawn from consideration.

Funding decisions are made by Council. Council's decision is final.

- If your application is successful, your funding amount is fixed.
- If your application is not successful, you can ask for feedback or apply again.
- If you are unhappy with the process, you can make a complaint through Council's Complaints Policy: www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/complaints-policy

Managing Your Grant

Successful applicants will need to:

- Sign a funding agreement and provide a tax invoice for payment.
- Acknowledge Council support in any promotions.
- Report back with receipts and a short summary (acquittal) of what was achieved (the outcome).
- Agree to any audit requests related to the funded activity.

Any change to your activity requires a funding variation request. Please contact the Kingston Grants Officers to discuss the change.

Where to get support

For more information about the Kingston Grants Program, please contact the Kingston Grants Officers.

Postal Address: PO Box 1000, Mentone VIC 3194
Telephone: 1300 653 356
Email: community@kingston.vic.gov.au

Website: kingston.vic.gov.au

It is recommended you speak with a Council officer before applying — they can guide you through the process.

Kingston Grants Program

Community Small Grant Guidelines 2025-2026

community inspired leadership



Support and Accessibility

Council is committed to ensuring that every person interested in applying for a grant has equal access to information and services.

- Council officers can help support you to submit your application.
- Language Assistance: Call 131 450, say 'City of Kingston,' and provide 1300 653 356.
 - Βοήθεια Γλώσσας: Καλέστε το 131 450, πείτε «City of Kingston» και δώστε τον αριθμό 1300 653 356.
 - 语言协助: 请拨打 131 450, 说“City of Kingston”, 然后提供 1300 653 356.
 - Языковая помощь: Позвоните по номеру 131 450, скажите «City of Kingston» и предоставьте номер 1300 653 356.
 - Assistenza linguistica: Chiama il 131 450, di “City of Kingston” e fornisci il numero 1300 653 356.
- Communication Access: Call the National Relay Service on 133 677 and quote 1300 653 356.

Acknowledgement of Country

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

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

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

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About These Guidelines

These guidelines explain what the grant can fund, who can apply, how to apply, how applications are assessed, how funding decisions are made, how to manage your grant, and where to get help. Applicants should refer to both the Kingston Grants Program Policy and these Guidelines to prepare an application.

What We Fund

Community Small grants support smaller-scale once-off activities in Kingston that strengthen the community, protect and enhance the environment, and build the capacity of local organisations and community groups. These grants demonstrate that even modest funding can make a significant difference for the Kingston community. Each recipient may receive only one grant annually.

Funding categories include:

- Community Projects & Programs
- Community Celebrations
- Small Equipment
- Capacity Building
- New Group Start-Up Support

Funding Available

Community Small Grants provide one-off funding up to \$2,000.

Eligibility

Applications must:

- Align with the key directions of the Council & Wellbeing Plan 2025-29.
- Align with the purpose and requirements of this grant stream.
- Include current public liability insurance with an appropriate level of cover and Certificate of Currency.
- Provide quotes for each item or service to be funded.

Applicants must:

- Be located in Kingston; or if located outside of Kingston, be able to demonstrate their activity provides a significant benefit to the Kingston community.
- Have no overdue grant reports or debts with Council.
- Not have received a Kingston Grants Program or Kingston Charitable Fund grant for the same activity this financial year.
- Comply with all Council policies, laws (including Child Safe Standards), government directions, and legal agreements, and provide a copy of your Child Safe Standards Policy (if applicable).
- Have no active breaches against the obligations of Consumer Affairs Victoria, the Australian Not-for-Profit and Charities Commission, or the Australian Securities and Investment Commission, as applicable.
- Be legally constituted (e.g. incorporated association, company limited by guarantee, Aboriginal Corporation, Statutory Authority, or a Church established by legislation) or be auspiced by a legally constituted organisation. If applicable, evidence of legal status and/or a copy of the auspicing agreement must be provided.

- Be not-for-profit and managed by a volunteer board/committee of management; or auspiced by a not-for-profit managed by a volunteer board/committee of management and provide evidence of your last Annual Report or AGM minutes complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations.
- Be financially sustainable and able to operate for the full funding period with support from the grant and provide your organisations latest financial statement complying with Consumer Affairs Victoria, Australian Charities and Not-for-Profits Commission, or Australian Securities and Investments Commission obligations.
- Not receive a direct income from gambling activities, undertake or promote gambling.

Funding will not be provided for:

- Religious or political activities related to worship, promotion, protest or campaigns.
- Activities that are the core responsibility of State or Federal Governments or schools.
- Gambling-related activities; equipment to be located in a building with gaming machines; or the hire of venues with gaming machines (unless no viable alternative exists).
- Hire of venues that are inappropriate for the nature of the activity, owned by the applicant, or outside the geographical boundaries of the City of Kingston.
- Replacement or top-up of discontinued or reduced income.
- Retrospective funding (for activities already completed).
- Fireworks, alcohol or other drugs.
- Trophies, prizes or fundraising items.
- Activities that require any permits or landowner permissions (you can apply to the Community Bi-annual Grants stream).

Category Overview

Community Projects & Programs

Funding is available for activities that help not-for-profit organisations and community groups achieve their goals and strengthen the Kingston community. Projects must align with the Council & Wellbeing Plan 2025-29 and may focus on areas such as:

- Climate action
- Access and inclusion
- Physical or mental health
- Loneliness and isolation
- Safety and community wellbeing
- Animal welfare.

Community Celebrations

These grants support small-scale, inclusive events that bring the community together through gatherings that celebrate culture, identity, or local milestones. Events must:

- Take place in Kingston.
- Be open to the general public.
- Not be for private or member-only functions (e.g. club lunches or internal gatherings).

Funding can contribute to event expenses, including permits and insurances.

Small Equipment

Funding is available for the purchase of small equipment that helps organisations and community groups:

- Improve or maintain their activities.

- Increase accessibility.
- Deliver better environmental outcomes.

The equipment must be standalone and not require installation. Examples include tools, defibrillators, appliances, safety equipment, uniforms, or technology such as iPads and communication devices.

Capacity Building

These grants provide funding for activities that build the capability of organisations and community groups in line with their goals and needs. Examples include:

- Training in strategic planning and governance, first aid, or access and inclusion.
- Volunteer recruitment and management initiatives.
- Planning for future leadership and succession.

New Group Start-Up Support

Funding is available to assist new not-for-profit community groups to become established and incorporated. This reflects Kingston's growing and diverse community and supports responses to emerging needs.

Eligible costs may include:

- Incorporation and insurance fees.
- Stationery, materials, or equipment.
- Member recruitment activities.
- Hire of meeting spaces.

Groups can be unincorporated at the time of application but must become incorporated and provide a bank account in the group's name for the grant payment and provide evidence of incorporation in their final acquittal report.

When to apply

- Applications are open all year pending budget availability.
- Apply between 1-6 months prior to the activity.
- You can only receive a grant once per financial year in this stream.

Who Can Apply

- Not-for-profit organisations and community groups are eligible to apply or those operating under an approved auspice agreement, except when applying under the Business for Community Benefit category, which is open to for-profit small businesses.
- Applicants must be located in Kingston; or show their activity provides a significant benefit to Kingston residents.

How to Apply

1. Visit: www.kingston.vic.gov.au/community/grants/grants-program
2. Create a SmartyGrants account if you don't have one.
3. Fill in the application form and provide the required documents.

Required Documents:

- Annual report or AGM minutes

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- Evidence of your legal status and auspice agreement (if applicable)
 - Latest annual financial statement
 - A copy of your (or your Auspice) current Public Liability Insurance (Certificate of Currency)
 - Child Safe Standards Policy (if applicable)
4. Review your application. We can only assess applications that include all required documents.
 5. Submit your application through SmartyGrants. You will receive notification if you have successfully submitted.

How applications are assessed

Applications are assessed and scored against the following criteria:

Assessment Criteria	Good (5)	Okay (3)	Poor (1)
Activity Description (Weighting 10%) (Project Activity, Event or Operational activities)	The activity is clearly described and aligns well with the project plan and budget.	The activity description is somewhat unclear and partially aligns with the plan and budget.	The activity is unclear and does not align with the project plan or budget.
Community Need & Benefit (Weighting 35%)	Clear and convincing evidence of community need, showing benefit to a broad or specific group in Kingston.	Some evidence of community need and potential benefit to a group in Kingston.	Community need and benefit are unclear or not demonstrated.
Clear Activity Plan (Weighting 30%) (Project Activity, Event or Operational activities)	Detailed tasks with timelines, demonstrating clear capacity to deliver the activity.	Basic activity plan with some tasks and timelines, showing some capacity to deliver.	Activity plan lacks clarity, timelines are missing, and capacity to deliver is not demonstrated.
Alignment to Council and Wellbeing Plan (Weighting 10%)	Completely aligned	Partially aligned	Not aligned
Budget (Weighting 10%)	Budget aligns with the activity plan, includes detailed itemised quotes, and shows balanced and realistic income and expenses.	Budget generally aligns with the plan, includes some quotes, with minor inconsistencies.	Budget lacks detail, does not align with the activity plan, lacks itemised quotes, and is unbalanced.
Organisation's Financials (Weighting 5%)	Applicant needs Council funding to deliver the activity	Applicant could benefit from Council funding to deliver the activity	Applicant can fund the activity without Council funding

Funding Decisions

Applicants will be notified of the outcome within 4 weeks.

To keep the process fair for everyone, applicants must not contact or try to influence Councillors, Council staff, or members of the Assessment Panel about the outcome of their application. Any lobbying or attempt to influence the outcome may result in the application being withdrawn from consideration.

Funding decisions are made by delegation of Council as per the Kingston Grants Program Policy. Funding decisions are final.

- If your application is successful, your funding amount is fixed.
- If your application is not successful, you can ask for feedback or apply again.
- If you are unhappy with the process, you can make a complaint through Council's Complaints Policy: www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/complaints-policy

Managing Your Grant

Successful applicants will need to:

- Sign a funding agreement and provide a tax invoice for payment.
- Acknowledge Council support in any promotions.
- Report back with receipts and a short summary (acquittal) of what was achieved (the outcome).
- Agree to any audit requests related to the funded activity.

Any change to your activity requires a funding variation request. Please contact the Kingston Grants Officers to discuss the change.

Where to get support

For more information about the Kingston Grants Program, please contact the Kingston Grants Officers.

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Email: community@kingston.vic.gov.au
Website: kingston.vic.gov.au

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Kingston Grants Program

Individual Development Grant Guidelines 2025-2026

community inspired leadership



Support and Accessibility

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- Council officers can help support you to submit your application.
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About These Guidelines

These guidelines explain what the grant can fund, who can apply, how to apply, how applications are assessed, how funding decisions are made, how to manage your grant, and where to get help. Applicants should refer to both the Kingston Grants Program Policy and these Guidelines to prepare an application.

What we fund

Individual Development Grants support once-off activities for individual Kingston residents who are competing, performing, or representing at State, National, or International level in their chosen field. These grants recognise the effort and sacrifices people make to achieve their goals. They also aim to build local leaders and role models.

The grant can help cover costs such as:

- Registration or entry fees.
- Travel and accommodation.
- Equipment and materials.

Funding is available in the following areas:

- Arts & Culture – residencies, study intensives, masterclasses, mentoring, conferences, events.
- Sport & Recreation – official competitions that require selection in a tournament, event or representative team.
- Environment & Climate Action – conferences, study intensives, volunteering (up to 60 days).
- Humanitarian & Leadership – conferences, study intensives, volunteering (up to 60 days).

Funding Available

- \$200 – State level (Victoria).
- \$400 – National level (interstate or in Victoria).
- \$600 – International level (overseas or interstate).
- + 25% additional funding is available if you can demonstrate financial hardship.

Eligibility Criteria

Applications must:

- Meet the purpose and requirements of this grants stream.

Applicants must:

- Live in Kingston and provide proof of identity and residence. For example, both sides of your driver's license, bank statement (financials redacted), or utility bill.
- Provide proof of competitive selection, qualification or invitation. For example, letter or email on letterhead from the event/activity organiser, governing body, club or coach/instructor.
- Have no overdue grant reports or debts with Council.
- Not have received an Individual Development Grant this financial year.
- Comply with all Council policies, applicable laws, government directions, and legal agreements.
- If under the age of 18, have permission from a parent or guardian.

- If applying for the financial hardship benefit, provide proof such as a copy of both sides of a Centrelink Health Care Card, Pensioner Concession Card, or Veteran Card.

Funding will not be provided for:

- Activities that are core responsibilities of government, other organisations, or schools.
- Reimbursement of past costs.
- Activities promoting political or religious ideologies.

When to apply

- Grants remain open while funds are available.
- Apply a minimum of 4 weeks before your activity begins.
- Grants close once the monthly budget has run out.

Who can apply

You can apply if you are:

- A Kingston resident.
- A parent/guardian applying for someone under 18.

You cannot apply if you are:

- A Councillor or Council officer applying for an activity related to your role.

How to apply

1. Visit the City of Kingston website: www.kingston.vic.gov.au/community/grants/grants-program
2. Create a SmartyGrants account if you don't have one.
3. Fill in the application form and provide the following documentation:
 - Proof of identity and Kingston residency
 - Proof of selection, qualification, or invitation
 - Proof of financial hardship (if applying for additional support).
4. Review your application.
5. Submit your application through SmartyGrants. You will receive notification if you have successfully submitted.

How applications are assessed

Applications are assessed on:

- Level and location of the activity.
- Level of achievement and potential for development.
- Level of other funding support.
- Evidence of financial hardship (if relevant).

Funding decisions

Applicants will be notified of the outcome within 4 weeks.

To keep the process fair for everyone, applicants must not contact or try to influence Councillors, Council staff, or members of the Assessment Panel about the outcome of their application. Any lobbying or attempt to influence the outcome may result in the application being withdrawn from consideration.

Funding decisions are made by delegation of Council as per the Kingston Grants Program Policy. Funding decisions are final.

- If your application is successful, your funding amount is fixed. If your costs go up, your grant will not increase.
- If your application is not successful, you can ask for feedback or apply again.
- If you are unhappy with the process, you can make a complaint through Council's Complaints Policy: www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/complaints-policy

How to manage your grant

Successful applicants will need to:

- Sign a funding agreement and provide a tax invoice for payment.
- All promotions of activities funded by Council must acknowledge Council's support.
- Report back with receipts and a short summary (acquittal) of what was achieved (the outcome).
- Agree to any audit requests related to the funded activity.

Any changes to your activity requires a funding variation request. Please contact the Kingston Grants Officers to discuss the change.

Where to get support

For more information about the Kingston Grants Program, please contact the Kingston Grants Officers.

Postal Address: PO Box 1000, Mentone VIC 3194
Telephone: 1300 653 356
Email: community@kingston.vic.gov.au
Website: kingston.vic.gov.au

It is recommended you speak with a Council officer before applying — they can guide you through the process.

Ordinary Council Meeting

2 February 2026

Agenda Item No: 8.2

INDIVIDUAL DEVELOPMENT GRANTS AND COMMUNITY SMALL GRANTS - QUARTERLY REPORT (OCTOBER - DECEMBER 2025)

Contact Officer: Rachael Hurley, Community Grants Officer
Kathryn Scarpella, Community Grants and Networks Officer
Gillian Turnbull, Coordinator Community Capacity

Purpose of Report

The purpose of this report is to present the quarterly (1 October - 31 December 2025) 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 1 October - 31 December 2025, as presented in Appendix 1.
2. Note the successful funding outcomes of the Community Small Grants for 1 October - 31 December 2025, as presented in Appendix 2.
3. Endorse that the Community Small Grants applications, as presented in Appendix 3, are not recommended for funding for the period 1 October to 31 December 2025.

1. Executive Summary

This report presents the quarterly (1 October - 31 December 2025) funding outcomes of the Kingston Grants Program for the following streams:

- Individual Development Grants (presented in Appendix 1)
 - Funding outcomes were determined for 18 Individual Development Grant applications. Of these, 13 applications were deemed eligible based on the criteria in the Kingston Grants Program Policy and Guidelines.
 - Of the 13 eligible applications:
 - 11 applications were approved for funding.
 - Two applications were not funded because the applications were for retrospective funding.
- Community Small Grants (presented in Appendix 2 and 3)
 - Funding outcomes were determined for 24 Community Small Grant applications. Of these, all 24 applications were deemed eligible as per the Kingston Grants Program Policy and Guidelines.

- Of the 24 eligible applications:
 - 21 applications were approved for funding.
 - Three applications are not recommended for funding;
 - One application proposed activities involving worship, congregation, secular promotion, protest or campaigning, which are not supported as per the Guidelines.
 - One application was for a school alumni event on school grounds – the Guidelines state that activities where the outcome is confined to the school property or school community cannot be funded.
 - One application was for maintenance to a playground. Ongoing maintenance cannot be funded, as per the 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.

For Community Small Grants:

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

2. Background

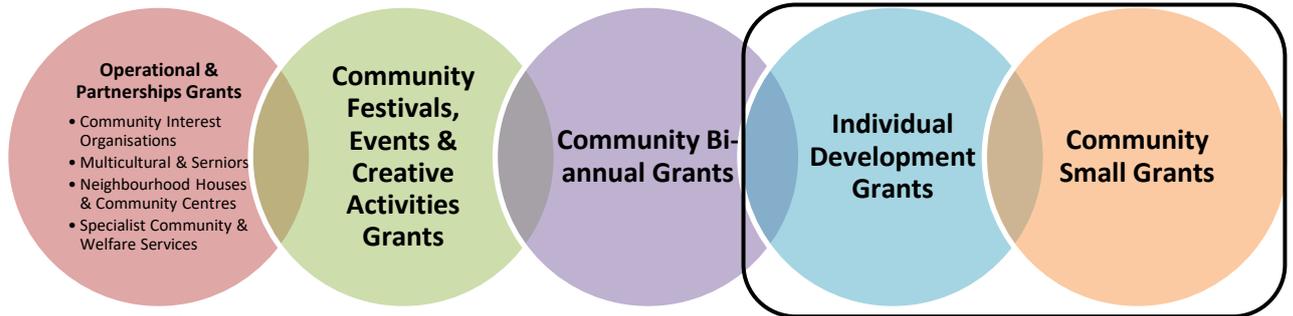
Kingston City Council provides approximately \$1.9 million in grants to local organisations and groups to help provide services and projects for health and welfare, arts and culture, sport and recreation, education, environment, and community support. Grants are also offered for individual development 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 and Wellbeing Plan 2025-29 and other strategic documents.

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

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

The Kingston Grants Program consists of five streams – this report relates to the Individual Development Grants and Community Small Grants:



The Kingston Grants Program is governed by the Kingston Grants Program Policy and the Kingston Grants Program Guidelines, available for download from www.kingston.vic.gov.au/grants.

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.

For Community Small Grants:

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

3. Discussion

3.1 Individual Development Grants

Individual Development Grants are one-off grants that support individual Kingston residents to compete, perform or represent at a State, National or International level in their chosen discipline. These grants recognise the sacrifices that people make to reach significant goals, seek to develop local leaders and positive role models.

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

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

Individuals Development Grants are open to all Kingston residents, providing funding in the following amounts:

- \$200 – State level within Victoria
- \$400 – National level held interstate or in Victoria
- \$600 – International level held overseas, interstate or in Victoria
- Plus 25% financial hardship consideration

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

Eligible applications are assessed on:

- Level and location of the activity.
- Level of achievement and development potential in your chosen discipline.
- Level of assistance from other sources.
- Evidence of financial hardship.

3.1.1 Individual Development Grants - Summary of all applications

From 1 October - 31 December 2025, funding outcomes were determined for 18 Individual Development Grant applications. Based on the eligibility criteria in the Kingston Grants Program Policy and Guidelines:

- 13 applications were deemed eligible.
- Of the 13 eligible applications:
 - 11 applications were approved for funding.
 - Two applications were not funded because the applications were for retrospective funding which the Guidelines state won't be funded.

For noting, Appendix 1 presents funding outcomes for the Individual Development Grants for 1 October - 31 December 2025.

3.2 **Community Small Grants**

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

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

- Community projects and programs
- Community celebrations
- Small equipment
- Capacity building
- 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 the Kingston Grants Program 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 Community Small Grants – Summary of All Applications

From 1 October - 31 December 2025, funding outcomes were determined for 24 Community Small Grant applications.

- All 24 applications were deemed eligible as per the Kingston Grants Program Policy and Guidelines.
- Of the 24 eligible applications:

- 21 applications were approved for funding, which included 20 applications approved for full funding and one application approved for partial funding based on the number of Kingston residents they service.
- Three applications are not recommended for funding:
 - One application proposed activities involving worship, congregation, secular promotion, protest or campaigning, which are not supported as per the Guidelines.
 - One application was for a school alumni event on school grounds – the Guidelines state that activities where the outcome is confined to the school property or school community cannot be funded.
 - One application was for maintenance to a playground. Ongoing maintenance cannot be funded, as per the Guidelines.

For noting, Appendix 2 presents the successful funding outcomes for the Community Small Grants for 1 October - 31 December 2025.

For endorsement, Appendix 3 presents the Funding Not Recommended for 1 October - 31 December 2025.

4. Consultation

4.1 Internal Consultation:

Internal departments are consulted on relevant grant applications, including but not limited to Active Kingston, Family, Youth and Children's Services, Finance and Inclusive Communities.

4.2 Community Consultation:

N/A

5. Compliance Checklist

5.1 Council & Wellbeing Plan Alignment

Strategic Direction: Healthy and Connected - We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.

Strategy: Empower and nurture our community to develop and lead community-based initiatives

The Kingston Grants Program offers not-for-profit community groups and individuals the opportunity to obtain funds to contribute towards activities that enrich community life.

5.2 Governance Principles Alignment

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

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

5.3 Financial Considerations

In the 2025/26 financial year, a total budget of \$30,000 is available to distribute through the Individual Development Grants stream. This report allocates \$5,600 for Quarter 2 (October – December 2025).

In the 2025/26 financial year, a total budget of \$140,000 is available to distribute through the Community Small Grants stream. This report allocates \$36,008 for Quarter 2 (October – December 2025).

5.4 Risk considerations

The Kingston Grants Program and Kingston Grants Program Policy and Guidelines addresses potential accessibility, governance, legal and reputational risks to Council associated with Council's current grants model, in line with the recommendations of the Victorian Auditor-Generals Office (VAGO) report. In addition, the Local Government 2020, outlines requirements for Councillors in relation to Conflict of Interest and Misuse of Power.

Appendices

Appendix 1 - Kingston Grants Program - Individual Development Grants - Q2 2025-26 (Ref 25/301356)  

Appendix 2 - Kingston Grants Program - Community Small Grants - Approved Funding - Q2 2025-26 (Ref 25/301368)  

Appendix 3 - Kingston Grants Program - Community Small Grants - Funding Not Recommended - Q2 2025-26 (Ref 25/301372)  

Author/s: Rachael Hurley, Community Grants Officer
Kathryn Scarpella, Community Grants and Networks Officer
Gillian Turnbull, Coordinator Community Capacity

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

8.2

INDIVIDUAL DEVELOPMENT GRANTS AND COMMUNITY SMALL GRANTS - QUARTERLY REPORT (OCTOBER - DECEMBER 2025)

1	Kingston Grants Program - Individual Development Grants - Q2 2025-26.....	109
2	Kingston Grants Program - Community Small Grants - Approved Funding - Q2 2025-26.....	111
3	Kingston Grants Program - Community Small Grants - Funding Not Recommended - Q2 2025-26.....	113

Kingston Grants Program - Individual Development Grants

Funding outcomes 1 October - 31 December 2025

Approvals

Club / Organisation Name	App No	Amount Requested	Amount Approved	Date of Approval	Details	Event Date	Field	Event Location Type
Mordialloc Life Saving Club	IDG 024 2025-26	\$600.00	\$600.00	3/10/2025	Australian Youth Lifesaving Team competing at the International Surf Rescue Challenge held in New Zealand in November 2025	24/11/2025 - 1/12/2025	Life Saving	International
Individual applicant	IDG 020 2025-26	\$600.00	\$600.00	3/10/2025	Invited speaker for the First Latin American Conference on Easy Language in Brazil, October 2025	29/10/2025 - 30/10/2025	Humanitarian & Leadership	International
Capital Aerobics Academy	IDG 019 2025-26	\$600.00	\$600.00	3/10/2025	FISAF International Sports Aerobics and Fitness World Championships held in Prague in October 2025	21/10/2025 - 23/10/2025	Aerobics	International
Individual applicant	IDG 018 2025-26	\$400.00	\$400.00	3/10/2025	School Sport Victoria, Team Vic long jump and track & field under 12 National Championships held in ACT in November 2025	27/11/2025 - 30/11/2025	Track & Field	National
Edithvale Aspendale Football Netball Club	IDG 032 2025-26	\$400.00	\$400.00	17/10/2025	Under 23s Mixed Netball Indoor Netball Australia Super Nationals held in VIC in November 2025	8/11/2025 - 16/11/2025	Netball	National
Individual applicant	IDG 033 2025-26	\$600.00	\$600.00	24/10/2025	Performing arts exhibition at Kochi Biennale held in India in December 2025	29/12/2025	Arts & Culture	International
MCC Panthers Netball	IDG 034 2025-26	\$400.00	\$400.00	24/10/2025	Over 30s Indoor Netball Australian Super National Championships held in VIC in November 2025	8/11/2025 - 16/11/2025	Netball	National
Outlaws Allstars	IDG 036 2025-26	\$600.00	\$600.00	7/11/2025	Cheerleading World Championships - ESPN Wide World of Sports Held in Florida in April 2026	24/4/2026 - 27/04/2026	Cheerleading	International
Moorabbin Baseball Club	IDG 035 2025-26	\$400.00	\$400.00	7/11/2025	Baseball Australian Youth Championships held in VIC in January 2026	9/1/2026 - 15/1/2026	Baseball	National
Bobby's Coaching Academy	IDG 021 2025-26	\$600.00	\$600.00	11/11/2025	KMSB Youth International Gryphon Cup held in WA in November 2025	20/11/2025 - 23/11/2025	Hockey	International
Moorabbin Baseball Club	IDG 038 2025-26	\$400.00	\$400.00	5/12/2025	Baseball Australian Youth Championships held in VIC in January 2026	9/1/2026 - 15/1/2026	Baseball	National
Total		\$5,600.00	\$5,600.00					

Funding Not Approved

Club / Organisation Name	App No	Amount Requested	Amount Approved	Date of Assessment	Details	Event Date	Field	Event Location Type	Unsuccessful Details
Kimekai Martial Arts	IDG 027 2025-26	\$400.00	\$0.00	3/10/2025	Karate Australia National Championships held in South Australia in July 2025	11/07/2025 - 13/07/2025	Karate	National	Activity occurred in July 25. In line with guidelines, retrospective funding cannot be supported
Kimekai Martial Arts	IDG 028 2025-26	\$600.00	\$0.00	3/10/2025	2025 Karate Oceania Championship and Cup held in Noumea in June 2025	6/06/2025 - 7/06/2025	Karate	International	Activity occurred in June 25. In line with guidelines, retrospective funding cannot be supported
Total		\$1,000.00	\$0.00						

Kingston Grants Program - Community Small Grants

Funding outcomes 1 October - 31 December 2025

Approvals

Name	Amount Requested	Amount Approved	Date of Approval	Details	Notes
Mordialloc Brass Band	\$2,000.00	\$2,000.00	3/10/2025	Jazzeoke - project manager, update of screens and equipment, software purchase and artist fees	Approved for full funding
Kingston U3A	\$1,750.00	\$1,750.00	3/10/2025	Kingston Seniors Festival events from 1-29 Oct 2025	Approved for full funding
El Hokamma Senior Citizen Group	\$1,000.00	\$1,000.00	3/10/2025	iPad or laptop to use to arrange social activities for group and apply for grants	Approved for full funding
Mentone Pony Club	\$2,000.00	\$2,000.00	10/10/2025	Purchase of an automatic defibrillator	Approved for full funding
Parkdale Community Gardens Inc	\$2,000.00	\$2,000.00	17/10/2025	Insurance, first year lease payment, tools/plants	Approved for full funding
Southern Area Concert Band	\$1,800.00	\$1,800.00	17/10/2025	Commemorative Concert for the Wind Band's 20th Anniversary in Oct 2025 - Hall hire and transport costs	Approved for full funding
Waterways Residents Association	\$1,945.00	\$1,945.00	20/10/2025	Purchase and install of water-efficient automatic irrigation for the community garden	Approved for full funding
Avellino Circolo Pensioners of Springvale	\$2,000.00	\$2,000.00	24/10/2025	Commercial pasta making machine to prepare member meals for regular social activities	Approved for full funding
Christian Resource Care	\$2,000.00	\$2,000.00	24/10/2025	Emergency Resources End of Year Christmas Celebration - Food Hampers	Approved for full funding
Edithvale Life Saving Club	\$2,000.00	\$2,000.00	24/10/2025	Introduction to CPR for community - 2 sessions up to 40 KCC residents using a registered training organisation	Approved for full funding

Name	Amount Requested	Amount Approved	Date of Approval	Details	Notes
Rotary Club of Mordialloc Mentone Inc	\$2,000.00	\$2,000.00	24/10/2025	Gnome & Fairy Festival on 23 March 2026	Approved for full funding
Vasudeva Krya Yoga Mandir Ltd	\$2,000.00	\$2,000.00	24/10/2025	Shri - Official opening in Braeside on Annual Yoga Day - Dedicated to harm prevention, mental health reducing suicide, reducing drug abuse. Held in Nov 2025	Approved for full funding
Carrum Cowboys Football Club	\$2,000.00	\$2,000.00	7/11/2025	Establishment of first women's over 35 AFL masters football team - registration and uniforms	Approved for full funding
Circolo Pensionati Italiani di Oakleigh e Clayton	\$1,000.00	\$600.00	7/11/2025	42nd anniversary celebration combined with joy of Christmas celebration in Dec 2025	Partial funding based on Kingston resident numbers
Dingley Central Probus Club	\$2,000.00	\$2,000.00	7/11/2025	Bus outing to Werribee Zoo in April 2026	Approved for full funding
Friends of Karkarook Park Inc	\$1,125.00	\$1,125.00	7/11/2025	Replacement of stolen power garden tools	Approved for full funding
St Andrew's Parish Clayton South	\$2,000.00	\$2,000.00	14/11/2025	Carols by Candlelight community event on 6 Dec 2025	Approved for full funding
St Joseph's Care & Concern Group	\$1,500.00	\$1,500.00	14/11/2025	Annual Christmas lunch fostering social connection for locals living alone. Held on 27 Nov 2025	Approved for full funding
Chelsea & District Inter-Church Council	\$800.00	\$800.00	21/11/2025	Chelsea Community Christmas Carols held on 14 Dec 2025	Approved for full funding
Parkdale Cricket Club	\$1,930.00	\$1,930.00	21/11/2025	Cricket covers and heavy duty poly tarps to protect wickets from rain	Approved for full funding
St Louis Community Garden Group	\$1,558.00	\$1,558.00	21/11/2025	Community garden materials and equipment	Approved for full funding
Totals	\$36,408.00	\$36,008.00			

Kingston Grants Program - Community Small Grants

Funding outcomes 1 October - 31 December 2025

Funding Not Recommended

Name	Date of Assessment	Amount Requested	Amount Approved	Details	Notes
Shrimad Rajchandra Mission Dharampur Australia	3/10/2025	\$2,000.00	\$0.00	Public event promoting mental health and well-being through uplifting spiritual discourses, mindfulness practices, and community connection	The event is known as Dharmayatra, a Buddhist pilgrimage. In line with the guidelines, activities that involve worship, congregation, secular promotion, protest, or campaigns cannot be funded
Mentone Girls Secondary College	20/10/2025	\$2,000.00	\$0.00	Mentone Girls' Secondary College 70 Years Celebration, 26 October 2025	The activity celebrates the history of the school and takes place on school grounds. In alignment with the guidelines, activities where the outcome is confined to the school property or school community cannot be funded
Aspendale Presbyterian Church	7/11/2025	\$2,000.00	\$0.00	Maintenance on playground for playgroup	Request is for maintenance of existing playground equipment. Ongoing maintenance cannot be funded, as per the guidelines
Total		\$6,000.00	\$0.00		

Ordinary Council Meeting

2 February 2026

Agenda Item No: 8.3

KINGSTON WOMEN OF THE YEAR AWARDS 2026 - NOMINATIONS AND SELECTION OF WINNERS

Contact Officer: **Marjorie Tenchavez, Community Leadership and Capacity Officer**

Trent Carpenter, Team Leader Community Capacity and Partnerships

Purpose of Report

The purpose of this report is to present Council with:

- Details of eligible nominations received for the Kingston Women of the Year Awards 2026.
- The outcomes of Councillor voting for the Kingston Women of the Year Awards 2026.
- The overall winner and four category winners for each nomination category (Courageous Commitment, Excelling in Arts or Sport, Impact in STEM or Innovation and Young Woman of the Year - Rising Star) for the Kingston Women of the Year Awards 2026, based on Councillor voting.

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 2026 Kingston Woman of the Year, and four category winners for each nomination category (Courageous Commitment, Excelling in Arts or Sport, Impact in STEM or Innovation and Young Woman of the Year - Rising Star), as presented in Confidential Appendix 1.
2. Determine, pursuant to Section 125 of the *Local Government Act 2020*, that the identities of all award recipients remain confidential until 5 March 2026, except for the notification of the overall award winner by the Mayor prior to 5 March 2026.

1. Executive Summary

Each year, Kingston City Council delivers four Awards Programs to recognise the achievements and contributions of individuals, groups and businesses in Kingston via the 'Community Awards', 'Women of the Year Awards', 'Youth Awards' and 'Sustainable Business Awards'.

This report focuses on the Kingston Women of the Year Awards which celebrate and promote the outstanding contributions of women in the community. It recognises their achievements that positively influence the changing social, environmental or business landscape as leaders (or emerging leaders) in their field.

A public call for nominations was made from 23 September to 9 November 2025. A total of 20 eligible nominations were received from the community - nine for *Courageous Commitment*, three for *Excelling in Arts or Sport*, five for *Impact in STEM or Innovation*, and three for *Young Woman of the Year - Rising Star*.

A summary of the Kingston Women of the Year nominees is presented in Appendix 2.

Councillors were invited to review all nominations based on the selection criteria and vote for their preferred winners for the Kingston Woman of the Year 2026 and four category winners for each nomination category (*Courageous Commitment*, *Excelling in Arts or Sport*, *Impact in STEM or Innovation* and *Young Woman of the Year - Rising Star*). Voting opened on 4 December and closed on 25 January 2026.

The overall winner and category winners are presented in Confidential Appendix 1.

The Kingston Women of the Year Awards will be presented at the Kingston Women of the Year Awards event on Thursday 5 March 2026, coinciding with International Women's Day (IWD).

2. Background

International Women's Day is celebrated annually on 8 March in recognition of women's rights, achievements, and advancement in political, economic and social spheres. Celebrating women's contributions in varied domains provides a positive way to challenge gender stereotypes, promote women's leadership and independence, and advocate for gender equality.

As part of Council's long-standing commitment to gender equality, Council endorsed the implementation of the Kingston Women of the Year Awards in 2018.

The KWOTY Awards celebrate the outstanding contribution that women are making to Kingston's local industry, community, and society. Nominees of this award are women who make a difference to the Kingston community and inspire others through their exceptional professional or personal achievements.

The following four categories are used to encourage diversity of nominations:

- **Courageous Commitment** – honours women who have demonstrated dedication to improving health, wellbeing, safety and/or sustainability through advocacy, campaigning, fundraising, community work and/or thought-leadership.
- **Excelling in Arts or Sport** – for women using their sporting and/or creative talents to represent, motivate and inspire the community.
- **Impact in STEM or Innovation** – recognises leaders in science, technology, engineering, mathematics, business, economics, politics, or entrepreneurship who are making a difference in their field and the broader community.
- **Young Woman of the Year - Rising Star** – recognising women aged 35 years or under who have made a meaningful contribution to the community and/or inspired others through exceptional professional or personal achievements.

A public call for nominations was made from 23 September to 9 November 2025. The awards will be presented at the annual KWOTY Awards event, held at Kingston City Hall on 5 March 2026, to coincide with International Women's Day. A total of 20 eligible nominations were received.

2.1 Community Awards and Recognition Review 2025

A comprehensive review of Kingston's Awards Program was undertaken in 2025 to align recognition processes with Council's strategic direction, meet community expectations, and improve efficiency and impact.

The review findings were presented to Council in August 2025, highlighting opportunities to strengthen relevance and participation. Council endorsed two changes to the Women of the Year Awards categories:

- *Combine the Inspiring Innovation and Success in STEM categories into a single category - Success in STEM or Innovation; and*
- *Introduce a Young Woman of the Year – Rising Star category to encourage greater participation and recognition of women aged 35 years and under.*

Council also adopted the Kingston Awards Program Policy (Appendix 3). Following the review, nominations for the Women of the Year Awards and Community Awards were open at the same time.

3. Discussion

3.1 Kingston Women of the Year Nominations 2026

Women are nominated in one of the following four categories:

- Courageous Commitment
- Excelling in Arts or Sport
- Impact in STEM or Innovation
- Young Woman of the Year - Rising Star

To be eligible, nominated individuals must:

- Be a woman or individual who identifies as female.
- Live, work or study within the City of Kingston.
- Have contributed to community outcomes aligning with Council's strategic priorities and policies.
- Have made an outstanding contribution to the community (within Kingston or outside) whose achievements positively influence the changing social, environmental or business landscape.

Further conditions:

- Any community member or community group/organisation can make a nomination.
- Individuals cannot self-nominate.
- Previous nominees can be nominated again.
- Previous winners and honourable mentions are not eligible.
- Kingston Council employees are not eligible unless being nominated for their work outside Council.

A total of 20 eligible nominations were received; nine for *Courageous Commitment*, three for *Excelling in Arts or Sport*, five for *Impact in STEM or Innovation*, and three for *Young Woman of the Year - Rising Star*. Appendix 2 provides a summary of the nominations for the Women of the Year 2026.

3.2 Kingston Women of the Year Selection Criteria

In choosing the recipients of the Kingston Women of the Year Awards, nominees were assessed according to the following selection criteria:

General Criteria (applies to all categories):

- Significance and impact of contributions made
- Demonstrated commitment to making a positive impact within the Kingston community
- Nature and duration of service or activity
- Excellence in their chosen field
- Personal attributes such as vision, leadership, innovation, creativity, overcoming adversity, and being a positive role model or advocate for diversity and inclusion
- Personal, academic or professional achievements.

Category Criteria:

Courageous Commitment

- Sustained commitment to improving community health, wellbeing, safety and/or environmental sustainability
- Clear evidence of meaningful impact through advocacy, campaigning, fundraising, volunteer service, or thought leadership that has led to positive change or inspired others.

Excelling in Arts or Sport

- Demonstrated excellence, talent, and skill in the fields of sport and/or the arts (including music, performance, visual arts, literature, etc).
- Evidence of the nominee's influence in motivating, inspiring or representing their community through their achievements or leadership.

Impact in STEM or Innovation

- Demonstrated innovation, originality, or leadership in business, economics, politics, entrepreneurship or STEM fields.
- Achievements that benefit the community and serve as a source of inspiration.

Young Woman of the Year

- Aged 35 years or under at the time of nomination
- Demonstrated commitment to improving community health, wellbeing, safety, and/or environmental sustainability
- Notable contributions or achievements with a clear link to community benefit or inspiring others.

3.3 Nominee Reference Checks

All nominations were required to be supported by two referees. Referees were contacted by Council officers to verify the details of the nomination and to provide additional insights into the nominee's contributions to the community.

3.4 Councillor Voting Process

Councillors voted to determine the 2026 Kingston Women of the Year overall winner and each of the four category winners. To facilitate Council voting, Councillors were provided with:

- A summary of the nominations, as presented in Appendix 2.
- Selection criteria (as outlined in section 3.2 above); and
- Access to a confidential online voting poll to vote for their preferred winners for the overall Woman of the Year and four category winners.

Councillors were invited to review all nominations based on the selection criteria and vote for their preferred winners for the Kingston Woman of the Year 2026 and four category winners (Courageous Commitment, Excelling in Arts or Sport, Impact in STEM or Innovation and Young Woman of the Year - Rising Star). Voting opened on 4 December and closed on 25 January 2026.

Upon closure of the online voting poll, Officers collated the votes to identify the overall Woman of the Year and four category winners. The winners are presented in Confidential Appendix 1.

The identity of the winners will remain confidential until the KWOTY event on 5 March 2026. The Mayor will notify the overall Woman of the Year award winner prior to the event. Category award winners are not notified in advance, and all award recipients should remain confidential until they are announced.

3.5 Celebrating Award Winners and Nominees

The Kingston Women of the Year Awards promotes ongoing recognition of women leaders in the community, extending beyond the event itself. Council officers work with internal teams and local organisations to highlight the achievements of nominees and help them connect with the broader community, using their skills and experience for community benefit.

Previous winners are invited to attend and speak at events and serve as role models for women and girls in Kingston. They are also encouraged to join the Kingston Women's Network to stay informed about Council's initiatives and participate in networking opportunities.

The Kingston Women of the Year Awards and Women's Network events provides a platform for nominees to learn from each other, work together and increase their networks.

In line with the resolution from Notice of Motion 7/2025 – Women and Girls in Kingston Networking, presented to Council on 23 June 2025, Officers will invite students from local secondary schools to attend and reserve seating for young women, as appropriate.

4. Consultation

4.1 Internal Consultation:

Relevant departments from across Council were engaged to assist in promoting and encouraging nominations for the KWOTY Awards.

4.2 Community Consultation:

A range of engagement and communications methods have been implemented to promote and encourage nominations for the KWOTY Awards:

Group	Method
Local community groups, sporting clubs and community-based organisations	<ul style="list-style-type: none"> • My Community Life (MCL) newsletter • Kingston Active email to sporting clubs • Better Health Network newsletter • PROBUS
General public	<ul style="list-style-type: none"> • Media release, paid advertisement on community radio 3ZZZ, local media, social media, sponsored paid advertising, newsletters, billboards and digital screens
Businesses	<ul style="list-style-type: none"> • Kingston Business Newsletter and Kingston Business Facebook Page
Seniors	<ul style="list-style-type: none"> • Seniors' Festival Booklet, Your Voice Newsletter, Seniors Clubs and PROBUS
Sports Groups	<ul style="list-style-type: none"> • Sport and Recreation newsletter, promotion via the Active Kingston Advisory Committee
Faith Groups	<ul style="list-style-type: none"> • Interfaith newsletter and meeting
People with disability	<ul style="list-style-type: none"> • Promotion via the Access and Equity Advisory Committee
First Nations Groups	<ul style="list-style-type: none"> • Promotion via the Derrimut Weelam Gathering Place
Young People	<ul style="list-style-type: none"> • Kingston Youth Services Facebook page and promotional material sent to Partnerships

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.

5.2 The Kingston Women of the Year Awards celebrates women's contributions in the community, challenge gender stereotypes and advocate for gender equality.

Governance Principles Alignment

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

The Kingston Women of the Year Awards aim to celebrate and promote the outstanding contributions of women in the community. Celebrating the outstanding contribution of women in diverse fields promotes gender equality, recognises women in positions of leadership, supports inclusion, health, cohesion and connectedness amongst the community. It provides a platform to celebrate and support the work that these women do and inspires and motivates other members of the community.

5.3 Financial Considerations

The Kingston Women of the Year Awards and event are delivered within existing budget and staffing resources.

5.4 Risk considerations

There is a risk of awarding Women of the Year Awards to nominees who do not meet the criteria, or whose achievements have not been accurately portrayed by the nominator. To mitigate this risk, all nominations were required to address the selection criteria outlined in section 3.2 of this report and include the details of two referees. Officers contacted these referees to obtain verbal or written references for all nominees. These measures ensure that nominees are eligible and that there is evidence of their contributions to the Kingston community.

Appendices

Appendix 1 - Kingston Women of the Year 2026 - Voting Outcomes (Ref 26/19248) - Confidential

Appendix 2 - KWOTY Nominations 2026 (Ref 25/290750) - Confidential

Appendix 3 - Kingston Awards Program Policy (Ref 25/157540) 

Author/s: Marjorie Tenchavez, Community Leadership and Capacity Officer
Trent Carpenter, Team Leader Community Capacity and Partnerships

Reviewed and Approved By: Kate Waters, General Manager Community Strengthening

8.3

KINGSTON WOMEN OF THE YEAR AWARDS 2026 - NOMINATIONS AND SELECTION OF WINNERS

1	Kingston Awards Program Policy	125
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Kingston Awards Program Policy

VERSION NO.	1
APPROVAL	Manager Inclusive Communities
	<i>Signature: Squach</i>
	<i>Date: 29/8/25</i>
CONTENT MANAGER REFERENCE	25/157540
REVIEW	30 June 2029
RESPONSIBLE EXECUTIVE	General Manager Community Strengthening
POLICY TYPE	Council
POLICY OWNER	Manager Inclusive Communities

REVISION RECORD	Version	Revision Description
No previous revisions		

1. Purpose

The purpose of the Kingston Awards Program Policy is to provide a clear and consistent framework for the nomination, selection, and recognition of individuals and community groups whose contributions exemplify excellence, innovation, leadership, and service within the community. This Policy ensures Kingston's awards programs are conducted with transparency, equity, and integrity, and align with the values and strategic objectives of the organisation.

2. Scope

This Policy applies to the administration, nomination, assessment, selection process and decisions for the following Kingston awards programs:

- Kingston Community Awards
- Kingston Women of the Year Awards (KWOTY)
- Kingston Youth Awards
- Kingston Sustainable Business Awards

This Policy provides guidance to Kingston City Council staff and Councillors involved in managing these awards.

3. Governance Principles and Council and Wellbeing Plan Alignment

3.1 Governance Principles

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

Awards programs celebrate the achievements and contributions of individuals and community groups in Kingston, providing local role models for current and future generations.

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

This policy outlines the process of decision-making for the selection of award recipients to transparently reflect current practice.

3.2 Council and Wellbeing Plan Alignment

Strategic Direction: Healthy and Connected

Strategy: Empower and nurture our community to develop and lead community-based initiatives

Kingston's award programs contribute to the celebration of the community and their contributions and achievements.

4. Policy Details

The Kingston Awards Program Policy outlines Kingston's approach to administering award programs including the definitions of awards and categories, the eligibility and selection criteria, and decision-making process.

4.1 Award Categories

Community Awards

The Kingston Community Awards recognise the outstanding service and achievements of individuals, groups and organisations who live, work or study in the City of Kingston. Contributions can be in fields such as education, health, fundraising, charitable and voluntary services, business, sport, arts, environment, or any other area that contributes to the advancement and well-being of the community.

The Community Awards program includes three categories that recognise outstanding service and achievement:

- Citizen of the Year – awarded to an individual who has made a significant and lasting contribution to the Kingston community.
- Community Group of the Year – recognises a group or organisation that has delivered exceptional service or impact within the community.
- Community Impact Award – an honourable mention awarded at Council's discretion to acknowledge a nominee whose contribution is highly commendable (*previously known as Outstanding Citizen Award*).

Youth Awards

The Kingston Youth Awards celebrate the amazing contributions of young people aged 12 to 25 who live, work and/or study in Kingston.

The Youth Awards include two categories that recognise the contributions of young people in Kingston:

- Young Citizen of the Year – celebrating an individual aged 12 to 25 who has made a significant impact in the community.
- Young Community Group of the Year – recognising a formal or informal group led by young people that has demonstrated outstanding commitment to community involvement.

Women of the Year Awards

The Kingston Women of the Year (KWOTY) Awards celebrate the outstanding contributions women make to local industry, community and society. These awards honour women who create positive change and inspire others through their professional or personal achievements.

The KWOTY Awards include one overall award and four category awards:

- Kingston Woman of the Year (Overall winner) – awarded to an outstanding woman whose impact spans multiple fields or categories.
 - Young Woman of the Year – ‘Rising Star’ award, recognising women aged 35 years or under who have made a meaningful contribution to the community and/or inspired others through exceptional professional or personal achievements.
 - Courageous Commitment – honours women who have demonstrated dedication to improving health, wellbeing, safety and/or sustainability through advocacy, campaigning, fundraising, community work and/or thought-leadership.
 - Excelling in Arts or Sport – celebrates women who use their sporting and/or creative talents to represent, motivate and inspire others.
 - Impact in STEM or Innovation – recognises leaders in science, technology, engineering, mathematics, business, economics, politics, or entrepreneurship who are making a difference in their field and the broader community.

Sustainable Business Awards

The Kingston Sustainable Business Awards recognise and celebrate the efforts made by businesses in Kingston to make the world a better and safer place.

The Sustainable Business Awards include six categories:

- Waste Reduction and Recycling Solutions - recognising businesses and initiatives that demonstrate efforts in reducing waste generation, promoting recycling, and implementing solutions for sustainable waste management practices.
- Diversity and Inclusion - businesses that excel in supporting diversity and inclusion through workplace initiatives and/or programs. These businesses demonstrate the values and benefits of an inclusive workplace and work to achieve a more inclusive environment for staff and customers.
- Small and Medium Business Leadership - outstanding achievements by small to medium businesses that integrate environmental and/or social sustainability principles and practices into their business activities and policies.
- Towards Net Zero 2030 - organisations who are working towards net zero through improving efficiency, renewable energy production and carbon emission reduction.
- Product Innovation & Technology – businesses who develop innovative products and technologies that have the potential of significantly addressing climate change mitigation, adaptation or resilience.
- Young Changemakers and Innovators - young changemakers and innovators (under 35 years old) who have devised forward-thinking solutions that align with sustainable strategies and outcomes.

4.2 Eligibility Criteria

Community Awards

To be eligible for the Citizen of the Year award, nominees must:

- Live, work or study in the City of Kingston
- Have made a significant contribution to the community
- Demonstrate ongoing commitment in areas like education, health, fundraising, volunteering, business, sports, arts, environment, or any other area that contributes to the advancement and well-being of the community.

To be eligible for the Community Group of the Year award, nominees must:

- Operate in the City of Kingston
- Have demonstrated a significant and lasting impact through outstanding service or contribution to the community
- Have shown continued commitment in any area/s such as: education, health, fundraising, charitable and voluntary services, business, sport, arts, environment, or any other area that contributes to the advancement and well-being of the community.

In addition to the Citizen of the Year award, Councillors may choose to present a Community Impact Award as an honourable mention to recognise another nominee's outstanding contribution.

Youth Awards

To be eligible for the Young Citizen of the Year award, nominees must:

- Be between 12 to 25 years of age
- Live, work or study in the City of Kingston
- Have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

To be eligible for the Young Community Group of the Year award, nominees must:

- Be a formal or informal group of two or more members, with a majority of members aged 25 years or younger
- Operate in the City of Kingston
- Have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

Women of the Year Awards

To be eligible for the Women of the Year awards, nominated individuals must:

- Be a woman or individual who identifies as a woman
- Live, work or study in the City of Kingston
- Have contributed to community outcomes aligning with Council's strategic priorities and policies
- Have made an outstanding contribution to the community (within Kingston or outside) whose achievements positively influence the changing social, environmental or economic landscape.

The recipient of the overall Woman of the Year award is not eligible to receive a category award in the same year.

Sustainable Business Awards

To be eligible for the Sustainable Business awards, businesses/organisations must:

- Be registered within the City of Kingston, hold a registered ABN and have all required licences and permits relevant to their industry
- Nominations can be made in one or more categories. Each category selected must be for a different initiative
- If a nominee wins a particular category, they will be ineligible to win in another category
- Previous award winners cannot be nominated again for the same initiative, but may be nominated again for a new initiative

- For Young Changemakers and Innovators category, the nominated individual must be under 35 years old and live, work or study in the City of Kingston.

4.3 Other Eligibility Criteria

The following criteria applies to all Kingston Awards included in this Policy:

- Self-nominations are not accepted for individual awards, other than in the Sustainable Business Awards categories
- Groups and organisations may nominate themselves
- Previous nominees who were not selected as winners may be nominated again
- Previous award winners are not eligible to be nominated again in the same category, or for the same achievement in a different category
- Kingston Council employees are not eligible to be nominated unless the nomination relates to work undertaken outside their Council role. They are not eligible for nomination in the Sustainable Business Awards categories
- Current and former Kingston Councillors are not eligible to be nominated. However, Junior Councillors are eligible.

4.4 Assessment Criteria

Community Awards

Citizen of the Year

- Demonstrated significant and measurable impact on the Kingston community
- Personal attributes such as vision, leadership, innovation, creativity, overcoming adversity, and being a positive role model or advocate for diversity and inclusion
- Demonstrated response to a community need or priority
- Personal, academic or professional achievements
- Contribution to a healthy, connected, vibrant, prosperous, liveable and sustainable community.

Community Group of the Year

- Demonstrated significant and measurable impact on the Kingston community
- Demonstrated response to a community need or priority
- Contribution to a healthy, connected, vibrant, prosperous, liveable and sustainable community.

Youth Awards

Young Citizen of the Year

- Demonstrated impact, contribution and commitment to community
- Dedication to a personal passion, idea, and/or cause
- Personal attributes such as vision, leadership, innovation, creativity, overcoming adversity, and being a positive role model or advocate for diversity and inclusion

Young Community Group of the Year

- Demonstrated impact, contribution and commitment to community
- Dedication to a shared passion, idea, and/or cause
- Ability to meet an identified community need or priority.

Kingston Women of the Year Awards

General Criteria (applies to all categories)

- Significance and impact of contributions made
- Demonstrated commitment to making a positive impact within the Kingston community
- Nature and duration of service or activity
- Excellence in their chosen field
- Personal attributes such as vision, leadership, innovation, creativity, overcoming adversity, and being a positive role model or advocate for diversity and inclusion
- Personal, academic or professional achievements.

Young Woman of the Year

- Aged 35 years or under at the time of nomination
- Demonstrated commitment to improving community health, wellbeing, safety, and/or environmental sustainability
- Notable contributions or achievements with a clear link to community benefit or inspiring others.

Courageous Commitment

- Sustained commitment to improving community health, wellbeing, safety, and/or environmental sustainability
- Clear evidence of meaningful impact through advocacy, campaigning, fundraising, volunteer service, or thought leadership that has led to positive change or inspired others.

Excelling in Arts or Sport

- Demonstrated excellence, talent, and skill in the fields of sport and/or the arts (including music, performance, visual arts, literature, etc.)
- Evidence of the nominee's influence in motivating, inspiring, or representing their community through their achievements or leadership.

Impact in STEM or Innovation

- Demonstrated innovation, originality, or leadership in business, economics, politics, entrepreneurship or STEM fields
- Achievements that benefit the community and serve as a source of inspiration.

Sustainable Business Awards

Waste Reduction and Recycling Solutions

- Implementation strategies and measurable results in minimising waste and resource recovery
- Entries may encompass accomplishments in recycling and reprocessing systems, including mechanical and organic (composting) recycling methods, as well as implementing sustainable packaging solutions.

Diversity and Inclusion

- Action to reduce barriers, enhance participation and ensure information, services and facilities are accessible and inclusive to everyone in our community. Workplace diversity and inclusion may refer to gender, age, LGBTQIA+, culturally and linguistically diverse (CALD), people with a disability and First Nations engagement.

Small and Medium Business Leadership

- Multifaceted contributions towards sustainability (and/or achieving the United Nations Sustainable Development Goals). Examples include ethical sourcing, community engagement, circularity and biodiversity.

Towards Net Zero 2030

- Innovative strategies, technologies, policy changes or supply chain transparency to improve efficiency, renewable energy production and carbon emission reduction.

Product Innovation and Technology

- Examples of innovative products and technologies that have the potential of significantly addressing climate change mitigation, adaptation or resilience e.g. solar panel production, energy storage solutions, water conservation and green building technologies

Young Changemakers and Innovators

- Evidence of the contribution made by young changemakers and innovators (under 35 years old) to devise forward-thinking solutions that align with sustainable strategies and outcomes, contributing towards progressing environmental and/or social sustainability.

4.5 Decision Making Process

Community Awards, Youth Awards and Women of the Year Awards

Council officers undertake reference checks for all nominees to confirm the information provided and alignment with the eligibility criteria.

Councillors are responsible for voting to determine the award recipients. To support this process, Councillors are provided with:

- A summary of nominations
- The relevant selection criteria
- Access to a confidential online voting platform

Councillors must declare any conflict of interest prior to participating in the vote.

Once voting closes, officers review the results to identify the successful nominees. The recommended winners are then formally presented at an Ordinary Council Meeting for endorsement. Councillors and Council officers reserve the right to withhold an award in any category or withdraw nominations at their discretion.

Award recipients remain confidential until the official announcement at the celebration event. The Mayor will notify the overall award winners prior to each event. KWOTY category award winners will be announced on the day.

Sustainable Business Awards

Council officers undertake a vetting process to ensure businesses have the relevant approvals and permits e.g. building/planning permits, registrations, payment of rates, and no outstanding financial or legal concerns.

Judging for the Sustainable Business Awards is outsourced to an external organisation experienced in conducting sustainability award programs. The judges independently score and critique entries in categories relevant to their expertise. This ensures the voting is independent, apolitical and not under the auspices of any organisation or association.

Award recipients remain confidential until the official announcement at the celebration event. The Mayor will notify the award winners prior to each event.

5. Key Stakeholders (if applicable)

Inclusive Communities, Youth Services and Kingston Business are the key stakeholders for this Policy.

6. Internal and External Assessments**6.1 Risk Assessment**

This Policy has been assessed by the relevant department.

6.2 Delegation and Authorisation (Compliance Framework)

There are no delegated positions with responsibilities for this Policy.

6.3 Gender Impact Assessment

A Gender Impact Assessment has been completed for this Policy.

6.4 Privacy Impact Assessment

A Privacy Impact Assessment has been completed for this Policy.

6.5 Human Rights Charter

This Policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

7. Roles and Responsibilities

Role	Responsibility
Council	Selects and confirms the winners of Kingston's awards programs.

Manager Inclusive Communities Oversees the delivery of the Community Awards and Kingston Women of the Year Awards.

Manager Families, Youth & Children's Services Oversees the delivery of the Youth Awards.

Manager City Economy & Innovation Oversees the delivery of the Sustainable Business Awards

8. Related documents**8.1 Legislation**

- *Local Government Act 2020*
- *Municipal Association of Victoria (MAV) Guidelines*
- *Equal Opportunity Act 2010*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Children, Youth & Families Act 2005 (Vic)*
- *Child Safe Standards*

8.2 Documents and resources

- *2025-2029 Council and Wellbeing Plan*
- *2021 Community Engagement Policy*
- *2023-2026 Kingston Youth Strategy*

The recruitment of nominees for the Awards is conducted in accordance with the Community Engagement Policy.

9. Definitions

Term	Definition
<i>Community Awards</i>	Includes the Citizen of the Year and Community Group of the year award categories
<i>KWOTY Awards</i>	Kingston Women of the Year awards, including the overall Kingston Woman of the Year and four category awards
<i>Youth Awards</i>	Young Citizen of the Year and Young Community Group of the Year category awards
<i>Sustainable Business Awards</i>	Sustainable Business awards, consisting of six category awards

Ordinary Council Meeting

2 February 2026

Agenda Item No: 8.4

COMMUNITY AWARDS 2026 - NOMINATIONS AND SELECTION OF WINNERS

Contact Officer: **Marjorie Tenchavez, Community Leadership and Capacity Officer**
Trent Carpenter, Team Leader Community Capacity and Partnerships

Purpose of Report

The purpose of this report is to present Council with:

- Details of eligible nominations received for the Community Awards 2026.
- The outcomes of Councillor voting for the Citizen of the Year and Community Group of the Year.
- The overall winners of Citizen of the Year and Community Group of the Year 2026, based on Councillor voting.

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 2026 Citizen of the Year and Community Group of the Year winners, as presented in Confidential Appendix 1.
2. Determine, pursuant to Section 125 of the Local Government Act 2020, that the identities of all award recipients remain confidential until 21 May 2026, except for the notification of the award winners by the Mayor prior to 21 May 2026.

1. Executive Summary

Each year, Kingston City Council delivers four Awards Programs to recognise the achievements and contributions of individuals, groups and businesses in Kingston via the 'Community Awards', 'Women of the Year Awards', 'Youth Awards' and 'Sustainable Business Awards'.

This report focuses on the Community Awards which celebrate and promote the outstanding contributions of individuals and groups in the Kingston community.

The Community Awards are presented in two categories - Citizen of the Year and Community Group of the Year. A Community Impact Award may also be awarded at Council's discretion as an honourable mention to acknowledge a nominee whose contribution is highly commendable (previously known as Outstanding Citizen Award).

A public call for nominations was made from 23 September to 9 November 2025. A total of 24 eligible nominations were received across both categories – 10 for Citizen of the Year and 14 for Community Group of the Year.

A summary of the Citizen of the Year and Community Group of the Year nominees is presented in Appendix 2.

Councillors were invited to review all nominations based on the selection criteria and vote for their preferred winners for both Citizen of the Year and Community Group of the Year. Voting opened on 4 December and closed on 25 January 2026.

The Citizen of the Year and Community Group of the Year winners are presented in Confidential Appendix 1.

The Community Awards will be presented at the Volunteer Appreciation Event, to be held on Thursday 21 May 2026, coinciding with National Volunteer Week.

2. Background

Each year Kingston celebrates people that make a significant contribution to the community with the presentation of two Community Awards under the categories of Citizen of the Year and Community Group of the Year. A Community Impact Award may also be awarded at Council's discretion as an honourable mention to acknowledge a nominee whose contribution is highly commendable (previously known as Outstanding Citizen Award). Since 2023, the Community Awards have been presented at the Volunteer Appreciation Event held each year in May, coinciding with National Volunteer Week.

Council is only required to present awards in the categories where it deems there is a worthy nomination. Council is not obligated to present an award in either category.

A public call for nominations was made from 23 September to 9 November 2025. A total of 24 eligible nominations were received across both categories – 10 for Citizen of the Year and 14 for Community Group of the Year.

2.1 Community Awards and Recognition Review 2025

A comprehensive review of Kingston's Awards Program was undertaken in 2025 to align recognition processes with Council's strategic direction, meet community expectations, and improve efficiency and impact.

The findings were presented to Council in August 2025, confirming opportunities to improve relevance and value. Council endorsed renaming the *Outstanding Citizen Award* to the *Community Impact Award* and adopted the Kingston Awards Program Policy (Appendix 3). Following the review, nominations for the Women of the Year Awards and Community Awards now open at the same time.

3. Discussion

3.1 Community Awards Nominations 2026

To be eligible for the **Citizen of the Year** award, nominees must:

- Live, work or study in the City of Kingston
- Have made a significant contribution to the community
- Demonstrate ongoing commitment in areas like education, health, fundraising, volunteering, business, sports, arts, environment, or any other area that contributes to the advancement and well-being of the community.

To be eligible for the **Community Group of the Year** award, nominees must:

- Operate in the City of Kingston

- Have demonstrated a significant and lasting impact through outstanding service or contribution to the community
- Have shown continued commitment in any area/s such as: education, health, fundraising, charitable and voluntary services, business, sport, arts, environment, or any other area that contributes to the advancement and well-being of the community.

Further conditions:

- Self-nominations are not accepted for Citizen of the Year
- Groups and organisations may nominate themselves
- Previous nominees who were not selected as winners may be nominated again
- Previous award winners are not eligible to be nominated again in the same category, or for the same achievement in a different category
- Kingston Council employees are not eligible to be nominated unless the nomination relates to work undertaken outside their Council role
- Current and former Kingston Councillors are not eligible to be nominated. However, Junior Councillors are eligible.

In addition to the Citizen of the Year award, Councillors may choose to present a Community Impact Award as an honourable mention to recognise another nominee's outstanding contribution.

A total of 24 eligible nominations were received across both categories – 10 for Citizen of the Year and 14 for Community Group of the Year. Appendix 2 provides a summary of the nominations for the Community Awards 2026.

3.2 Selection Criteria

Nominees for the Community Awards 2026 are assessed on the following criteria:

Citizen of the Year

- Demonstrated significant and measurable impact on the Kingston community
- Personal attributes such as vision, leadership, innovation, creativity, overcoming adversity, and being a positive role model or advocate for diversity and inclusion
- Demonstrated response to a community need or priority
- Personal, academic or professional achievements
- Contribution to a healthy, connected, vibrant, prosperous, liveable and sustainable community.

Community Group of the Year

- Demonstrated significant and measurable impact on the Kingston community
- Demonstrated response to a community need or priority
- Contribution to a healthy, connected, vibrant, prosperous, liveable and sustainable community.

3.3 Nominee Reference Checks

All nominations were required to be supported by two referees. Referees were contacted by Council officers to verify the details of the nomination and provide additional insights into the nominee's contributions to the community.

3.4 Councillor Voting Process

Council voted to determine the 2026 Citizen of the Year and Community Group of the Year. To facilitate Council voting, Councillors were provided with:

- A summary of the nominations, as presented in Appendix 2.
- Selection criteria (as outlined in section 3.2 above); and
- Access to a confidential online voting poll to vote to select their preferred winners for the Citizen of the Year and Community Group of the Year.

Councillors were invited to review all nominations based on the selection criteria and vote for their preferred winners for both Citizen of the Year and Community Group of the Year. Voting opened on 4 December and closed on 25 January 2026.

Upon closure of the online voting poll, Council officers collated the voting preferences of Councillors to identify the winners in each category. The winners are presented in Confidential Appendix 1.

The identity of the winners will remain confidential until the Volunteer Appreciation Event on 21 May 2026, except for the notification of the winners by the Mayor prior to 21 May 2026.

In addition to the Citizen of the Year award, Councillors may choose to present a Community Impact Award as an honourable mention to recognise another nominee whose contribution is highly commendable.

3.5 Celebrating Award Winners and Nominees

The Community Awards recognise the outstanding contributions of individuals, groups, and organisations across Kingston. To amplify this impact, Council officers work with internal teams and local community organisations to promote the achievements of nominees and connect them with opportunities to share their skills and expertise.

The Awards also extend recognition beyond the annual Volunteer Appreciation Event by continually celebrating community leaders throughout the year. Previous winners are invited to participate in Council and community events as guest speakers, advocates, and role models. This ongoing engagement helps strengthen community connections and ensures the skills and experiences of award recipients continue to benefit the wider community.

4. Consultation

4.1 Internal Consultation:

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

4.2 Community Consultation:

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

Group	Method
Local community groups, sporting clubs and community-based organisations	<ul style="list-style-type: none">• My Community Life (MCL) newsletter• Kingston Active email to sporting clubs• Better Health Network newsletter• PROBUS
General public	<ul style="list-style-type: none">• Media release, paid advertisement on community radio 3ZZZ, local media, social media, sponsored paid advertising, newsletters, billboards and digital screens

Businesses	<ul style="list-style-type: none"> Kingston Business Newsletter and Kingston Business Facebook Page
Seniors	<ul style="list-style-type: none"> Seniors' Festival Booklet, Your Voice Newsletter, Seniors Clubs and PROBUS
Sports Groups	<ul style="list-style-type: none"> Sport and Recreation newsletter, promotion via the Active Kingston Advisory Committee
Faith Groups	<ul style="list-style-type: none"> Interfaith newsletter and meeting
People with disability	<ul style="list-style-type: none"> Promotion via the Access and Equity Advisory Committee
First Nations Groups	<ul style="list-style-type: none"> Promotion via the Derrimut Weelam Gathering Place
Young People	<ul style="list-style-type: none"> Kingston Youth Services Facebook page and promotional material sent to Partnerships

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 and event are delivered within existing budget and staffing resources.

5.4 Risk considerations

There is a risk of awarding Community Awards to nominees who do not meet the criteria, or whose achievements have not been accurately portrayed by the nominator. To mitigate this risk, all nominations were required to address the selection criteria outlined in section 3.2 of this report. In addition, Citizen of the Year nominations were required to include the details of two referees, and Officers contacted these referees to obtain verbal or written references for all nominees. Community Group nominations are not required to provide referees. These measures help ensure that nominees are eligible and that there is evidence of their contributions to the Kingston community.

Appendices

Appendix 1 - Community Awards 2026 - Voting Outcomes (Ref 26/19244) - Confidential

Appendix 2 - Community Awards Nominations 2026 (Ref 25/301138) - Confidential

Appendix 3 - Kingston Awards Program Policy (Ref 25/157540) 

Author/s: Marjorie Tenchavez, Community Leadership and Capacity Officer
Trent Carpenter, Team Leader Community Capacity and Partnerships

Reviewed and Approved By: Kate Waters, General Manager Community Strengthening

8.4

COMMUNITY AWARDS 2026 - NOMINATIONS AND SELECTION OF WINNERS

1	Kingston Awards Program Policy	143
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Kingston Awards Program Policy

VERSION NO.	1
APPROVAL	Manager Inclusive Communities
	<i>Signature: Squach</i>
	<i>Date: 29/8/25</i>
CONTENT MANAGER REFERENCE	25/157540
REVIEW	30 June 2029
RESPONSIBLE EXECUTIVE	General Manager Community Strengthening
POLICY TYPE	Council
POLICY OWNER	Manager Inclusive Communities

REVISION RECORD	Version	Revision Description
No previous revisions		

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The purpose of the Kingston Awards Program Policy is to provide a clear and consistent framework for the nomination, selection, and recognition of individuals and community groups whose contributions exemplify excellence, innovation, leadership, and service within the community. This Policy ensures Kingston's awards programs are conducted with transparency, equity, and integrity, and align with the values and strategic objectives of the organisation.

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This Policy applies to the administration, nomination, assessment, selection process and decisions for the following Kingston awards programs:

- Kingston Community Awards
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- Kingston Sustainable Business Awards

This Policy provides guidance to Kingston City Council staff and Councillors involved in managing these awards.

3. Governance Principles and Council and Wellbeing Plan Alignment

3.1 Governance Principles

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

Awards programs celebrate the achievements and contributions of individuals and community groups in Kingston, providing local role models for current and future generations.

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

This policy outlines the process of decision-making for the selection of award recipients to transparently reflect current practice.

3.2 Council and Wellbeing Plan Alignment

Strategic Direction: Healthy and Connected

Strategy: Empower and nurture our community to develop and lead community-based initiatives

Kingston's award programs contribute to the celebration of the community and their contributions and achievements.

4. Policy Details

The Kingston Awards Program Policy outlines Kingston's approach to administering award programs including the definitions of awards and categories, the eligibility and selection criteria, and decision-making process.

4.1 Award Categories

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The Community Awards program includes three categories that recognise outstanding service and achievement:

- Citizen of the Year – awarded to an individual who has made a significant and lasting contribution to the Kingston community.
- Community Group of the Year – recognises a group or organisation that has delivered exceptional service or impact within the community.
- Community Impact Award – an honourable mention awarded at Council's discretion to acknowledge a nominee whose contribution is highly commendable (*previously known as Outstanding Citizen Award*).

Youth Awards

The Kingston Youth Awards celebrate the amazing contributions of young people aged 12 to 25 who live, work and/or study in Kingston.

The Youth Awards include two categories that recognise the contributions of young people in Kingston:

- Young Citizen of the Year – celebrating an individual aged 12 to 25 who has made a significant impact in the community.
- Young Community Group of the Year – recognising a formal or informal group led by young people that has demonstrated outstanding commitment to community involvement.

Women of the Year Awards

The Kingston Women of the Year (KWOTY) Awards celebrate the outstanding contributions women make to local industry, community and society. These awards honour women who create positive change and inspire others through their professional or personal achievements.

The KWOTY Awards include one overall award and four category awards:

- Kingston Woman of the Year (Overall winner) – awarded to an outstanding woman whose impact spans multiple fields or categories.
 - Young Woman of the Year – ‘Rising Star’ award, recognising women aged 35 years or under who have made a meaningful contribution to the community and/or inspired others through exceptional professional or personal achievements.
 - Courageous Commitment – honours women who have demonstrated dedication to improving health, wellbeing, safety and/or sustainability through advocacy, campaigning, fundraising, community work and/or thought-leadership.
 - Excelling in Arts or Sport – celebrates women who use their sporting and/or creative talents to represent, motivate and inspire others.
 - Impact in STEM or Innovation – recognises leaders in science, technology, engineering, mathematics, business, economics, politics, or entrepreneurship who are making a difference in their field and the broader community.

Sustainable Business Awards

The Kingston Sustainable Business Awards recognise and celebrate the efforts made by businesses in Kingston to make the world a better and safer place.

The Sustainable Business Awards include six categories:

- Waste Reduction and Recycling Solutions - recognising businesses and initiatives that demonstrate efforts in reducing waste generation, promoting recycling, and implementing solutions for sustainable waste management practices.
- Diversity and Inclusion - businesses that excel in supporting diversity and inclusion through workplace initiatives and/or programs. These businesses demonstrate the values and benefits of an inclusive workplace and work to achieve a more inclusive environment for staff and customers.
- Small and Medium Business Leadership - outstanding achievements by small to medium businesses that integrate environmental and/or social sustainability principles and practices into their business activities and policies.
- Towards Net Zero 2030 - organisations who are working towards net zero through improving efficiency, renewable energy production and carbon emission reduction.
- Product Innovation & Technology – businesses who develop innovative products and technologies that have the potential of significantly addressing climate change mitigation, adaptation or resilience.
- Young Changemakers and Innovators - young changemakers and innovators (under 35 years old) who have devised forward-thinking solutions that align with sustainable strategies and outcomes.

4.2 Eligibility Criteria

Community Awards

To be eligible for the Citizen of the Year award, nominees must:

- Live, work or study in the City of Kingston
- Have made a significant contribution to the community
- Demonstrate ongoing commitment in areas like education, health, fundraising, volunteering, business, sports, arts, environment, or any other area that contributes to the advancement and well-being of the community.

To be eligible for the Community Group of the Year award, nominees must:

- Operate in the City of Kingston
- Have demonstrated a significant and lasting impact through outstanding service or contribution to the community
- Have shown continued commitment in any area/s such as: education, health, fundraising, charitable and voluntary services, business, sport, arts, environment, or any other area that contributes to the advancement and well-being of the community.

In addition to the Citizen of the Year award, Councillors may choose to present a Community Impact Award as an honourable mention to recognise another nominee's outstanding contribution.

Youth Awards

To be eligible for the Young Citizen of the Year award, nominees must:

- Be between 12 to 25 years of age
- Live, work or study in the City of Kingston
- Have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

To be eligible for the Young Community Group of the Year award, nominees must:

- Be a formal or informal group of two or more members, with a majority of members aged 25 years or younger
- Operate in the City of Kingston
- Have made a noteworthy contribution during the current year and/or given outstanding service to the local community over a number of years.

Women of the Year Awards

To be eligible for the Women of the Year awards, nominated individuals must:

- Be a woman or individual who identifies as a woman
- Live, work or study in the City of Kingston
- Have contributed to community outcomes aligning with Council's strategic priorities and policies
- Have made an outstanding contribution to the community (within Kingston or outside) whose achievements positively influence the changing social, environmental or economic landscape.

The recipient of the overall Woman of the Year award is not eligible to receive a category award in the same year.

Sustainable Business Awards

To be eligible for the Sustainable Business awards, businesses/organisations must:

- Be registered within the City of Kingston, hold a registered ABN and have all required licences and permits relevant to their industry
- Nominations can be made in one or more categories. Each category selected must be for a different initiative
- If a nominee wins a particular category, they will be ineligible to win in another category
- Previous award winners cannot be nominated again for the same initiative, but may be nominated again for a new initiative

- For Young Changemakers and Innovators category, the nominated individual must be under 35 years old and live, work or study in the City of Kingston.

4.3 Other Eligibility Criteria

The following criteria applies to all Kingston Awards included in this Policy:

- Self-nominations are not accepted for individual awards, other than in the Sustainable Business Awards categories
- Groups and organisations may nominate themselves
- Previous nominees who were not selected as winners may be nominated again
- Previous award winners are not eligible to be nominated again in the same category, or for the same achievement in a different category
- Kingston Council employees are not eligible to be nominated unless the nomination relates to work undertaken outside their Council role. They are not eligible for nomination in the Sustainable Business Awards categories
- Current and former Kingston Councillors are not eligible to be nominated. However, Junior Councillors are eligible.

4.4 Assessment Criteria

Community Awards

Citizen of the Year

- Demonstrated significant and measurable impact on the Kingston community
- Personal attributes such as vision, leadership, innovation, creativity, overcoming adversity, and being a positive role model or advocate for diversity and inclusion
- Demonstrated response to a community need or priority
- Personal, academic or professional achievements
- Contribution to a healthy, connected, vibrant, prosperous, liveable and sustainable community.

Community Group of the Year

- Demonstrated significant and measurable impact on the Kingston community
- Demonstrated response to a community need or priority
- Contribution to a healthy, connected, vibrant, prosperous, liveable and sustainable community.

Youth Awards

Young Citizen of the Year

- Demonstrated impact, contribution and commitment to community
- Dedication to a personal passion, idea, and/or cause
- Personal attributes such as vision, leadership, innovation, creativity, overcoming adversity, and being a positive role model or advocate for diversity and inclusion

Young Community Group of the Year

- Demonstrated impact, contribution and commitment to community
- Dedication to a shared passion, idea, and/or cause
- Ability to meet an identified community need or priority.

Kingston Women of the Year Awards

General Criteria (applies to all categories)

- Significance and impact of contributions made
- Demonstrated commitment to making a positive impact within the Kingston community
- Nature and duration of service or activity
- Excellence in their chosen field
- Personal attributes such as vision, leadership, innovation, creativity, overcoming adversity, and being a positive role model or advocate for diversity and inclusion
- Personal, academic or professional achievements.

Young Woman of the Year

- Aged 35 years or under at the time of nomination
- Demonstrated commitment to improving community health, wellbeing, safety, and/or environmental sustainability
- Notable contributions or achievements with a clear link to community benefit or inspiring others.

Courageous Commitment

- Sustained commitment to improving community health, wellbeing, safety, and/or environmental sustainability
- Clear evidence of meaningful impact through advocacy, campaigning, fundraising, volunteer service, or thought leadership that has led to positive change or inspired others.

Excelling in Arts or Sport

- Demonstrated excellence, talent, and skill in the fields of sport and/or the arts (including music, performance, visual arts, literature, etc.)
- Evidence of the nominee's influence in motivating, inspiring, or representing their community through their achievements or leadership.

Impact in STEM or Innovation

- Demonstrated innovation, originality, or leadership in business, economics, politics, entrepreneurship or STEM fields
- Achievements that benefit the community and serve as a source of inspiration.

Sustainable Business Awards

Waste Reduction and Recycling Solutions

- Implementation strategies and measurable results in minimising waste and resource recovery
- Entries may encompass accomplishments in recycling and reprocessing systems, including mechanical and organic (composting) recycling methods, as well as implementing sustainable packaging solutions.

Diversity and Inclusion

- Action to reduce barriers, enhance participation and ensure information, services and facilities are accessible and inclusive to everyone in our community. Workplace diversity and inclusion may refer to gender, age, LGBTQIA+, culturally and linguistically diverse (CALD), people with a disability and First Nations engagement.

Small and Medium Business Leadership

- Multifaceted contributions towards sustainability (and/or achieving the United Nations Sustainable Development Goals). Examples include ethical sourcing, community engagement, circularity and biodiversity.

Towards Net Zero 2030

- Innovative strategies, technologies, policy changes or supply chain transparency to improve efficiency, renewable energy production and carbon emission reduction.

Product Innovation and Technology

- Examples of innovative products and technologies that have the potential of significantly addressing climate change mitigation, adaptation or resilience e.g. solar panel production, energy storage solutions, water conservation and green building technologies

Young Changemakers and Innovators

- Evidence of the contribution made by young changemakers and innovators (under 35 years old) to devise forward-thinking solutions that align with sustainable strategies and outcomes, contributing towards progressing environmental and/or social sustainability.

4.5 Decision Making Process

Community Awards, Youth Awards and Women of the Year Awards

Council officers undertake reference checks for all nominees to confirm the information provided and alignment with the eligibility criteria.

Councillors are responsible for voting to determine the award recipients. To support this process, Councillors are provided with:

- A summary of nominations
- The relevant selection criteria
- Access to a confidential online voting platform

Councillors must declare any conflict of interest prior to participating in the vote.

Once voting closes, officers review the results to identify the successful nominees. The recommended winners are then formally presented at an Ordinary Council Meeting for endorsement. Councillors and Council officers reserve the right to withhold an award in any category or withdraw nominations at their discretion.

Award recipients remain confidential until the official announcement at the celebration event. The Mayor will notify the overall award winners prior to each event. KWOTY category award winners will be announced on the day.

Sustainable Business Awards

Council officers undertake a vetting process to ensure businesses have the relevant approvals and permits e.g. building/planning permits, registrations, payment of rates, and no outstanding financial or legal concerns.

Judging for the Sustainable Business Awards is outsourced to an external organisation experienced in conducting sustainability award programs. The judges independently score and critique entries in categories relevant to their expertise. This ensures the voting is independent, apolitical and not under the auspices of any organisation or association.

Award recipients remain confidential until the official announcement at the celebration event. The Mayor will notify the award winners prior to each event.

- 5. Key Stakeholders (if applicable)**
Inclusive Communities, Youth Services and Kingston Business are the key stakeholders for this Policy.

6. Internal and External Assessments

6.1 Risk Assessment

This Policy has been assessed by the relevant department.

6.2 Delegation and Authorisation (Compliance Framework)

There are no delegated positions with responsibilities for this Policy.

6.3 Gender Impact Assessment

A Gender Impact Assessment has been completed for this Policy.

6.4 Privacy Impact Assessment

A Privacy Impact Assessment has been completed for this Policy.

6.5 Human Rights Charter

This Policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

7. Roles and Responsibilities

Role	Responsibility
Council	Selects and confirms the winners of Kingston's awards programs.

Manager Inclusive Communities Oversees the delivery of the Community Awards and Kingston Women of the Year Awards.

Manager Families, Youth & Children's Services Oversees the delivery of the Youth Awards.

Manager City Economy & Innovation Oversees the delivery of the Sustainable Business Awards

8. Related documents

8.1 Legislation

- *Local Government Act 2020*
- *Municipal Association of Victoria (MAV) Guidelines*
- *Equal Opportunity Act 2010*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Children, Youth & Families Act 2005 (Vic)*
- *Child Safe Standards*

8.2 Documents and resources

- *2025-2029 Council and Wellbeing Plan*
- *2021 Community Engagement Policy*
- *2023-2026 Kingston Youth Strategy*

The recruitment of nominees for the Awards is conducted in accordance with the Community Engagement Policy.

9. Definitions

Term	Definition
<i>Community Awards</i>	Includes the Citizen of the Year and Community Group of the year award categories
<i>KWOTY Awards</i>	Kingston Women of the Year awards, including the overall Kingston Woman of the Year and four category awards
<i>Youth Awards</i>	Young Citizen of the Year and Young Community Group of the Year category awards
<i>Sustainable Business Awards</i>	Sustainable Business awards, consisting of six category awards

9. Infrastructure and Open Space Reports

Ordinary Council Meeting

2 February 2026

Agenda Item No: 9.1

CON-25/081 G.R. BRICKER RESERVE STORMWATER HARVESTING PROJECT, MOORABBIN

Contact Officer: Brian Trower, Team Leader Roads and Drains

Purpose of Report

To seek Council approval to award Contract No. 25/081 G.R. Bricker Reserve Stormwater Harvesting Project, on a Lump Sum basis to Entracon Civil Pty Ltd at their submitted tender price of \$2,690,630.78 (exclusive of GST), with a maximum contract cost of \$2,959,693.86 inclusive of contingency to be funded from the Stormwater Quality Reserve Fund.

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 outcome of the tender assessment process for Contract No. 25/081 G.R. Bricker Reserve Stormwater Harvesting Project, Moorabbin, as set out in confidential Appendix 1 attached to this report;
2. Award Contract No. 25/081 G.R. Bricker Reserve Stormwater Harvesting Project, Moorabbin for the fixed lump sum price of \$2,690,630.78 (exclusive of GST) to Entracon Civil Pty Ltd;
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; and
4. Approve the withdrawal of up to a maximum of \$2,959,693.86 from Council's Stormwater Quality Reserve Fund for the purpose of implementing Contract No. 25/081 G.R. Bricker Reserve Stormwater Harvesting project.

1. Executive Summary

Kingston's Integrated Water Strategy (2022) sets a target to install seven large stormwater treatment and reuse projects within Council reserves by 2050 of which G.R. Bricker Reserve has been recommended as one of the priority locations.

Following a competitive tender process, this report seeks to award the stage 1 works Contract No. 25/081 G.R. Bricker Stormwater Harvesting Project to Entracon Civil Pty Ltd (Entracon) at a lump sum cost of \$2,690,630.78 (exclusive of GST).

A contingent sum of \$269,063.08 for project is also being sought, with the total maximum estimated project cost of up to \$2,959,693.86 to be funded from Council's Stormwater Quality Reserve.

Following a public tender, all submissions were assessed against both qualitative and quantitative criteria as set out within the tender documentation, with Entracon the highest scoring tender. With pretender cost estimates for this project of \$3.50m, Entracon submission provides value for money, and their submission demonstrated the required capabilities to deliver this project.

The recommended tenderer has passed financial viability checks, and their OHS systems verified compliant as a Level 1 Contractor within the Amalgamated Councils of Victoria. Entracon Civil Pty Ltd has an extensive history in the construction industry, and they are deemed capable of successfully delivering the specified works at the submitted tender price.

The total value of works will be funded from Council's stormwater quality scheme and will be delivered across 2025/2026 and 2026/2027 financial years.

2. Background

Kingston's Integrated Water Strategy (2022) includes strategic objectives and goals to improve the quality of stormwater runoff flowing into waterways and a need to increase the use of harvested stormwater. Further information is available on Council's website in the Integrated Water Strategy section.

A key action to achieve the Strategy's targets is to install seven large stormwater treatment and reuse projects within Council reserves by 2050, with the top four ranked reserves being G.R Bricker Reserve, Le Page Park, Highett Reserve, and Moorabbin Reserve.

A 27 October 2025 Council report titled 'G.R. Bricker Reserve Stormwater Harvesting Project' advised that there is sufficient funding available within the Kingston Stormwater Quality Reserve Fund for multiple stages of the project, and Council resolved the following recommendation:

That Council:

- 1. Note the previous resolution of Council on 25 September 2023 approving the withdrawal of \$80,000 from Council's Stormwater Quality Reserve Fund for the purpose of progressing the detailed design and investigations of stormwater treatment and reuse projects, with the project at G.R. Bricker Reserve in Moorabbin being the highest priority.*
- 2. Endorse to proceed with the tender and construction of Stage 1 Drainage Works for the G.R. Bricker Reserve Stormwater Harvesting Project.*
- 3. Endorse an amendment to the 2025/26 Capital Works Budget to include a \$1.5M budget for Stage 1 Drainage Works for the G.R. Bricker Reserve Stormwater Harvesting Project, to be funded from the Kingston Stormwater Quality Reserve Fund; and*
- 4. Note that funding will be required in 2026/2027 for the completion of Stage 1 Drainage Works as part of the annual Council Budget process.*

Tenders for the G.R. Bricker Reserve Stormwater Harvesting Project (Contract No. 25/081) were advertised during November 2025, and included the following scope of works:

- Diverting stormwater from a 2.4m diameter Melbourne Water pipe that services a 205-hectare catchment.
- Install stormwater pump station, pumping water into a 180m² vegetated basin for pollutant removal.
- Construct new drainage pipes, pits and Filterra bio-retention basin system.
- Install a large storage tank (24mx19m) under the oval. Storing treated water in a 770m³ underground tank (net capacity of 770m³) for irrigating the oval and athletics field.

3. Discussion

3.1 Project Funding

Council's Stormwater Quality Reserve Fund (*Reserve Fund*) is the account that holds the stormwater quality in-lieu contributions paid by developers. Further information is available on Council's website at Stormwater requirements for developers – City of Kingston.

The *Reserve Fund* is used for the purpose of implementing stormwater treatment and reuse projects, with the project at G.R. Bricker Reserve in Moorabbin being previously endorsed as the highest priority.

The *Reserve Fund* has a balance of \$5.70 million (as of the end November 2025) with withdrawal from the fund requiring the responsible officer to make a recommendation in accordance with the Stormwater Quality Contributions Policy. The Manager Infrastructure, being the responsible officer, is supportive of requesting funds be allocated from the *Reserve Fund* to implement the scope of works described in Section 3.2.

3.2 Project Staging

The scope of works to complete the G.R. Bricker Reserve Stormwater Harvesting project involves a 2 staged process:

Stage 1 (CON 25/081)

- Diverting stormwater from a 2.4m diameter Melbourne Water pipe that services a 205-hectare catchment.
- Install stormwater pump station, pumping water into a 180m² vegetated basin for pollutant removal.
- Construct new drainage pipes, pits and Filterra bio-retention basin system.
- Install a large storage tank (24mx19m) under the oval. Storing treated water in a 770m³ underground tank (net capacity of 770m³) for irrigating the oval and athletics field.

Main construction works for this project is scheduled from April to December 2026.

Additional Stage 2 ancillary works will be completed upon completion of main stage works (separate to this contract).

3.3 Tender Evaluation

Prices were sought by advertised Public Tender with tenders closing on Thursday, 27 November 2025, at 2:00pm.

Six tenders were received. Evaluation of the results of this public tender process was carried out by a Tender Evaluation Panel in accordance with Kingston's Procurement Policy and advice received from the Procurement and Contracts Department.

The tenderers were assessed using a combination of qualitative and quantitative criterion.

In the evaluation matrix the scoring was undertaken using the following weightings:

Qualitative Assessment:

- OH&S, Environmental and Insurance compliance – Pass / Fail
- Financial capacity of organization / business – Pass / Fail
- Experience – 15%

- Capacity – 15%
- Methodology – 10%

Environmental and Community Benefit Assessment:

- Environmental Sustainability – 10%
- Community Benefit – 10%

Quantitative Assessment:

- Price – 40%

Appendix 1 (Confidential) includes a breakdown of scoring for each criterion as well as the overall score inclusive of price.

The highest overall score, after combining the qualitative scoring, environmental benefit, community benefit and price criterion, was achieved by Entracon with a tender price of \$2,690,630.78. Entracon confirmed during a post tender interview their ability to meet the program and goals for this project.

4. Consultation

4.1 Internal Consultation:

Multiple internal teams were consulted during the design phase of this project. These included Engineering design, Open Space, Active Kingston, Drainage Maintenance and City Strategy.

4.2 Community Consultation:

Group	Method
Key Stakeholders Omega Cricket Club Moorabbin Obedience Dog Club	The Active Kingston department is in the process of briefing the clubs who support the need to improve the surface of the oval.
General community	Your Kingston Your Say, Website Updates, On-site signage

4.3 Results/Findings:

The project concept covered by Contract No. 25/081 was informed by Kingston Integrated Water Strategy. This resulted in project progression to the detailed design and tendering stages.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Liveable and Sustainable - We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused

Strategy: Provide infrastructure and public spaces that enhance liveability, accessibility and are well-maintained now and into the future

5.2 Governance Principles Alignment

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

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

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

Principle (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.

Council is required to treat stormwater and reduce flows in accordance with EPA requirements

5.3 Financial Considerations

Projected costings

	Year 1(25/26)	Year 2 (26/27)	TOTAL
Stage 1	\$1.50m	\$1.19m	\$2.69m

Note: the contingency of up to \$269,063.08 will only be required in the event of unexpected items or issues during construction.

Budget

The submitted price from the preferred tender is accommodated within Kingston Stormwater Quality Reserve Fund for 2025/2026 and 2026/2027. The project will be delivered over two financial years.

Staff Resources

All works required for this project are to be carried out under this contract. Council's contribution to staffing is limited to supervisory work which will be covered by existing staff resourcing.

5.4 Risk considerations

For this subject contract the preferred tenderer represents the best outcome to Council in terms of value of money.

Appendices

Appendix 1 - CON-25/081 Tender Evaluation Matrix - G.R Bricker Reserve Stormwater Harvesting Project, Moorabbin (Ref 25/359910) - Confidential

Appendix 2 - CON-25/081 G.R. Bricker Reserve Stormwater Harvesting Project, Moorabbin - Face Sheet of Drawing KR0158 (Ref 25/359920) 

Author/s: Brian Trower, Team Leader Roads and Drains

Reviewed and Approved By: James Lenihan, Manager Infrastructure

Samantha Krull, General Manager Infrastructure and Open Space

9.1

CON-25/081 G.R. BRICKER RESERVE STORMWATER HARVESTING PROJECT, MOORABBIN

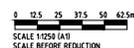
- 1 CON-25/081 G.R. Bricker Reserve Stormwater Harvesting
Project, Moorabbin - Face Sheet of Drawing KR0158 163

KINGSTON CITY COUNCIL

G.R BRICKER RESERVE STORMWATER HARVESTING, MOORABBIN



LOCALITY PLAN
SCALE 1:1250 m



DRAWING INDEX		
DRAWING No.	DRAWING TITLE	REVISION
BMEL00309-0013-DWG-0001	LOCALITY PLAN AND DRAWING INDEX - 1/25	B
BMEL00309-0013-DWG-0002	GENERAL NOTES & LEGEND - 2/25	B
BMEL00309-0013-DWG-0100	GENERAL ARRANGEMENT PLAN - 3/25	C
BMEL00309-0013-DWG-0101	LAYOUT PLAN - SHEET 1 OF 2 - 4/25	C
BMEL00309-0013-DWG-0102	LAYOUT PLAN - SHEET 2 OF 2 - 5/25	B
BMEL00309-0013-DWG-0111	TYPICAL SECTIONS & DETAILS - SHEET 1 OF 2 - 6/25	B
BMEL00309-0013-DWG-0112	TYPICAL SECTIONS & DETAILS - SHEET 2 OF 2 - 7/25	A
BMEL00309-0013-DWG-0200	DIVERSION PIT AND PUMP STATION - DETAIL PLAN - 8/25	C
BMEL00309-0013-DWG-0201	DIVERSION PIT AND PUMP STATION - TYPICAL SECTIONS & DETAILS - SHEET 1 OF 2 - 9/25	B
BMEL00309-0013-DWG-0202	DIVERSION PIT AND PUMP STATION - TYPICAL SECTIONS & DETAILS - SHEET 2 OF 2 - 10/25	A
BMEL00309-0013-DWG-0203	DIVERSION PIT AND PUMP WET WELL - CONSTRAINTS - 11/25	A
BMEL00309-0013-DWG-0300	BIO-RETENTION BASIN - DETAIL PLAN - 12/25	A
BMEL00309-0013-DWG-0301	BIO-RETENTION BASIN - TYPICAL SECTIONS & DETAILS - SHEET 1 OF 2 - 13/25	B
BMEL00309-0013-DWG-0302	BIO-RETENTION BASIN - TYPICAL SECTIONS & DETAILS - SHEET 2 OF 2 - 14/25	A
BMEL00309-0013-DWG-0400	STORAGE TANK - DETAIL PLAN - 15/25	A
BMEL00309-0013-DWG-0401	STORAGE TANK - TYPICAL SECTIONS & DETAILS - SHEET 1 OF 3 - 16/25	B
BMEL00309-0013-DWG-0402	STORAGE TANK - TYPICAL SECTIONS & DETAILS - SHEET 2 OF 3 - 17/25	B
BMEL00309-0013-DWG-0403	STORAGE TANK - TYPICAL SECTIONS & DETAILS - SHEET 3 OF 3 - 18/25	B
BMEL00309-0013-DWG-0404	PUMP SHED - DETAIL PLAN, SECTIONS & DETAILS - 19/25	A
BMEL00309-0013-DWG-0500	LONGITUDINAL SECTIONS - PIPING - DN355 PE100 PN16 RISING MAIN - 20/25	A
BMEL00309-0013-DWG-0501	LONGITUDINAL SECTIONS - STORMWATER - SHEET 1 OF 3 - 21/25	B
BMEL00309-0013-DWG-0502	LONGITUDINAL SECTIONS - STORMWATER - SHEET 2 OF 3 - 22/25	A
BMEL00309-0013-DWG-0503	LONGITUDINAL SECTIONS - STORMWATER - SHEET 3 OF 3 - 23/25	A
BMEL00309-0013-DWG-0504	PIT SCHEDULE - 24/25	C
BMEL00309-0013-DWG-0601	SETOUT PLAN - 25/25	A

STANDARD DRAWINGS	
DRAWING NO.	DRAWING TITLE
KINGSTON CITY COUNCIL	
S103	KERB AND CHANNEL TYPE BK1, BK3 AND KERB TYPE BK2
S302	CONCRETE FOOTPATHS (NOT CARRIED OUT AS PART OF NEW SUBDIVISIONS)
S401	STEP IRON DETAILS
S402	TYPE 1 JUNCTION PIT (LESS THAN 1.2M DEPTH FOR PIPE SIZES UP TO 450 DIA.)
S403	TYPE 2 JUNCTION PIT (GREATER THAN 1.2M DEPTH AND LESS THAN 2.4M DEPTH FOR PIPES UP TO 675 DIA.)
S406	TYPE 3 JUNCTION PIT (DIMENSIONS AND CONSTRUCTION NOTES)
S505	PIPE BACKFILL DETAIL RESIDENTIAL PAVEMENTS
S506	PIPE BACKFILL DETAIL EASEMENTS
MELBOURNE WATER	
7251/08/412	SHALLOW JUNCTION PITS 3.5m DEEP FOR PIPELINES 1950MM TO 2400mm DIAMETER
7251/08/413	SHALLOW JUNCTION PITS 3.5m DEEP FOR PIPELINES 1950MM TO 2400mm DIAMETER
7251/08/416	STEP IRONS AND LADDERS
7251/08/425	PIPE TO PIPE CONNECTION TO MAINS

THIS DRAWING IS CONFIDENTIAL AND SHALL ONLY BE USED BY ENGINEY'S CLIENT FOR WHICH IT WAS PREPARED.

REV	BY	DATE	REVISION DESCRIPTION	PH APPD	DOC NUMBER	DOCUMENT TITLE
B	SSA	02/10/25	ISSUED FOR TENDER	JG		
A	KB	13/08/25	DETAILED DESIGN - FOR REVIEW	JG		

DRG NO. KR0158, FILE NO. 185/494.4

STATUS					
NOT FOR CONSTRUCTION - FOR TENDER					
Ph: 03 9888 0978	DESIGNED	SSA	CHECKED	DB	
Level: L3	DRAWN	SSA	CHECKED	SSA	
360 Elizabeth St Melbourne VIC	PH APPD	JG	PD APPD	SD	
www.engeny.com.au	CPENG	-	CPENG No.	-	

KINGSTON CITY COUNCIL	
G.R BRICKER RESERVE STORMWATER HARVESTING, MOORABBIN LOCALITY PLAN AND DRAWING INDEX	
DRG NO.	BMEL00309-0013-DWG-0001

Ordinary Council Meeting

2 February 2026

Agenda Item No: 9.2

CON-25/092 BEILBY STREET, MOORABBIN ROAD RECONSTRUCTION AND DRAINAGE UPGRADE

Contact Officer: Brian Trower, Team Leader Roads and Drains

Purpose of Report

To seek Council approval to award Contract No. 25/092 Beilby Street, Moorabbin Road Reconstruction and Drainage Upgrade on a Lump Sum basis to Jaydo Construction Pty Ltd at their submitted tender price of \$1,927,576.00 (exclusive of GST)

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 outcome of the tender assessment process for Contract No. 25/092 Beilby Street, Moorabbin Road Reconstruction and Drainage Upgrade, as set out in confidential Appendix 1 attached to this report;
2. Award Contract No. 25/092 Beilby Street, Moorabbin Road Reconstruction and Drainage Upgrade for the fix lump sum price of \$1,927,576.00 (exclusive of GST) to Jaydo Construction Pty Ltd; and
3. Approve the allocation of a separate contingency of up to 15% of the contract sum and delegate authority to the CEO or delegate to expend this allowance to ensure the successful completion of the project.

1. Executive Summary

As part of Council's drainage and road capital improvement programs Beilby Street has been identified for improvements that will address several drainage issues and improve the local amenity. Works included as part of the project include upgrades of drainage assets, and reconstruction of the road.

Following a competitive public tender process, submissions for Contract 25/092 Beilby Street, Moorabbin Road Reconstruction and Drainage Upgrade have been assessed against both qualitative and quantitative criteria, with Jaydo Construction Pty Ltd has ranked as the highest scoring submission.

Based on the submission and providing value for money for Council, it is recommended Contract 25/092 is awarded to Jaydo Construction Pty Ltd at fixed lump of cost \$1,927,576.00 (exclusive of GST).

A further \$289,136.40 is also sought as a contingency for this project, with a maximum contract value of \$2,216,712.40 exclusive GST.

The recommended tenderer has passed financial viability checks and is subject to appropriate financial guarantees being put in place. Council's Procurement and Contracts team have verified that their OH&S system is compliant as a Level 1 Contractor within the Amalgamated Councils of Victoria OHS Management System.

Jaydo Construction Pty Ltd has an extensive history in the construction industry, and they are deemed to be capable of successfully delivering the specified works at the submitted tender price.

2. Background

Beilby St has been programmed for rehabilitation based on condition auditing and inspections. The drainage will be upgraded during the works to ensure contemporary levels of service are met and the stormwater assets are adequate for changed rainfall events. The kerbs and footpaths also require renewal which is a further reason that Beilby St has been prioritised for work.

Work under this tender for Beilby Street, Moorabbin Road Reconstruction and Drainage Upgrade includes the following:

- Reconstruction of the asphalt road pavement at No.34 to No.44 Grandview Grove and Beilby Street.
- Construction of new drainage pipes and pits from No. 44 Grandview Grove to the end of Beilby Street.
- Remove and replace existing concrete including footpaths, vehicle crossings, pram crossings, kerb and channel at Beilby Street.

3. Discussion

3.1 Tender Evaluation

Prices were sought by advertised Public Tender with tenders closing on Wednesday, 10 December 2025 at 2:00pm.

Three tenders were received. Evaluation of the results of this public tender process was carried out by a Tender Evaluation Panel in accordance with Kingston's Procurement Policy and advice received from the Procurement and Contracts Department.

The tenderers were assessed using a combination of qualitative and quantitative criterion.

In the evaluation matrix, the scoring was undertaken using the following weightings:

Qualitative Assessment:

- OH&S, Environmental and Insurance compliance – Pass / Fail
- Financial capacity of organisation / business – Pass / Fail
- Experience – 25%
- Capacity – 15%

Environmental and Community Benefit Assessment:

- Environmental Sustainability – 10%
- Community Benefit – 10%

Quantitative Assessment:

- Price – 40%

Appendix 1 (Confidential) includes a breakdown of scoring for each criterion as well as the overall score inclusive of price.

The highest overall score, after combining the qualitative scoring, environmental benefit, community benefit and the price criterion, was achieved by Jaydo Construction Pty Ltd with a tender price of \$1,927,576.00. They confirmed during a post tender interview their ability to meet the program and goals for this project.

4. Consultation

4.1 Internal Consultation:

Multiple internal teams were consulted during the design phase of this project. These included Engineering Design, Open Space, Drainage Maintenance and the Traffic Team.

4.2 Community Consultation:

Group	Method
Key Stakeholders Residents in Beilby Street and Grandview Grove	Information bulletins have been sent out to residents in January 2026.
General community	Your Kinston Your Say, Website Updates, On-site signage

4.3 Results/Findings:

Stakeholder feedback was implemented by the engineering design team.

5. Compliance Checklist

5.1 Council and Wellbeing Plan Alignment

Strategic Direction: Liveable and Sustainable - We live in a sustainable, well-planned and maintained city that preserves neighbourhood character, protects the environment and is future-focused

Strategy: Provide infrastructure and public spaces that enhance liveability, accessibility and are well-maintained now and into the future.

Work covered by Contract No. 25/092 has been identified as necessary to sustain Council Road Infrastructure and improve stormwater drainage in the vicinity of Beilby Street and Grandview Grove, Moorabbin.

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.

5.3 Financial Considerations

Projected costings

Year 1	Year 2	Total 2 Year Cost
\$1.0M	\$0.93M	\$1.93M

Note: the contingency of up to \$289,136.40 will only be required in the event of unexpected items or issues during construction.

Budget

The submitted price from the preferred tender is accommodated within Council's overall Civil Infrastructure budget for 2025/2026 and 2026/2027. The project will be delivered over two financial years.

Staff Resources

All works required for this project are to be carried out under this contract. Council's contribution to staffing is limited to supervisory works which will be covered by existing staff resourcing.

5.4 Risk considerations

For the subject contract the preferred tenderer represents the best outcome to Council in terms of value of money.

Appendices

Appendix 1 - CON-25/092 Tender Evaluation Matrix - Beilby Street, Moorabbin Road Reconstruction (Ref 26/7950) - Confidential

Appendix 2 - CON-25/092 Beilby Street, Moorabbbin Road Reconstruction - Face Sheet of Drawing K6619 (Ref 26/7952) 

Author/s: Brian Trower, Team Leader Roads and Drains

Reviewed and Approved By: James Lenihan, Manager Infrastructure

Samantha Krull, General Manager Infrastructure and Open Space

9.2

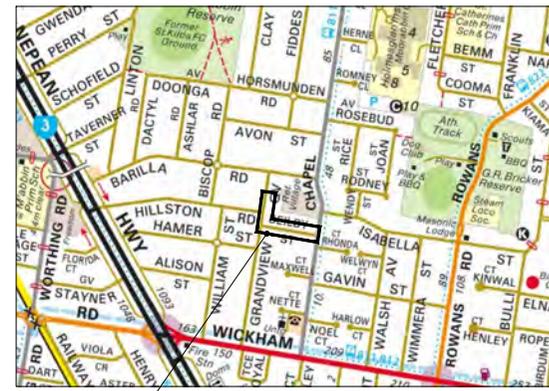
CON-25/092 BEILBY STREET, MOORABBIN ROAD RECONSTRUCTION AND DRAINAGE UPGRADE

- 1 CON-25/092 Beilby Street, Moorabbbin Road Reconstruction -
Face Sheet of Drawing K6619..... 171

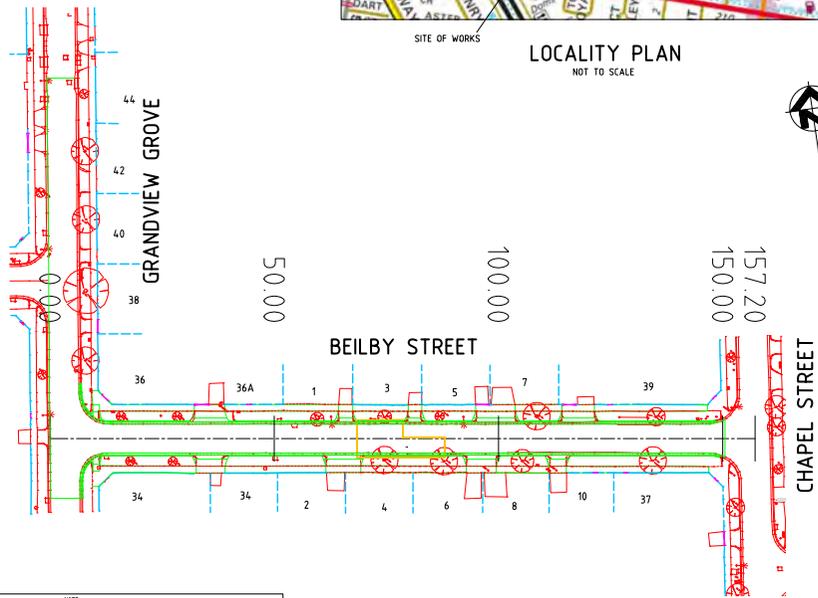
BEILBY STREET, MOORABBIN DRAINAGE UPGRADE & ROAD RECONSTRUCTION

DRAWING LIST

- SHEET 1 COVER SHEET
- SHEET 2 GENERAL NOTES, TYPICAL CROSS SECTIONS & DETAILS
- SHEET 3 TYPICAL SECTIONS & DETAILS
- SHEET 4 TYPICAL SECTIONS & DETAILS
- SHEET 5 PIPE BACKFILL DETAILS
- SHEET 6 PAVEMENT DETAILS
- SHEET 7 ALIGNMENT SETOUT DETAILS
- SHEET 8 DETAIL PLAN - GRANDVIEW GROVE
- SHEET 9 DETAIL PLAN & LONGITUDINAL SECTION CH 00.00 - CH 100.00
- SHEET 10 DETAIL PLAN & LONGITUDINAL SECTION CH 100.00 - CH 157.20
- SHEET 11 BEILBY GROVE - CROSS SECTIONS CH 13.43 - CH 57.82
- SHEET 12 BEILBY GROVE - CROSS SECTIONS CH 60.00 - CH 100.00
- SHEET 13 BEILBY GROVE - CROSS SECTIONS CH 105.003 - CH 146.72
- SHEET 14 INTERSECTION DETAIL PLAN - GRANDVIEW GROVE - BEILBY STREET
- SHEET 15 BEILBY STREET - GRANDVIEW GROVE - KERB RETURNS
- SHEET 16 DRAINAGE LONGITUDINAL SECTIONS
- SHEET 17 DRAINAGE LONGITUDINAL SECTIONS
- SHEET 18 DRAINAGE LONGITUDINAL SECTIONS
- SHEET 19 DRAINAGE PIT SCHEDULE
- SHEET 20 PIT SETOUT DETAILS
- SHEET 21 LINEMARKING & SIGNAGE PLAN



LOCALITY PLAN
NOT TO SCALE



NOTE:
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NOTE:
THE APPOINTED CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS THE COUNCIL, CONSULTING ENGINEERS HERE AND ITS EMPLOYEES INCLUDING SUB-CONTRACTORS AGAINST ANY CLAIM FOR INJURY, LOSS OR DAMAGE THAT IS MADE ARISING OUT OF THE NEGLIGENT ACTS OR OMISSIONS OF THE CONTRACTOR. ALL INFORMATION PROVIDED ON THESE PLANS SHALL BE CHECKED BY THE APPOINTED CONTRACTOR PRIOR TO COMMENCING CONSTRUCTION. IF THERE ARE ANY ERRORS, PERCEIVED AMBIGUITY OR INFORMATION IS NOT UNDERSTOOD BY THE CONTRACTOR, THEN THE CONTRACTOR SHOULD CONTACT COUNCIL'S SUPERVISOR IMMEDIATELY FOR CLARIFICATION. COUNCIL SHALL BE OVER THE COMPETENT TIME AND SUFFICIENT TIME TO INVESTIGATE, PRIOR TO ANY CONSTRUCTION COMMENCING OR CONTINUING, CRE WILL NOT BE HELD RESPONSIBLE OR LIABLE AGAINST ANY CLAIM MADE FOR REINTERPRETATION OF THE SUPPLIED PLANS.

REF.	DATE	CHECKED	REVISION
E			
D			
C			
B	7/11/25	DS	ISSUED FOR CONSTRUCTION
A	28/08/25	DS	ISSUED FOR COMMENT

LEGEND	
SEWER LINE	— S —
GAS MAIN	— G —
WATER MAIN	— W —
TELSTRA CABLE	— T —
ELEC. CABLE	— E —
HOUSE DRAIN	— H —
EXISTING DRAIN	— B —
VALVE	— V —
FIRE HYDRANT	— FH —
TELSTRA PIT	— TP —
ELEC. POLE	— EP —
ELEC. CABLE AERIAL	— EA —
EXISTING DRAIN PIT	— DP —
PROPOSED DRAIN PIT	— PDP —
EXISTING K & CH	— K & CH —
TO BE REMOVED	— TR —
PROPOSED K & CH	— PK & CH —

City of KINGSTON
1230 NEPEAN HWY CHELTENHAM 3192
Ph 1300 653 356
PO BOX 1000 MENTONE VICTORIA 3194

BEILBY STREET, MOORABBIN ROAD RECONSTRUCTION FACE SHEET

WARNING
BEWARE OF UNDERGROUND SERVICES AND OVERHEAD POWERLINES

THE LOCATION OF UNDERGROUND SERVICES SHOWN ARE APPROXIMATE ONLY AND THEIR EXACT POSITION MUST BE PROVEN ON SITE. OVERHEAD WIRES NOT SHOWN ON PLANS.

NOTE
TRAFFIC MANAGEMENT

CONTRACTOR TO SUBMIT TRAFFIC MANAGEMENT PLAN WITH "APPLICATION FOR APPROVAL OF TRAFFIC MANAGEMENT PLAN". REFER TO ATTACHED TENDER DOCUMENTS.

IMPORTANT

PROPOSED PRAM CROSSING AND FOOTPATH LEVELS MUST BE SET CORRECTLY TO ENSURE DDA COMPLIANCE. INCORRECT LEVELS MAY RESULT IN THE CROSSING REQUIRING REPLACEMENT AT THE CONTRACTORS TIME AND EXPENSE.

ASBESTOS

DRAINAGE PIPES, WATER PIPES, TELSTRA CONDUITS AND PITS CONTAINING ASBESTOS ARE LIKELY TO BE PRESENT IN THE VICINITY OF THESE WORKS. ANY WORKS WITHIN THE VICINITY OF THESE ASSETS MUST BE CARRIED OUT IN ACCORDANCE WITH COMPANY ASBESTOS HANDLING PROCEDURES.

ASBESTOS PITS

WHERE ASBESTOS TELSTRA PITS ARE NOT BEING ALTERED, CARE MUST BE TAKEN TO PROTECT THE PITS FROM ANY DAMAGE FOR THE DURATION OF THE CONSTRUCTION PERIOD.

NOTE:
ALL NOTED "ABANDONED" SERVICES INCLUDING GAS MAINS, WATER MAINS, ETC - THE CONTRACTOR SHALL BE RESPONSIBLE TO CONFIRM THAT THESE SERVICES ARE ABANDONED, INCLUDING LIAISING WITH THE RELEVANT AUTHORITY PRIOR TO COMMENCING CONSTRUCTION.



CRE CONSULTING ENGINEERS PTY LTD
123/124 Moorabbin Road Moorabbin, VIC 3192
Level 1/116 Puckle Street, Monne Pond, VIC 3192
Phone: 0417 318 556
Email: sales@creconsulting.com.au

ENGINEERING DESIGN DEPARTMENT		DRAWING NUMBER
DATUM	A.H.D.	K6619
DESIGNED	CRE	
DRAWN	CRE32940	B
FILE No.	195/2288	A
		SHEET 1 OF 1

10. Customer and Corporate Support Reports

Ordinary Council Meeting

2 February 2026

Agenda Item No: 10.1

GOVERNANCE AND COMPLIANCE REPORT

Contact Officer: Sharon Banks, Organisational Governance Officer
Sharon Lozsan, Team Leader Council Governance

Purpose of Report

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

- The proposal that Council adopt the new S6A Instrument of Delegation Council to Members of Council Staff (Appendix 1);
- Minutes of the 18 December 2025 Audit and Risk Committee for noting (Appendix 2); and
- Informal Meetings of Councillors records to Council for noting (Appendix 3)

Disclosure of Officer / Contractor Conflict of Interest

No Council officer who has provided advice in relation to this report has declared a Conflict of Interest regarding the matter under consideration.

RECOMMENDATION

That Council:

1. In the exercise of the powers conferred by the legislation referred to in the attached instrument of delegation, resolve that:
 - a) There be delegated to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the *Instrument of Delegation to members of Council staff*, the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument.
 - b) The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and Mayor.
 - c) 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.
2. Receive and note:
 - Minutes of the 18 December 2025 Audit and Risk Committee Meeting
 - Informal Meetings of Councillors record for 27 January 2026

1. Executive Summary

1.1 Instrument of Delegation

The Instrument of Delegation Council to Council Staff has been updated by Maddocks lawyers and takes into account legislative changes made to the Planning and Environment Act 1987 by the Consumer and Planning Legislation Amendment (Housing Statement Reform) Act 2025, which commenced on 25 November 2025.

1.2 Minutes of the December 2025 Audit and Risk Committee Meeting

The Audit and Risk Committee Charter requires the minutes of the Audit and Risk Committee meetings be presented to Council.

1.3 Informal Meetings of Councillors

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

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

2. Background

2.1 Instrument of Delegation S6 Council to Council Staff

Instruments of Delegation are regularly updated based on legislative changes and improvements identified by Maddocks that affect Council's powers, duties and functions.

The new Instrument of Delegation, Council to Council Staff (S6A) proposed for adoption at **Appendix 1** takes into account legislative changes made to the Planning and Environment Act 1987 by the Consumer and Planning Legislation Amendment (Housing Statement Reform) Act 2025, which commenced on 25 November 2025.

2.2 Minutes of the December 2025 Audit and Risk Committee Meeting

The Audit and Risk Committee Charter requires the minutes of the Audit and Risk Committee meetings be presented to Council. The minutes are attached at Appendix 2.

2.3 Informal Meetings of Councillors

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

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

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

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

Informal meetings of Councillors records are attached at Appendix 3.

3. Compliance Checklist

3.1 Council and Wellbeing Plan Alignment

Strategic Direction: Responsibly Governed - We are a transparent and efficient organisation that is accountable, responsive and cost-effective

3.2 Governance Principles Alignment

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

The tabling of Informal Meetings of Councillors Records is in accordance with Rule 1 of Chapter 6 of the Governance Rules.

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

The tabling of records of informal meetings of Councillors provides public transparency regarding the actions of Council.

3.3 Financial Considerations

There are no budget or staff resource considerations associated with the recommendations contained in this report.

3.4 Risk considerations

There are no operational or strategic risks arising from the recommendation contained in this report.

Appendices

Appendix 1 - Instrument of Delegation S6A - Council to Council Staff - January 2026
(Ref 26/4813)  

Appendix 2 - Audit and Risk Committee Minutes - 18 December 2025 (Ref 26/14546) 


Appendix 3 - Informal Meeting of Councillors Record - Councillor Briefing - 27 Jan 2026
(Ref 26/24189)  

Author/s: Sharon Banks, Organisational Governance Officer
Sharon Lozsan, Team Leader Council Governance

Reviewed and Approved By: Carly Mandich, Acting Manager Governance, Risk and Integrity
Dan Hogan, General Manager Customer and Corporate Support

10.1

GOVERNANCE AND COMPLIANCE REPORT

1	Instrument of Delegation S6A - Council to Council Staff - January 2026.....	181
2	Audit and Risk Committee Minutes - 18 December 2025	189
3	Informal Meeting of Councillors Record - Councillor Briefing - 27 Jan 2026	197



S6A Instrument of Delegation under the Planning and Environment Act 1987

Instrument of Delegation to
Members of Council Staff

2 February 2026

**City of Kingston
Ordinary Council Meeting**

Agenda

2 February 2026

Instrument of Delegation

In exercise of the powers conferred by the *Planning and Environment Act 1987 (Act)*, the legislation referred to in the attached Schedule, and in accordance with section 188 of the Act, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. records that references in the Schedule are as follows:

Abbreviation	Position	Position Number
GMPP	General Manager Planning & Place	2774
MCD	Manager City Development (Planning & Place)	1721
MCS	Manager City Strategy (Planning & Place)	1365
PP	Principal Planner (Planning & Place)	2585, 2586, 2919
TLStatP	Team Leader Statutory Planning (Planning & Place)	1190, 1704, 2637, 3470
TLStrgP	Team Leader Strategic Planning (Planning & Place)	2990

3. declares that:
 - 3.1 this Instrument of Delegation is authorised by resolution of Council passed on 2 February 2026; and
 - 3.2 the delegation:
 - 3.2.1 comes into force immediately upon resolution of Council;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule;
and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 3.3 the delegate must not determine the issue, take the action, or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council;
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
adopted by Council;
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Signed by the Mayor of Council)
in the presence of:)

.....
Witness

Date:

Signed by Peter Bean, Chief Executive Officer)
in the presence of:)

.....
Witness

Date:

S6A Instrument of Delegation – Members of Staff

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
806214	Planning and Environment Act 1987	s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s 8A	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.	GMPP, MCS
806215	Planning and Environment Act 1987	s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.	GMPP, MCS
806216	Planning and Environment Act 1987	s 8A(5)	Function of receiving notice of the Minister's decision	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.	GMPP, MCS
806217	Planning and Environment Act 1987	s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.	GMPP, MCS
806218	Planning and Environment Act 1987	s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	This provision has been repealed, as of 25 November 2025, and should not be exercised. Refer to section 231 for treatment of amendments on foot before the repeal of this section.	GMPP, MCS

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
806219	Planning and Environment Act 1987	16B	Duty (upon receiving a request to prepare an amendment to the planning scheme) to decide: - to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F, or - to refuse the request. Note: see also sections 16A, 16D, 16E and 16K.		GMPP, MCS
806220	Planning and Environment Act 1987	16C(1)	Duty to give written notice of its decision under section 16B to the person who made the request within 10 business days of making the decision. Note: The notice must contain prescribed information, and reasons if it is a refusal.		GMPP, MCS
806221	Planning and Environment Act 1987	16C(4)	Duty to give a copy of the request and the notice under subsection 16C(1) to the Minister.		TLStrgP, GMPP, MCS
806222	Planning and Environment Act 1987	16F	Power to apply to the Minister for authorisation to prepare an amendment to the State standard provisions or the local provisions of a planning scheme in force in the municipal district. Note: see also sections 16G and 16K.		GMPP, MCS
806223	Planning and Environment Act 1987	16F	Power to prepare an amendment to the planning scheme where the Minister has authorised Council to do so under section 16F.		TLStrgP, GMPP, MCS

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
806224	Planning and Environment Act 1987	16H	Power to prepare an amendment specified in an application without the Minister's authorisation if no response received after 10 business days Note: see also section 16K.	Does not apply in relation to an application for the preparation of an amendment that will apply to land to which a Suburban Rail Loop planning area declaration applies.	GMPP, MCS
806225	Planning and Environment Act 1987	16I	Power to apply to the Minister for authorisation to prepare an amendment to any part of the State standard provisions and local provisions of a planning scheme applying to an area adjoining its municipal district.		GMPP, MCS
806226	Planning and Environment Act 1987	16I	Power to prepare amendment to the planning scheme applying to an area adjoining Council's municipal district where the Minister has authorised Council to do so under section 16I. Note: see also sections 16D, 16G and 16J.		GMPP, MCS
806227	Planning and Environment Act 1987	23A(2)	Power to: - change the amendment in the manner requested; - not change the amendment in the manner requested; or - abandon the amendment or part of the amendment.	Where Council is the planning authority. After considering a submission which requests a change to a 'low-impact' amendment (as described in section 16N).	GMPP, MCS
806228	Planning and Environment Act 1987	28(1)	Duty to notify the Minister if abandoning an amendment, with a copy of any submission considered, and a statement of reasons for the decision.	Note: the power to make a decision to abandon an amendment cannot be delegated	GMPP, MCS

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
806229	Planning and Environment Act 1987	28C	Duty to comply with directions of the Minister after abandoning the amendment with respect to: - providing relevant documentation; and - providing assistance with steps to be taken for the amendment.		TLStrgP, GMPP, MCS
806230	Planning and Environment Act 1987	48A	Power to notify an applicant that the application is incomplete Note: The notice must set out any required fees or information, the date for payment or production, and the effect of non-compliance set out in section 48B(1).	Where Council is the responsible authority	TLStatP, TLStrgP, PP, GMPP, MCD, MCS
806231	Planning and Environment Act 1987	48C	Power to refund a fee paid for an application which is void and of no effect under section 48B(1)	Where Council is the responsible authority	GMPP, MCD, MCS
806232	Planning and Environment Act 1987	96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	The request to prepare the amendment must be made under section 16A. Delegate must not agree to consider the application for the permit concurrently with the preparation of the proposed amendment unless it has made a decision under section 16B(a) to apply to the Minister for authorisation to prepare the amendment, with or without changes, under section 16F.	GMPP, MCD, MCS
806233	Planning and Environment Act 1987	96Z	Duty to keep levy certificates and levy exemption certificates given to it under ss 47 or 96A for no less than 5 years from receipt of the certificate		GMPP, MCS

ID	Delegation Source	Section	Powers and Functions Delegated	Conditions and Limitations	Delegate or Sub-Delegate
806234	Planning and Environment Act 1987	158F	Power to make submissions in response to a directions panel		TLStrgP, GMPP, MCD, MCS



minutes

Audit and Risk Committee

18 December 2025 at 8.30 am
Oakleigh Room

Members:

Mr Geoff Harry (Chair) - attendance via Teams
Mr Philip Lee (Member)
Ms Kylie Maher (Member)
Cr Georgina Oxley (Mayor) - part attendance via Teams
Cr Jane Agirtan (Councillor) – part attendance

In Attendance:

Peter Bean	Chief Executive Officer
Bernard Rohan	Chief Financial Officer
Dan Hogan	General Manager Customer and Corporate Support
Kelly Shacklock	Manager Governance, Risk and Integrity
Carly Mandich	Team Leader Organisational Governance
Emma Flodstrom	Risk Management Coordinator
Sharon Banks	Organisational Governance Officer
Jean-Marc Imbert	RSM
Darren Booth	RSM
Linda Lim	RSM

Presenters:

		Item(s)
Jonathan Guttman	General Manager Planning and Place	19
Samantha Krull	General Manager Infrastructure and Open Space	19 and 26
Kate Waters	General Manager Community Strengthening	28
Emma Harry	Manager People and Culture	11
Shane Marr	Manager Finance	12, 13 and 14
Jordan Perdevski	Manager Information and Digital Technology	21 and 22
Emily Boucher	Manager Open Space	26
Michael Eddington	Manager City Works	26
Camille Hoyle	Manager AccessCare	28
Alissa Hodgson	Team Leader Health and Safety	11

1. In-Camera Discussion - CEO and Committee

The CEO discussed confidential matters with the Committee.

2. In-Camera Discussion - Committee Members and Municipal Monitors

The item did not proceed as the Monitors were unable to attend. They had submitted their apologies for the meeting.

3. Acknowledgement of Traditional Owners

The Chair acknowledged the traditional owners of the lands upon which this meeting was held and paid respect to elders both past and present.

The Chair also referenced the recent incident at Bondi Beach in Sydney on Sunday, 14 December 2025, and extended his thoughts and best wishes to all those affected.

4. Opening

5. Apologies

Apologies received from John Tanner and John Watson

6. Declaration by Members and Officers of any Interest or Conflict of Interest in Items on the Agenda

Geoff Harry advised that since the last meeting of this Committee he has stepped down from his roles as Chair of the Audit & Risk Committees at Knox City Council and City of Greater Dandenong.

7. Declaration of any work undertaken at Council by Internal Auditors outside of the Internal Audit Plan

Nil

This item is no longer required as an agenda item as it will form part of the status update from the internal auditors.

8. Confirmation of Previous Minutes - Audit and Risk Committee Meeting

The minutes of the 11 September 2025 Audit and Risk Committee were confirmed.

The Chair acknowledged the contributions of the Chief Financial Officer since the previous meeting in regard to the finalisation of the Annual Financial Report and the Annual Performance Statement for the year ended 30 June 2026 and expressed appreciation to the Committee members for reviewing scopes out of session.

9. Audit and Risk Committee - Action List

That the Audit and Risk Committee note the updated Action List.

DISCUSSION:

The Committee discussed the various cyber security actions included in the schedule and Dan Hogan confirmed that an update will be provided to the Committee by Jordan Perdevski in item 21 of the agenda.

ACTION:

Officers to:

- Make the Action List more concise
- Present an overview of the Strategic Information and Data Technology (IDT) Corporate Change Road Map, including current and proposed significant enterprise systems and processes planned over the next (three) years. This will support the Committee's understanding of Council's transformation focus and timing, and in turn inform future Internal Audit planning and the scheduling of key risk mitigation activities.

10. 2026 and 2027 Audit and Risk Committee Meeting Dates

Bernard Rohan confirmed that he has discussed the recent September 2025 Committee meeting timing and challenges for financial year end with the external auditors (HLB) and the need for officers and the external auditors to work to meet the September 2026 meeting date and they have expressed confidence in meeting this timeframe.

ACTION:

- Appointments for the meetings to be sent to ARC Members

11. Workplace Health & Safety Report

The Committee noted the report and discussed the following:

Emma Harry explained that the recent spike in reported injuries is primarily due to heightened awareness and officers' improved understanding of their responsibilities to report incidents.

The rise in occupational violence toward staff is similarly attributable to greater awareness of the need to report such items and the reporting of minor impact injuries. To address these challenges, robust training programs are being implemented to equip officers with strategies for managing heightened aggression and dealing with challenging customers. Additionally, a new policy on occupational violence is currently in development.

ACTION:

- Psychological dashboard to be included in future reports and psychological injuries reported as a separate category
- Officers to provide update on heavy vehicle non-compliance in Council

Shane Marr joined the meeting.

12. Quarterly Finance Report September 2025

The Audit and Risk Committee noted the 2025/26 Quarter 1 financial report and investment report. There was discussion about the Investment Policy and approach followed by officers.

ACTION:

Officers to add:

- Assurance commentary regarding capital works delivery in future reports.
- Commentary in future quarterly reports about alternative, consolidated investment approaches for consideration.

13. VAGO Performance Report – Financial Management of Local Councils

The Audit and Risk Committee noted the tabling in Parliament of the report on outcomes of the performance audit undertaken by the Victorian Auditor General entitled *Financial Management of Local Councils* (August 2025) and the status of issues raised, and their implications for the City of Kingston. Officers confirmed that Kingston has a Financial Plan in place.

Mayor Cr Georgina Oxley left the meeting

14. VAGO Management Letter 2024/25 Action Update

The Audit and Risk Committee noted the status update on the issues arising from the Auditor-General's 2024/25 Management Letter and Closing Report.

DISCUSSION:

- Asset Revaluation Progress
 - Drainage – Completion is estimated at approximately 5% by the end of the financial year, constrained by the practical challenges of inspecting assets.
 - Recreation and Open Space – On track to deliver a complete asset listing by the end of January 2026 to support revaluation in 2025/26.
- IT Policies – all outstanding policies to be signed off by the end of January 2026.
- Work is underway to establish a reserve for tracking personal and long service leave provisions as a reserve and not a provision.

ACTIONS:

Officers to:

- Invite external auditors to the March 2026 ARC meeting to discuss plans for next year's audit.
- Benchmark drainage modelling assumptions against other councils and present findings at the meeting.
- Provide assurance at a future meeting regarding the scope and training associated with implementation of ICT policies.

15. CEO Advice on Emerging Sector and Council Matters

The CEO updated the Committee on the following items:

- Sector monitoring activities at various Councils and Whittlesea Commission of Inquiry findings
- Rate cap breaches reported at Alpine and Hindmarsh Shire Councils
- Planning Amendment (Better Decisions Made Faster) Bill 2025 introduced: timelines have shifted, but Council is currently meeting all triggers
- Larger developments increasingly directed to State Government, resulting in no financial benefit for Council
- Federal Aged Care Act 2024 implementation underway
- Governance Rules and Public Transparency Policy will not be released this calendar year; community consultation planned for 2026
- Public unrest occurred in Mordialloc on Wednesday, 17 December 2025. Executive Leadership Team will consider strategies to address public unrest in the new year

16. Declaration by CEO of any significant breaches of legislation

The CEO reported that there were no breaches since the last meeting.

17. Risk and Integrity Update

Emma Flodstrom presented the Risk and Integrity Update and discussing was held on the following:

KEY POINTS:

- Operational and Strategic Risk workshops have been held with Teams and ELT
- Risk Appetite Statement has been revised and now has tightened parameters
- Acknowledgement of external risks outside of Council's control
- Target risk rating now included in the operational risk registers
- Control effectiveness review will be a priority in 2026

DISCUSSION:

- Council and Wellbeing Plan to be referenced with Council's Strategic Risks
- Mature involvement by including Councillors and Audit and Risk Committee

The report was noted by Committee.

ACTION:

- Officers to provide a marked-up copy of the Risk Appetite Statement that highlights the changes.

18. Governance Landscape: Key Trends

The Audit and Risk Committee noted the information contained in the Governance Landscape: Key Trends report.

Jonathan Guttman and Samantha Krull joined the meeting

19. Mitigation of Flood Risks

The Audit and Risk Committee received a presentation from Jonathan Guttman and Sam Krull on Flood Risks facing Council.

KEY MESSAGES:

- Vulnerability of Council's coastal assets identified as a key concern
- Emergence of groundwater in lower lying areas problematic
- Significant work is planned across the local government sector over the next 12–18 months
- Community feedback remains a valuable input for decision-making
- Future considerations for resilience and adaptation strategies
- Existing planning mechanisms currently in place to manage risks
- Melbourne Water's updated flood mapping for Kingston expected in late 2026 or early 2027
- Council's engineering team is leading the way in flood management thinking across Melbourne

ACTION:

Add Council's Flood Risks to Annual Work Plan (December)

Jonathan Guttman and Samantha Krull left the meeting

20. Update from Bernard Rohan, Chief Finance Officer

The Audit and Risk Committee received a presentation from Bernard Rohan on Risks facing the Chief Finance Office Division:

- Divisional policy and strategy focus
- Tech One system moved to cloud
- Budget cycle will be in new form of Tech One which provides better integration between finance and procurement
- Rates processes is a priority with a Service Review underway
- Cyber insurance coverage is prohibitive and full coverage is not available.
- Department restructures – Procurement and Contracts and Finance
- External audit program process
- Upcoming Internal Audit – Fleet Management

Jordan Perdevski joined the meeting

21. Update on Cyber Security

Jordan Perdevski presented on cyber security and highlighted the following key points:

- Council's Protective Data Security Plan (PDSP)
- Essential Eight control uplift scheduled for the first half of 2026
- Council's four-year cyber security strategy to be published in June 2026
- Vulnerability assessment of Council's external environment rated low risk
- All policy and procedure updates to be finalised in early 2026
- Council does not currently use Microsoft Defender and does not have a secure score

ACTION:

- Add cyber security to the Annual Work Plan (June and December)

22. Records Management Initiatives

Jordan Perdevski presented the Records Management Initiatives and highlighted the following key points:

- Restructure of the Corporate Information Department
- Transition from a records service model to an information governance approach
- Management of legacy systems and processes, including categorisation of over 30 years of records
- Implementation of a new information management framework
- Use of an information register across the organisation to assess data usage, with prioritisation of high-risk areas such as health records
- Progress on records disposal, supported by consultants engaged to enhance this process

The Audit and Risk Committee noted the report.

Jordan Perdevski left the meeting

Cr Jane Agirtan left the meeting at 11.10 am. The Chair noted the remaining items could only be noted.

23. Organisational Compliance Update

The Audit and Risk Committee noted the compliance updates contained in the report.

24. Internal Audit Actions Update

The Audit and Risk Committee noted report.

25. Review Effectiveness of Internal Audit Function

The Audit and Risk Committee noted the performance review of the internal audit function

DISCUSSION:

- Two audits have been completed and surveys provided to participants
- Some positive feedback and some concerns received which are noted in report
- Jean-Marc Imbert stated that the audits were a bit rushed because Council has had no audits for a period. He felt there was good communication with GMs and has measures in place to rectify issues noted

Sam Krull, Emily Boucher and Michael Eddington joined the meeting

26. Internal Audit Reports for Review

The Audit and Risk Committee endorsed the following internal audit final reports :

- Final Report: Depot Operations Management
- Final Report: IT Third Party Risk Management Review

The Committee asked that the following scopes be circulated out of session. The Committee confirmed their availability to review over the Christmas period to allow audits to begin in the new year.

These scopes include:

- Fleet Management
- AccessCare Part 1
- Child Safety

Discussions regarding the Final Reports**Third Party IT Risks:**

- Good third party response
- Onboarding processes
- Reference to Third party Service Licence Agreements and importance of this control
- Tiering is effective, and greater clarification regarding owner of tier 1 and 2 risks required (ie, IT manager is not always the risk owner).

Depot Operations Management review

- No findings were a surprise, service review has been conducted previously
- Integrated approach with organisational system wide support solution required
- High risk contracts to have systemic monitoring with transparency regarding how this is done, while continue work on long term solutions
- Long lead times on some action offers opportunity to use milestone reporting
- Reason for delay due to resourcing, business case, budget too low

ACTIONS:

- Governance, Risk & Integrity Team to assist officers in breaking down actions for milestone reporting as a means of providing a viable improvement plans

27. Internal Audit Summary (Status Report)

The Audit and Risk Committee noted the Internal Audit Summary provided by RSM.

Report taken as read

Kate Waters and Camille Hoyle joined the meeting

28. Aged Care - Changes to Governance and Services Requirements

Camille Hoyle updated the Committee on the recent commencement of the Federal Aged Care Act 2024 and Support at Home.

Key messages:

- New Aged Care Act and Support at Home commenced in November 2025
- Councillors now defined as "responsible persons" alongside CEOs and other senior officers.
- Councillors now have a statutory duty to exercise due diligence in ensuring Council complies with its obligations when delivering aged care services
- Councillor training has commenced and this will move to annual training
- Clinical governance will be reported to a Clinical Governance Committee (to be established), a Councillor Briefing and quarterly report to ARC from March 2026.
- Comprehensive plan is in place to new support at home program.

ARC Committee member Kylie Maher offered to support officers in the development of clinical governance procedures if required.

Kate Waters and Camille Hoyle left the meeting

29. Governance and Policy Committee Minutes

The Audit and Risk Committee noted the Governance and Policy Committee minutes from the 7 October 2025 meeting.

**City of Kingston
Ordinary Council Meeting**

Agenda

2 February 2026

30. Councillor Reimbursements and CEO and General Manager Expenses

The Audit and Risk Committee noted the Councillor reimbursements and CEO and General Manager expenses.

31. In Camera Discussion - Committee Members

This item was not required.

The Chair requested that future meetings be extended to three hours.

The meeting closed at 11.45 am

Informal Meeting of Councillors Record



Submitted on	28 January 2026, 9:31AM
Receipt number	149
Related form version	20

In accordance with Chapter 6 of the Governance Rules, this form should be completed if there is a meeting of Councillors that is:

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

Name of Council officer completing this form	Ellie Lockard
Title of meeting	Councillor Briefing/Draft Agenda Briefing
Meeting date	27/01/2026
Meeting time	6pm
Meeting location	Online In person

Attendance

Councillors in attendance	<p>Cr Georgina Oxley (Mayor) Cr Sarah O'Donnell (Deputy Mayor) Cr Jane Agirtan Cr Kirralee Ashworth-Collett (joined online) Cr Georgia Erevnidis (joined online) Cr Chris Hill (joined online at 6:15pm) Cr Chris Howe Cr Caroline White</p>
Council officer(s) in attendance	<p>Peter Bean, Chief Executive Officer Jonathan Guttman, General Manager Planning and Place Dan Hogan, General Manager Customer and Corporate Support Kate Waters, General Manager Community Strengthening Samantha Krull, General Manager Infrastructure and Open Space Bernard Rohan, Chief Financial Officer Carly Mandich, A/ Manager Governance Risk and Integrity Ellie Lockard, Council Governance Officer Michelle Devanny, Head of Strategic Communications and Engagement Erin Pattie, Team Leader Health and Social Policy Romina Atai, Community Infrastructure Planner Simon Doyle, Manager Arts Events and Libraries Emma Bruce, A/ Manager Inclusive Communities James Lenihan, Manager Infrastructure Shelley Gasperino, Team Leader Library Customer Service Eli Dunlevie, Head of Productions and Operations Morgan Henley, Team Leader Festival and Events Veronica Cybulski, Head of Creative Activities Emma Cadd, Manager Family, Youth and Children's Services</p>

City of Kingston Ordinary Council Meeting

2 February 2026

Agenda

Bridget Draper, Manager Active Kingston
Davina Greene, Administration and Project Support Officer
Trent Carpenter, Team Leader Community Capacity and Partnerships

External attendees

John Tanner AM - Municipal Monitor (joined online)
John Watson - Municipal Monitor (joined online)

Apologies

Cr Tony Athanasopoulos
Cr Hadi Saab
Cr Tess Law

Summary of matters discussed

Acknowledgement of Country
Apologies
Declaration by Councillors, Officers and Contractors of any Conflict of Interest
Notes of Councillor Briefing 8 December 2025
Executive Updates
Draft Community Infrastructure Framework - Workshop 1
Draft Creative & Learning Strategy 2026-2030
Talking Kingston Consultation Results
By exception: Environment and Open Space Advisory Committee Notes from Meeting on 10 December 2025
7.1 By exception: Town Planning Application Decisions - December 2025
8.1 Kingston Grants Program Updated Policy and Guidelines
8.2 Individual Development Grants and Community Small Grants – Quarterly Report (October-December 2025)
8.3 Kingston Women of the Year Awards 2026 – Nominations and Selection of Winners
8.4 Community Awards 2026 – Nominations and Selection of Winners
9.1 G. R. Bricker Reserve, Stormwater Harvesting Project, Moorabbin
9.2 CON-25/092 Beilby Street, Moorabbin Road Reconstruction and Drainage Upgrade
9.3 By exception: Response to Resolution – Notice of Motion 33/2025 – Bonbeach Basketball Stadium
10.1 By exception: Governance and Compliance Report
12. Notices of Motion
13.1 Property Matter
Invitations
Councillor/CEO Only Discussion
Councillor Only Discussion

Did a Councillor or Council officer disclose a conflict of interest?

Yes

Conflicts of interest

If more than one conflict was declared, provide the details for one conflict and then click 'add' to provide details for another.

Conflict 1

Name of Councillor/officer that declared the conflict of interest
Cr Kirralee Ashworth-Collett

Type of conflict of interest
General (G)

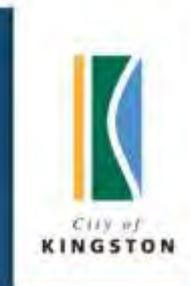
Did the Councillor/officer leave the meeting prior to discussion?
Yes

12. Notices of Motion

Guidance Note

Notice of Motion No. 1/2026 – Cr White

Kingswood Golf Course Independent Review



Preliminary Officer Advice

Background

In response to the Notice of Motion the current Council has received two reports recently that address the most recent stage of the redevelopment of the former Kingswood Golf Course involving the consideration of the Development Plan.

Ordinary Council Meeting 26th May, 2025 – Item 7.2

Within the Background section of this report the Council was provided with a summary of the decisions made in relation to the former Kingswood Golf Course Site. Planning Scheme Amendment C151 was submitted to Council and sought to rezone the land and make other changes to the Kingston Planning Scheme. In response to receiving over 8,000 submissions the Council of the day, resolved to abandon the Amendment on 17th October, 2018.

This report then outlined the request made subsequently to the Minister for Planning in November 2020 from Australian Super Residential Property No. 1 Ltd to consider a Planning Scheme Amendment (C199) and Planning Permit Application to redevelop the land. This request was granted and Amendment C199 was exhibited in mid-2021 and 1,650 submissions were received. Following consideration of a Standing Advisory Committee Report the Planning Scheme Amendment was approved by the Minister for Planning on 19th September, 2023.

The Officer report of the 26th May, 2025, then outlines that a decision was made in April 2025, by the Department of Transport and Planning to make the Minister for Planning the Responsible Authority for determining Planning Permit Applications for the former Kingswood Golf Course.

The background information provided in this report reinforces that since the decision made on Amendment C151, in October 2018, successive Kingston Councils have not performed the role of either 'Planning Authority' or 'Responsible Authority' under the Planning and Environment Act 1987, for decisions made regarding the former Kingswood Golf Course site.

The Council and other interested parties have however continued to perform, the role of a 'submitter' to planning processes where the assessment of the requests relating to changes to the Kingston Planning Scheme, regarding the former Kingswood Golf Course have been made by the Minister for Planning or a Department of Transport and Planning delegate. The report of the 26th May, 2025, outlined a range of matters the Council felt were important considerations in determining the Development Plan.

10 November, 2025 Special Council Meeting – Item 3.1

This report outlined to the Council a range of items relating to the decisions made to approve the Development Plan for the site by the Department of Transport and Planning. This decision was not made by the Minister for Planning, but under delegation provided to the Department. The report outlined a series of concerns Council Officers felt were not sufficiently addressed in the Development Plans determination. The report recommended Council take the step of making an application to the VCAT under Section 149(1)(a) to have the decision reviewed to address key matters identified. The intent behind this recommendation was to ensure key matters were further considered prior to development proceeding, given the lands zoning had been established.

Ordinary Council Meeting

2 February 2026

Agenda Item No: 12.1

NOTICE OF MOTION NO. 1/2026 - CR WHITE - KINGSWOOD GOLF COURSE INDEPENDENT REVIEW

That Council:

1. Note the recent issues encountered with the missed VCAT appeal lodgement date regarding Sonya Kilkenny's decision to approve the Kingswood Golf Course development plan;
2. Note that under Kingston City Council's Complaints Resolution Policy, Council is committed to resolving complaints in a manner that is fair, transparent, timely and consistent, and that complaints concerning Council decisions and administrative actions must be appropriately investigated and documented;
3. Express sincere apologies to the residents affected by Council's administrative incompetence;
4. Receive an officer report by 16 February 2026, ahead of and for the purpose of the Council meeting to be held on 23 February 2026, considering the commissioning of an independent review into Kingswood Golf Course, to identify any areas for improvement, process inefficiencies, systemic issues and determine accountabilities throughout the planning process for the site undertaken to date, inclusive of the following:
 - a) The independent external review to comprehensively evaluate the entire lifecycle of the Kingswood file and ongoing operations, and the Minister's approval process, including, but not limited to:
 - i) Meetings and correspondence with developers, Melbourne Water, and Labor State Government Ministers, including Sonya Kilkenny MP and Nick Staikos MP;
 - ii) All legal advice received and any correspondence with said legal firms;
 - iii) The handling of complaints relating to Kingston City Council's administrative failures;
 - b) Budget allocation necessary to ensure the independent review is conducted to world class standards by suitably qualified experts;
 - c) Ambition for the independent external experts to conduct the independent review and deliver the recommendations no later than 15 June 2026;
 - d) Should the report identify matters that meet the statutory threshold for referral, direct the Chief Executive Officer to ensure referral to the appropriate external integrity body, including the Victorian Ombudsman, Local Government Inspectorate or IBAC, in accordance with legislative requirements;

5. The report to further consider:
 - a) The formation of a Sub-committee to be led and chaired by Councillors as a governance structure to coordinate the independent external review to assess the integrity of the Kingswood Golf Course file, with the review to be made independent of Council;
 - b) The Sub-committee to be comprised of 5 elected Councillors to provide further objectivity and independence; these Councillors being: Cr White, Cr Oxley, Cr O'Donnell, Cr Agirtan and Cr Erevnidis;
 - c) The Sub-committee to develop the final terms of reference by 16 March 2026;
6. Receive the Independent Review report via submission to the Sub-committee, with a public version of the report suitably redacted to protect sensitive information made available to the public as expeditiously as possible and no later than end 29 June 2026.

Cr Caroline White

The Council's Application to review the delegates decision was submitted four days after the date determined by VCAT. The Council's application for an extension of time was not supported by the Minister for Planning or Satterley Property Group Pty Ltd and the VCAT ruled in favour of not granting an extension through its decision in Application P1003/2025. The Council has provided a statement reinforcing its disappointment in this decision and has reinforced its ongoing commitment to addressing those matters it considers, it may be able to influence.

Comment

The Notice of Motion broadly seeks a report which would provide advice to Council in relation to:

- Commissioning an Independent Review into the Kingswood Golf Course; and
- A governance structure to facilitate the development of the Independent Review.

In considering the first matter, the following comments are offered:

- The VCAT has ruled that the Council's application was submitted outside the prescribed time.

The nature of the type of application to the VCAT by the Council, had not been made before. In determining the matter, the VCAT decision provides clarity on process steps that could in the future be avoided to ensure such a circumstance not occur again. An independent review is unlikely to provide further substantive clarity to Council on this matter.

- As reinforced in the background material, the Council has not performed the role of Planning Authority or Responsible Authority in 'making decisions' under the Planning and Environment Act 1987, relating to the subject land.

If the intention of an independent review is to examine the 'actual decisions made', to do this task robustly, it is likely that a reviewer would be heavily reliant on information which is not retained by Council. If the Council were minded to further consider conducting an 'independent review', advice would be required on the potential constraints on the Council to compel participation, and/or obtain information, not in the possession of Council.

- Successive Councils have for now several years maintained a consistent view regarding the subject land and made resolved upon substantive submissions on behalf of the community seeking enhanced planning outcomes. This material is made publicly available and would reinforce to an independent review a sustained commitment from Council and its Officers in this regard.

Formal submissions have been informed through sustained significant engagement with the Dingley Village Community and relevant Community Groups and Associations.

- In raising the matters in the report of the Special Council Meeting on the 10th November, 2026, Council Officers did this with an intent to provide a higher focus over specific matters it wished for the landowner and decision maker to address. Since this report was tabled in November a focus by the landowner and those advising the decision maker has been

placed on considering those matters raised in the Council report relating to the site's development.

- The Council, a Councillor or any other party is at liberty at any time to refer a matter to an integrity body.

Although successive Councils have consistently reflected disappointment with the decisions made regarding the former Kingswood Golf Course, the ability to make these decisions is provided for, under the Planning and Environment Act 1987. At no time have the Officers who have been involved in assisting the Council with this matter, formed the view that the decisions made would warrant a referral to an integrity body.

- The financial, resource and other costs associated with such a review need to be balanced against the merits of an Independent Review. Critical to this consideration, is the limitations placed on Council to access information given it has not made the decisions, regarding the future of the former Kingswood Golf Course site.
- The timeframes associated with such a review need to be carefully considered against expectations regarding service procurement and the likely components of such a review.

Author/s: Jonathan Guttmann, General Manager Planning and Place
Reviewed and Approved By: Peter Bean, Chief Executive Officer

Ordinary Council Meeting

2 February 2026

Agenda Item No: 12.2

NOTICE OF MOTION NO. 3/2026 - CR WHITE - MORDI AQUATIC CENTRE ARTWORK ENQUIRY

That Council:

1. Resolves to produce a report on the tender process for the \$350,000 Mordi Aquatic Artwork contract by 28 February 2026.
2. Briefs Councillors on the report within 7 days.
3. Make the report publicly available within 21 days of Councillors being briefed. The report redacted as appropriate.

Cr Caroline White

Guidance Note

Notice of Motion No. 3/2026 – Cr White

Mordi Aquatic Artwork Enquiry



Officer Advice

Officers can meet the requirements of the Notice of Motion should it be resolved. The report to Councillors can be made publicly available through Council's website.

The public art component for Mordi Aquatic Centre was commissioned through a staged process that publicly invited artists to respond to a brief and then work collaboratively with the architect contractor through an integrated design process.

The procurement process was conducted in accordance with Council's Procurement Policy and Public Art Policy and Guidelines.

Funding for this public art project is drawn from the Cultural Asset Reserve – the dedicated reserve for funding public art.

Author/s: Simon Doyle, Manager Arts, Events and Libraries
Kate Waters, General Manager Community Strengthening

Reviewed and Approved By: Kate Waters, General Manager Community Strengthening
Peter Bean, Chief Executive Officer

Ordinary Council Meeting

2 February 2026

Agenda Item No: 12.3

NOTICE OF MOTION NO. 4/2026 - CR WHITE - DRUZE ORGANISATION GRANTS FUNDING

That Council resolve to stop any further grants funding to the Druze Organisation in the Greater Dandenong Council LGA.

Cr Caroline White

Guidance Note

Notice of Motion No. 4/2026 – Cr White

Druze Organisation Grants Funding



Officer Advice

Officers do not support the Notice the Motion. While technically allowable under Kingston's Governance Rules Meeting Procedure to allow this Notice of Motion to be listed within the agenda for consideration, it is the opinion of Officers that exclusion of a single organisation from the Kingston Grants Program, or ceasing a current funding agreement would pose legal and reputational risks to Council.

The Kingston Grants Program is governed by the Kingston Grants Program Policy and Guidelines. The Policy and Guidelines outline eligibility requirements for applicants and what can and cannot be funded and are publicly available on Councils website. The application from the Druze Community Charity of Victoria was made in accordance with all applicable polices and standards, as was any Council decision in reference to their successful funding application.

The current Policy and Guidelines were endorsed by Council in November 2023. A number of changes have been made since then, and an updated Policy and Guidelines are being considered by Council at the Council Meeting on 2 February 2026. In developing the updated Policy and Guidelines, Councillors have been briefed several times and have had opportunities to provide suggestions and feedback.

A key input into the updated Policy and Guidelines was the inclusion of recommendations that came out of the Grants Governance Working Group, which was established in April 2025, as per the below resolution:

That Council:

1. Acknowledge the substantial concerns around the awarding of grants in June 2024 under the previous Council;
2. Refer the matter and any relevant information to the Local Government Inspectorate for review;
3. Establish a working group of the Mayor, Deputy Mayor and two Councillors to review issues and make recommendations to improve governance in relation to grants, conflicts of interest and other matters. For example: reviewing processes to strengthen conflict of interest declarations to prevent councillors lobbying behind the scenes or 'horse-trading' support for other issues.

This resolution has been fully acquitted, including referral of any concerns related to the grants program to the Local Government Inspectorate, who advised Council there is no evidence of any breaches under the Act.

The recommendations, presented to Council and resolved in October 2025, did not include ceasing funding or excluding the Druze Community Charity of Victoria, or any other organisation, from the Kingston Grants Program.

The Druze Community Charity of Victoria receive a Community Festivals, Events and Creative Activities as per the Council resolution from June 2024. The Policy states, *Community Festivals, Events and Creative Activities Grants will be assessed by a Grants Assessment Panel who make recommendations to Council for their authorisation by way of funding decision.*

The current Council has considered this grant stream several times, with the following resolutions:

24 February 2025

That Council:

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

26 May 2025

That Council:

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

As outlined above, all funding recommendations, and where relevant, officer decisions made by delegation, are presented to Council for decision.

Author/s: Kate Waters, General Manager Community Strengthening
Reviewed and Approved By: Peter Bean, Chief Executive Officer