

City of Kingston Freedom of Information Part II Statement

Pursuant to the Freedom of Information Act 1982 (Vic)

June 2023

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.

Contents

Purpose of the Part II Statement	3
Statement One The Organisation and it's functions.....	4
The City of Kingston.....	4
Community Demographics	4
Our Council	4
The Councillors	5
The Administration	8
The Executive Leadership Team	8
Objectives of Council.	9
Overarching functions of Council	9
More Specific Duties and Functions of Kingston.....	10
Legislation and Laws administered by Council	11
What are our local Laws specific to Kingston?	14
Decision Making Powers	15
Transparency of Decisions made by Council	15
Public Questions.....	16
Decisions made under Delegation	16
Contacting Council	17
Getting involved with Council.	19
Advisory committees.....	20
Other Committees and interest Groups	20
My Community Life.....	21
Public libraries	21
Statement Two : Information and documents Council has prepared for publication or inspection	23
Public Transparency Policy.....	23
Information Management Systems used by Council	24
Statement Three – Freedom of Information Arrangements	25
You and Freedom of Information	25
Time and the Freedom of information	25
Cost and the Freedom of information.....	26
Documents and freedom of information	26
City of Kingston Officers and Freedom of Information	26
Right of Appeal	27
Statement Four - Publications.....	28
Key Council Publications.....	28
Environment.....	28
Seniors	28
Business	28
Youth	29
Health and Safety Publications	29
Community	29
Newsletters.....	29
e-Newsletters.....	29
Statement Five: Rules, Policies and Procedures - Section 8 of the Freedom of Information Act 1982.	30

Purpose of the Part II Statement

In accordance with Part II of the Freedom of Information Act 1982 (FOI Act), this information contains 5 Statements. Each statement contains details about Kingston City Council regarding the following matters:

1. organisation and functions
2. categories of documents
3. freedom of information
4. publications
5. rules, policies, and procedures

This document provides an overview of our functions, a snapshot of the types of information and documents we hold, and instructions on how to access the information, locate publicly available documents and make a request under the FOI Act.

The City of Kingston is committed to ensuring that, where appropriate, members of the public have access to information held by Council and that both decision-making and operational processes of Council are transparent. Information is publicly available on Council's website at <https://www.kingston.vic.gov.au> to uphold transparency and reduce the need for the public to request access to documents under the FOI Act.

The Part II Statement gives effect to the public transparency principles contained in section 58 of the Local Government Act 2020 and it operates in conjunction with the City of Kingston's Transparency Policy.

Statement One. The Organisation and its functions

The City of Kingston

Local government enables the economic, social and cultural development of the municipal area it represents, supports individuals and groups, and provides a wide range of services for the wellbeing of the local community, by the powers conferred under the Local Government Act 2020 and other legislative Acts.

The City of Kingston is located approximately 20km south of Melbourne, surrounded by the cities of Bayside, Monash, Glen Eira, Greater Dandenong and Frankston. Kingston has a rich First Nations Australian history, and today we have a proud vibrant Aboriginal culture.

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

A range of quality shopping is available across the city from Southland Shopping Centre to the local neighbourhood shops and village strips. Kingston's headquarters are located at 1230 Nepean Highway, Cheltenham.

Community Demographics

For the latest information regarding the population structure, ages, occupations, family structure, education and disability go to the census data:

<https://profile.id.com.au/Kingston/home>.

For mapped information, go to: <https://atlas.id.com.au/Kingston>.

Our Council

In 1994, the state government amalgamated local councils all over Victoria, as part of its local government reform. On 15 December 1994 the new City of Kingston was formally Gazetted, comprising the former City of Chelsea, most of the City of Mordialloc, a substantial portion of the City of Moorabbin, and parts of the Cities of Oakleigh and Springvale.

The City of Kingston is divided into eleven (11) wards. Each ward is represented by a single Councillor. The 11 community elected Councillors make up Kingston City Council, and it is this group that represents the interests of residents and ratepayers. Councillor's are elected every four years by the community and the Mayor is elected each year by the Councillors.

COUNCIL WARDS

Banksia
Bunjil
Caruana
Chicquita
Como
Karkarook
Longbeach
Melaleuca
Sandpiper
Wattle
Yammerbook



Each of the City's 11 wards has a councillor elected to represent the views and interests of the residents and ratepayers in their electorate.

The Councillors



Cr Hadi Saab Karkarook Ward

Cr Saab is a Druze first-generation Australian born to Lebanese and Syrian parents who has lived in Clarinda for nearly 20 years. He holds a Bachelor of Software Engineering from Monash University and currently works locally in Moorabbin as an IT Project Manager. Cr Saab proactively handles issues by listening to residents and working with community groups.



Cr Chris Hill Como Ward

Cr Hill has been a strong community advocate since 2014 when he took on the role of Chair of the 'Save the Edgy' Committee and in 2019 he established 'Kingston Save Our Streets'. Chris lives in Mentone and is passionate about community consultation, improving our beaches including better accessibility, safer streets, more off-leash dog parks and more sustainable social and affordable housing.



Cr Cameron Howe Banksia Ward

Cr Howe has had more than a decade of community advocacy. Excelling in networking with the tenacity to secure investment, Cameron holds a Bachelor of Business, majoring in Management and Marketing. As an artist and outdoors enthusiast, Cameron sits on the Arts & Culture and Bay Watch committees.



Cr Jenna Davey-Burns Wattle Ward

As a foster carer and volunteer, Cr Davey-Burns knows firsthand the importance of community groups and local organisations. She sits on Council's committees for Access & Equity and Arts & Culture and is passionate about climate change, sustainability & supporting small businesses. Jenna is committed to making Kingston facilities accessible for women, girls & people with a disability.



Cr Steve Staikos Bunjil Ward

Cr Staikos was first elected to Council in 2008 and has served as Mayor four times. Cr Staikos is passionate about social participation, multiculturalism, the environment, and the arts. His priority policy areas include the Green Wedge, Sandbelt Open Space – Chain of Parks project, recycling, and the delivery of more social housing.



Cr George Hua Caruana Ward

Through his experience in starting a financial technology business and previously running a local cafe, Cr Hua is passionate about supporting small, family-owned businesses.



Cr Tracey Davies Chicquita Ward

Cr Davies lives in Parkdale with her husband and two sons and is heavily involved in the local community, having volunteered with local sporting groups and schools for more than 20 years. Tracey has been a lawyer since 1988 and has operated her own firm for the past 10 years.



Cr Georgina Oxley Longbeach Ward

Cr Oxley was elected to Council in October 2016 and has served as Mayor twice. Cr Oxley runs a local Kingston-based business working in finance, marketing and HR management. She enjoys playing basketball and walking her dog Banjo on the beach.



Cr Tim Cochrane Melaleuca Ward

If Cr Cochrane is not at work, you will usually see him pounding the pavement with Marlie and his two dogs, Humphrey and Charlie. He really enjoys health and fitness and finds it hard to sit still for too long. His key priorities are to continue to advocate for improved amenities, common sense outcomes and a reduction in over-governance.



Cr David Eden Sandpiper Ward

Cr Eden was elected to Council in 2012 following years of involvement at many different levels, including community committees, fundraising & coordinating initiatives such as Clean Up Australia Day. He is passionate about protecting the environment, keeping rates down & regularly assessing the many services offered by Council to ensure they remain responsive to community needs.



Cr Tamsin Bearsley Yammerbook Ward

Cr Bearsley was elected to Council in October 2012 and lives in Aspendale Gardens with her husband and two children. She was motivated to join Council to improve community consultation. As a primary school teacher, she has a particular interest in supporting community groups and residents' associations, improving local amenities and strengthening budget controls.

The Administration

The Chief Executive Officer (CEO) is appointed by the Council and is responsible for the employment of all other members of Council staff. Council has more than 1,500 employees working collaboratively to deliver services to our community. As per section 46 of the Local Government Act 2020, the Chief Executive Officer is responsible for supporting the Mayor, Deputy Mayor and the Councillors in the performance of their roles; and ensuring the effective and efficient management of the day to day operations of the Council in accordance with the Council plan. The CEO is also the officer responsible to ensure a safe workplace. For further information about the structure of the organisation, please refer to the [organisational structure](#) available on the City of Kingston website page “Our executive team”.

The Executive Leadership Team

Under the leadership of the CEO, our organisation is made up of five divisions:

Customer & Corporate Support

- Advocacy, Engagement & Communications
- Customer Experience
- Governance
- Information Services & Strategy
- People and Culture

Community Strengthening

- AccessCare
- Arts, Event & Libraries
- Family, Youth & Children’s services
- Inclusive Communities

Infrastructure & Open Space

- Active Kingston
- City Works
- Infrastructure
- Open Space
- Project Management Office

Planning & Place

- City Development
- City Economy & Innovation
- City Strategy
- Compliance & Amenity

Finance

- Procurement & Contracts
- Property Service
- Finance

Reporting directly to the CEO is an Executive Manager of **Legal**.

Objectives of Council.

As described in the Council Vision there is a focus on a range of goals, priorities and investments over the next four years, working towards our six outcomes:

1. Our city will be a vibrant, enjoyable, and easy place to live.
2. We prioritise our environment and reduce our impact on the earth.
3. We will embrace the concept of a 20-minute neighbourhood, support the ongoing process of decentralisation and support people to live and work locally.
4. We are progressive, inclusive and prioritise the wellbeing of all members of our community.
5. Our community will feel safe, and be safe, in all aspects of their lives.
6. Council will be collaborative, accountable, transparent, responsive, well-informed and efficient.

Our progress is measured in various documents:

- Community Vision
- Council plan
- Annual Action plan
- Annual Budget
- Financial plan
- Revenue & Rating plan
- Strategic Resource plan
- Asset Plan.

All these documents are available from Council Offices or via the Kingston website under [Council Documents](https://www.kingston.vic.gov.au/council/council-documents) (<https://www.kingston.vic.gov.au/council/council-documents>).

Overarching functions of Council

The functions of a Council as prescribed by the Local Government Act 2020 are:

- Planning for and providing services and facilities for the local community;
- Providing and maintaining community infrastructure in the municipal area;
- Advocating and promoting proposals which are in the best interests of the local community;
- Undertaking strategic and land use planning for the municipal area;
- Raising revenue to enable the Council to perform its functions;

More Specific Duties and Functions of Kingston

The City of Kingston undertakes many functions and services to exercise, perform and discharge the duties, functions and power of Councils under the Local Government Act 2020 and other Acts.

These include but are not limited to:

Arts and Culture including arts strategies and policies, events and partnerships, funding and opportunities for artists, galleries spaces and exhibitions business and trade development.

Business including different business permits, business support (Business Wizardry Service and Mentor Partners Program) and resources, business workshops and events, creating a job listing, starting or growing a business, sustainability in business.

Capital Works and Maintenance with a focus on maintenance of council-owned facilities, property and other assets of roads, pedestrian ways, and public spaces of the city Kingston

Community including information about activities and places within Kingston, health and support services, local history connections, community advocacy and news which effects Kingston.

Environment including management of beachways and waterways, flooding, heritage and planning, our green wedge, parks and reserves, sustainability, trees, plants and nature strips.

Families and Children including Before and after school care, Childcare and early learning, Family support services, immunisation, maternal and child health, playgroups,

Health and Support including accessibility, coronavirus information, housing and homelessness, immunisation, prevention of family violence, sharps disposal

Libraries including the digital Library, the main catalogue, membership, computers and technology, home library services, selection services, family history and local history and events and activities

Local Laws and Public Safety including food safety and regulation of food premises and issues which effect the community

Parks and Reserves and Sporting Facilities including maintenance and planned works and promotion of parks, playgrounds and recreational reserves alongside the management of our natural resources

Pets including cat and dog ownership and other pet issues

Planning and Building assisting with information and guidance on planning controls such as urban planning and building regulation, schemes and policies, information on permits and processes land transfers and subdivisions

Property Management including information relating to property such as land tax, asbestos, pest control, footpath vegetations, numbering, street names, drains and stormwater

Reconciliation focusing on working alongside the Kingston Indigenous community.

Resident Information: waste and recycling, new residents checklist, apartment living, home neighbourhood and streets, local laws and permits, pets, rates, resident groups, sustainability at home.

Roads, Traffic and Parking including parking fines and permits, planned works and maintenance, road safety, road works and modifications, street sweeping

Rubbish and recycling covering the A to Z of waste disposal, bins and collections, christmas tree collection, e-waste and household chemical collections, food waste recycling, hard waste, report litter and dumped rubbish, skip permits, tree prunings collection, Waste education

Senior Services - such as 'Home Care' programs and positive ageing services, events, activities and programs which help connection and contribution to the community

Waves Leisure Centre from opening hours, activities, events, health and fitness, aquatics and learn to swim programs.

Youth Services events and programs run for and by young people including FReeZA, QIK, universal magazine committee, YAK and parent information nights, and information on support services

Further information about each of these areas can be found on the City of Kingston website.

Legislation and Laws administered by Council

The below list provides, as far as practicable, the Acts relevant to Council. This includes Acts that Council administers as well as Acts that may otherwise apply to Council currently or in the future. Copies of Victorian legislation are available on the Victorian Legislation and Parliamentary Documents website at www.legislation.vic.gov.au. Alternatively, current legislation may be purchased in hard copy form by contacting Information Victoria on 1300 366 356 or AustLII on (03) 9278 1133

- *Aboriginal Heritage Act 2006*
- *Accident Compensation Act 1985*
- *Audit Act 1994*
- *Australian Consumer Law and Fair Trading Act 2012*
- *Back to Work Act 2015*
- *Building Act 1993*
- *Building and Construction Industry Security of Payment Act 2002*
- *Carers Recognition Act 2012*
- *Casino Control Act 1991*
- *Catchment and Land Protection Act 1994*
- *Cemeteries and Crematoria Act 2003*
- *Charter of Human Rights and Responsibilities Act 2006*
- *Child Wellbeing and Safety Act 2005*
- *Children Youth and Families Act 2005*
- *Children Services Act 1996*
- *City of Melbourne Act 2001*
- *Civil Procedure Act 2010*
- *Cladding Safety Victoria Act 2020*
- *Climate Change Act 2017*

- *Conservation, Forests and Lands Act 1987*
- *Constitution Act 1975*
- *Conveyancers Act 2006*
- *COVID-19 Omnibus (Emergency Measures) Act 2020*
- *Crimes Act 1958*
- *Criminal Procedure Act 2009*
- *Crown Land (Reserves) Act 1978*
- *Dangerous Goods Act 1985*
- *Defamation Act 2005*
- *Development Victoria Act 2003*
- *Disability Act 2006*
- *Disability Service Safeguards Act 2018*
- *Domestic Animals Act 1994*
- *Drugs, Poison and Controlled Substances Act 1981*
- *Duties Act 2000*
- *Education and Care Services National Law 2010*
- *Education and Training Reform Act 2006*
- *Electoral Act 2002*
- *Electricity Industry Act 2000*
- *Electricity Industry (Residual Provisions) Act 1993*
- *Electricity Safety Act 1998*
- *Electronic Transactions (Victoria) Act 2000*
- *Emergency Management Act 1986*
- *Emergency Management Act 2013*
- *Environment Protection Act 2017*
- *Equal Opportunity Act 2010*
- *Essential Services Commission Act 2001*
- *Family Violence Protection Act 2008*
- *Fences Act 1968*
- *Filming Approval Act 2014*
- *Fines Reform Act 2014*
- *Fire Services Property Levy Act 2012*
- *Firearms Act 1996*
- *Fire Rescue Victoria Act 1958*
- *Flora and Fauna Guarantee Act 1988*
- *Food Act 1984*
- *Freedom of Information Act 1982*
- *Gambling Regulation Act 2003*
- *Gas Industry Act 2001*
- *Gender Equality Act 2020*
- *Geographic Place Names Act 1998*
- *Graffiti Prevention Act 2007*
- *Health Complaints Act 2016*
- *Health Records Act 2001*
- *Heavy Vehicle National Law Application Act 2013*
- *Heritage Act 2017*
- *Housing Act 1993*
- *Impounding of Livestock Act 1994*
- *Independent Broad Based Anti-corruption Commission Act 2011*
- *Infringements Act 2006*
- *Interpretation of Legislation Act 1984*
- *Labour Hire Licensing Act 2018*
- *Land Acquisition and Compensation Act 1986*
- *Land Act 1958*
- *Land Tax Act 2005*
- *Libraries Act 1988*
- *Limitation of Actions Act 1958*
- *Liquor Control Reform Act 1998*
- *Livestock Disease Control Act 1994*
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Local Jobs First Act 2003*
- *Major Events Act 2009*

- *Major Transport Projects Facilitation Act 2009*
- *Marine and Coastal Act 2018*
- *Marine Safety Act 2010*
- *Meat Industry Act 1993*
- *Monetary Units Act 2004*
- *Motor Car Trader Act 1986*
- *Multicultural Victoria Act 2011*
- *Municipal Association Act 1907*
- *Museums Act 1983*
- *National Taxation Reform (Consequential Provisions) Act 2000*
- *Oaths and Affirmations Act 2018*
- *Occupational Health And Safety Act 2004*
- *Ombudsman Act 1973*
- *Parliamentary Committees Act 2003*
- *Parliamentary Precincts Act 2001*
- *Payroll Tax Act 2007*
- *Pipelines Act 2005*
- *Planning and Environment Act 1987*
- *Planning and Environment (Planning Schemes) Act 1996*
- *Plant Biosecurity Act 2010*
- *Prevention of Cruelty to Animals Act 1986*
- *Privacy and Data Protection Act 2014*
- *Project Development and Construction Management Act 1994*
- *Property Law Act 1958*
- *Public Administration Act 2004*
- *Public Health and Wellbeing Act 2008*
- *Public Interest Disclosure Act 2012*
- *Public Records Act 1973*
- *Racial and Religious Tolerance Act 2001*
- *Rail Safety (Local Operations) Act 2006*
- *Residential Tenancies Act 1997*
- *Retail Leases Act 2003*
- *Road Management Act 2004*
- *Road Safety Act 1986*
- *Rooming House Operators Act 2016*
- *Sentencing Act 1991*
- *Sex Work Act 1994*
- *Sheriff Act 2009*
- *Small Business Commission Act 2017*
- *State Electricity Commission Act 1958*
- *Subdivision Act 1988*
- *Subordinate Legislation Act 1994*
- *Summary Offences Act 1966*
- *Surveillance Devices Act 1999*
- *Surveying Act 2004*
- *Sustainability Victoria Act 2005*
- *Tobacco Act 1987*
- *Transfer of Land Act 1958*
- *Transport Integration Act 2010*
- *Valuation of Land Act 1960*
- *Veterans Act 2005*
- *Victorian Civil and Administrative Tribunal Act 1998*
- *Victoria State Emergency Service Act 2005*
- *Victorian Energy Efficiency Target Act 2007*
- *Victorian Environmental Assessment Council Act 2001*
- *Victorian Planning Authority Act 2017*
- *Water Act 1989*
- *Water Industry Act 1994*
- *Wildlife Act 1975*
- *Worker Screening Act 2020*
- *Workplace Injury Rehabilitation and Compensation Act 2013*
- *Wrongs Act 1958*

What are our local Laws specific to Kingston?

The Kingston Community Laws are local laws made in consultation with the community, to protect public health, safety and amenity in Kingston. A copy of the [Community local law](#) is available on the website. Other referenced documents, not mentioned in the list of Acts above are used by Kingston Council for the implementation of Local laws:

- Australian Standard AS4373 – 2007 Pruning of Amenity Trees,
- Australian Standard AS4970 – 2009 Protection of Trees on Development Sites,
- Busking Guidelines,
- Building Site Stormwater Code of Practice,
- City of Kingston Environmental Weed List,
- Construction Management Guidelines,
- Footpath Activities Policy,
- A 'Good Neighbour' Code of Practice for a Circus or Carnival
- Guideline on Asset Protection Permits
- Guideline on Domestic Waste, Green Waste, Recyclable Material and Hard Waste Collection Service,
- Guideline on Property Numbers: Size, Location and Visibility
- Kingston Planning Scheme
- Nature Strip Planting Guidelines,
- A Parking Management Policy,
- State Environment Protection
- Street Numbering Policy
- Wildlife Regulations 2013

Decision Making Powers

One of the fundamental responsibilities carried out by the Mayor and Councillors is to attend, and participate in the decision-making process during, Council meetings. Councils hold the authority granted by law to make decisions on various significant matters that directly impact their local communities. These decisions can be reached through formally constituted Council meetings or by delegating authority as approved by the Council. Council derives its decision making powers primarily from the Local Government Act 2020. Decisions are made at Council Meetings and Section 63 Delegated Committee Meetings.

Individually, neither the Mayor nor the Councillors possess the legal authority to act or make decisions on behalf of the Council. The power to act and make decisions lies collectively with the Council as a whole. Decisions made at a formal Council meeting provide the direction and authority for the ongoing operation of the Council. The decisions give directions to the CEO and are implemented by staff.

It is also at Council meetings that the Mayor and Councillors decide the policy direction of the Council and make decisions on other statutory matters. Council is a corporate body and as such it can only make decisions by resolution, i.e. a motion has to be put to a properly convened meetings and passed by the required majority of members. Formal meeting procedures are followed in line with the Local Government Act and the Governance Rules. The Governance Rules can be downloaded from the Kingston website. The Mayor chairs the meetings and has a casting vote in the event of a tie.

Transparency of Decisions made by Council

An agenda, listing the matters and relevant reports for consideration at the meeting is made available to the public in advance. Copies are available on Council's website [Council meetings - City of Kingston](#).

Previous Minutes and agendas can be searched on the Kingston website and archived minutes can be requested from Council or from the Public Records Office of Victoria.

Council meetings are live streamed. Council meetings are also open to the public. Meetings are only closed to the public when topics of a confidential nature are discussed, such as an individual's financial circumstances, a particular staff member, proposed developments, legal matters, pandemic restrictions or other state/national emergency. This is in accordance with section 66 of the Local Government Act 2020.

City of Kingston Council Meetings are held on the **fourth Monday of each month**.

Planning Committee meetings are held on the **third Wednesday of each month**.

All meetings start at 7.00pm and take place in the Council Chamber located at 1230 Nepean Highway, Cheltenham.

Public Questions

All of Council's public meetings allow for question time. Public question time is an opportunity for members of the public to have questions answered at Council Meetings. Public Question Time is governed by Rule 39 of Council's Governance Rules.

Questions must be in writing and can be submitted by either submitting an online question form or placing a hard copy question form in the Question Box in the Council Chamber foyer. To ensure comprehensive responses to questions submitted the submission deadline must be adhered to.

A question will not be read and an answer to your question will only be provided if the question:

- does not relate to a matter beyond or outside Council's powers
- is not defamatory, indecent, abusive or questionable
- is not repetitive of a question already answered (whether at that meeting or an earlier one)
- is not asked to be derogatory of or to embarrass a Councillor, a member of Council staff or a member of the community, and
- is not related to a matter already considered and resolved upon by Council.

Please note that questions submitted late will either:

- be dealt with at the next Ordinary Council Meeting, or
- be answered in writing at the discretion of the Chief Executive Officer.

Decisions made under Delegation

Council operates in a highly regulated environment and is currently responsible for administering various Acts and Regulations.

Most Acts and Regulations state that the Council is responsible for administering the relevant power, duty or function. As it is not practicable for the Council to administer such a large number of provisions, the Council delegates most of its powers, duties and functions to the CEO or to relevant positions within the organisation.

The Chief Executive Officer can delegate certain decision-making powers to other members of Council Staff. This is done through an 'Instrument of Delegation', which is a legal document that formally delegates a power to a specific position within the Council. Further details of the specific decision making powers are outlined in Council's Instruments of Delegation which can be found on the Council Website.

- [Instrument of Delegation to the Chief Executive Officer](#)
- [Instrument of sub delegation by the CEO to Staff](#)
- [Instrument of Delegation to Members of Council Staff](#)
- [Instrument of Delegation to Planning Committee Delegation](#)
- [Instrument of Delegation by CEO for VicSmart Applications](#)

Section 11(7) and 11(8) of the Local Government Act 2020, in addition to Council's Public Transparency Policy, requires Council to make available a register of delegations, including the date on which the last review was undertaken. A copy of Council's current Instruments of Delegations, and the dates they were last reviewed, are available on Council's website called – [Register of Delegations](#).

Contacting Council

We're hear to listen – you can submit a question, provide feedback or raise a complaint.

By Phone.

We can be contacted on **1300 653 356** Monday to Friday 8.30am-5pm (excluding Public Holidays). If you are overseas please call **+61 3 9581 4600**

For urgent issues **outside business hours**, please call 1300 653 356 and you will automatically be directed to our after hours services.

National relay service

The National Relay Service (NRS) is an Australian Government service enabling deaf, speech or hearing impaired people to communicate over the phone.

To use the service call **133 677**, state the organisation as the City of Kingston and quote our phone number 1300 653 356

Translating and interpreting service

If you need language assistance, call our interpreting service on **131 450**, state the organisation as the City of Kingston and quote our phone number 1300 653 356.

Write to us :

Postal address

City of Kingston
P.O. Box 1000
Mentone VIC 3194

Trading address

City of Kingston
1230 Nepean Highway
Cheltenham VIC 3192

By email

Write to us via Info@kingston.vic.gov.au The email will be saved in Council records and then assigned to the correct person/Department.

In Person

Visit one of our Customer Care Counters

Cheltenham

1230 Nepean Hwy
Cheltenham

Opening hours
Monday to Friday
8.30am - 5pm

Closed public holidays

Chelsea

1 Chelsea Rd
Chelsea

Opening hours
Tuesdays
10am - 12.30pm and 1pm - 4pm

Closed public holidays

Online

You can also complete a contact form via the main Kingston Website.

<https://www.kingston.vic.gov.au/contact>.

Or

Use the links on our website to report an issue, submit an enquiry, feedback or complaint, make online payments, or access commonly requested services. Our Customer Service Commitment is that you should receive a response in 10 working days but we aim to respond within two working days.

Frequent themes:

Business Permits <https://www.kingston.vic.gov.au/services/business/business-permits>

Freedom of Information <https://www.kingston.vic.gov.au/council/council-documents/freedom-of-information#panel-1-1>

Fences Enquiry <https://www.kingston.vic.gov.au/property/planning-and-building/do-i-need-a-planning-or-building-permit/fencing/fences-shared-with-neighbours>

Families and children <https://www.kingston.vic.gov.au/services/families-and-children>

Get involved <https://www.kingston.vic.gov.au/community/get-involved>

Heritage and planning <https://www.kingston.vic.gov.au/environment/heritage-and-planning>

Local Laws <https://www.kingston.vic.gov.au/council/local-laws>

Pets <https://www.kingston.vic.gov.au/council/local-laws/pets>

Planning and building <https://www.kingston.vic.gov.au/property/planning-and-building>

Trees, plants and nature strips <https://www.kingston.vic.gov.au/environment/trees-plants-and-nature-strips>

Media.

You can also get in touch with our media team. Phone: 9581 4633 or email media@kingston.vic.gov.au

Getting involved with Council.

Kingston Council is committed to the Community Engagement principles as contained in section 56 of the Local Government Act 2020. Kingston Council has a [Community Engagement Policy](#) which outlines Kingston City Council's (Council) commitment to provide our diverse community with genuine opportunities to contribute to and inform projects, strategies, services and decisions that affect them. The intent of this policy is to provide clarity about how Council will fulfil its commitment to engaging with the community. (<https://www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/community-engagement-policy>)

We will uphold principles which centre around ensuring members of the community have access to information about what is happening in the Municipality, assisting them to participate in Council decision making, and providing them with support to participate and be informed in how their participation will influence Council decision making.

The [Community Vision Report](#) outlines how together we are building a liveable and sustainable city. How together we champion and nurture our green and open spaces creating a safe, healthy environment and how our shared legacy connects our community, embracing innovation, making Kingston the place to live. Consultation may include informal consultative processes such as mail outs, surveys, studies, drop-in sessions and social media and also formal consultative processes such as public submissions via the 'Your Kingston Your Future' webpage, workshops, train the trainer sessions or public questions. A Community Vision statement was developed by the Community Panel and includes the principles of:

- community planning,
- keeping the community informed, empowered and engaged,
- Kingston is a respectful, inclusive and diverse community,
- innovation to create a sustainable community,
- to make Kingston the most liveable city for its diverse community,
- prioritise the natural environment,
- safety, health and well-being of the people of Kingston,
- thriving Kingston businesses.

The Kingston Council website outlines many ways the [Community](#) can become more engaged with Council and their wider community at <https://www.kingston.vic.gov.au/community>

- Advocacy
- Committees and networks
- Environmental Volunteering
- My Community Life
- Vounteering

Advisory committees

Advisory Committees help shape the strategic direction of Council by providing valuable feedback on policies and projects in the City of Kingston. Terms of reference and application to join are found on the website. The current Committees are:

- **Access and Equity Advisory Committee** - provide advice to the City of Kingston in relation to access and equity issues within the community. Working towards a sustainable, equal and more inclusive community including people with disabilities, cultural diversity, gender equality, family violence, gambling, seniors and LGBTQIA+.
- **Active Kingston Advisory Committee** - provides advice to the City of Kingston in relation to broad-based sports and recreation issues within the community.
- **Arts and Cultural Advisory Committee** - provides an important forum for identifying municipal-wide issues and opportunities and advising Council about effective policy and service provision regarding arts and cultural within the City of Kingston.
- **Business and Economic Development Advisory Committee** - established to provide advice to the City of Kingston in relation to the growth and development of the Kingston economy and issues relating to the creation of local employment opportunities within the community.
- **Community Safety Advisory Committee** - identifying municipal-wide issues and opportunities and advising Council about effective policy and service provision regarding community safety issues within the City of Kingston.
- **Environment and Open Spaces Advisory Committee** - focus on environmental matters which impact the community and able to be influenced by Council; and consider Open Spaces through design, maintenance and use.
- **Family Violence Working Group** - provides advice to Council on the development and implementation of the Prevention of Family Violence Action Plan. The group is comprised of community members with lived experience of family violence and local community organisations.
- **Reconciliation Action Plan Advisory Group (RAG)** - to act as a conduit between the Aboriginal and Torres Strait Islander community, reconciliation stakeholders and the City of Kingston.
- **Youth Advisory Committee(YAC)** - established to provide an opportunity for young people to be involved in formulating future directions of Council for Kingston's young people and to provide advice to in relation to broad-based youth related issues within the community. The YAC is an advisory committee of Council with a Councillor or Councillors nominated on an annual basis. Meeting monthly on a thursday

Other Committees and interest Groups

- **Universal Magazine Committee** - Print-based quarterly magazine designed and created by young people, distributed throughout the City of Kingston.

- **FReeZA Committee** - Group of young people who plan, organise and run music, cultural and recreational events for young people in the City of Kingston.
- **Kingston Interfaith Network** - celebrates the commonality and diversity of our spiritual communities by encouraging, understanding and respect between peoples of all faiths and cultures; affirming spiritual and religious freedom; working towards peace, compassion, and equality within our local community.
- **Service Clubs Network** - The Kingston Service Clubs Network consists of club members from Rotary, Lions and Kiwanis. This is an opportunity for Service Clubs to meet, share information, combine resources and funding to work together on shared projects.

My Community Life

My Community Life is a free online marketing website for community groups and organisations to list their details, events, activities and volunteering opportunities. It can be used to view and post group details, upcoming events, local activities and volunteering opportunities within the Municipality.

Public libraries

The libraries offer a wide range of facilities, services and resources, including books, CDs, DVDs, magazines, journals and newspapers in a range of languages as well as electronic publications. Library membership is free and open to anyone. Kingston Council has a [library strategy](https://www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/library-strategy) which can be downloaded from our public website (<https://www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports/library-strategy>)

There are also community room facilities for hire and reading rooms and differing service specialisms at each library. The phone number is **1300 135 668** and further information on services and opening hours can be found on the website. Hardcopy and enewsletter "What's On information is produced.

All libraries are closed on Public Holidays. The City of Kingston Library service operates out of eight locations.:

Chelsea Library - Address: 1 Chelsea Road, Chelsea 3196

Opening hours

Sunday 02:00 PM–05:00 PM
Monday 10:00 AM–08:00 PM
Tuesday 10:00 AM–08:00 PM
Wednesday 01:00 PM–08:00 PM
Thursday 10:00 AM–06:00 PM
Friday 10:00 AM–06:00 PM
Saturday 10:00 AM–02:00 PM

Cheltenham Library - Address: 12 Stanley Avenue, Cheltenham 3192

Opening hours

Sunday 02:00 PM–05:00 PM
Monday 10:00 AM–08:00 PM
Tuesday 10:00 AM–08:00 PM
Wednesday 1:00 PM–08:00 PM
Thursday 10:00 AM–06:00 PM
Friday 10:00 AM–06:00 PM
Saturday 10:00 AM–02:00 PM

Clarinda Library - Address: 58 Viney Street, Clarinda 3169

Opening hours

Sunday 02:00 PM–05:00 PM
Monday 10:00 AM–08:00 PM
Tuesday 10:00 AM–08:00 PM
Wednesday 1:00 PM–08:00 PM
Thursday 10:00 AM–06:00 PM
Friday 10:00 AM–06:00 PM
Saturday 10:00 AM–03:00 PM

Dingley Village - Address: 31C Marcus Road, Dingley Village 3172

Opening hours

Sunday Closed
Monday 09:00 AM–12:00 PM
Tuesday Closed
Wednesday 09:00 AM–12:00 PM / 02:00 PM–06:00 PM
Thursday 09:00 AM–12:00 PM / 02:00 PM–06:00 PM
Friday 02:00 PM–06:00 PM
Saturday 09:00 AM–02:00 PM

Highett Library - Address: 310 Highett Road, Highett 3190

Opening hours

Sunday Closed
Monday 10:00 AM–06:00 PM
Tuesday 10:00 AM–06:00 PM
Wednesday Closed
Thursday 10:00 AM–06:00 PM
Friday 10:00 AM–06:00 PM
Saturday 10:00 AM–01:00 PM

Parkdale Library - Address: 96 Parkers Road, Parkdale 3195

Opening hours

Sunday 02:00 PM–05:00 PM
Monday 10:00 AM–08:00 PM
Tuesday 10:00 AM–08:00 PM
Wednesday 01:00 PM–08:00 PM
Thursday 10:00 AM–06:00 PM
Friday 10:00 AM–06:00 PM
Saturday 10:00 AM–02:00 PM

Patterson Lakes Library – Address: 54 Thompson Road, Patterson Lakes 3197

Opening hours

Sunday Closed
Monday 10:00 AM–05:30 PM
Tuesday 02:00 PM–05:30 PM
Wednesday 02:00 PM–05:30 PM
Thursday 02:00 PM–05:30 PM
Friday 02:00 PM–05:30 PM
Saturday 10:00 AM–01:00 PM

Westall Library – Address: 35 Fairbank Road, Clayton South 3169

Opening Hours

Sunday 2:00 PM–05:00 PM
Monday 10:00 AM–06:00 PM
Tuesday 10:00 AM–06:00 PM
Wednesday 01:00 PM–06:00 PM
Thursday 10:00 AM–06:00 PM
Friday 10:00 AM–06:00 PM
Saturday Closed

Statement Two : Information and documents Council has prepared for publication or inspection

Public Transparency Policy

Section 57 of the Local Government Act 2020 requires Council to adopt and maintain a Public Transparency Policy. The Public Transparency Policy formalises Council's support for transparency in its decision-making processes; it facilitates public awareness of Council information and provides community confidence and trust in its decision making.

Where a request is made for access to Council information that is not on the Council website or otherwise available at the Council Offices, the Chief Executive Officer will review the request, assess whether the Information requested is confidential information, or its release would be contrary to the public interest.

A list of the categories of Council Information available to the community, as set out in the Public Transparency Policy are:

Documents such as:

- Council adopted policies and memos;
- Council leases, permits and notices relating to building and occupancy;
- Grant application forms and tenders;
- Plans and Reports adopted by Council;
- Project and service plans;
- Service agreements, and licences; and
- Technical reports.

Process information such as:

- Application processes for approvals, permits, grants & access to services;
- Complaints, investigations, fines and prosecutions;
- Decision making processes;
- Guidelines and manuals;
- Practice notes and operating procedures;
- Maintenance and administration records.

Council records will be available on Council's website:

- Council meeting agendas;
- Reports to Council;
- Minutes of Council meetings;
- Reporting from Advisory Committees to Council through reporting to Council;
- Audit and Risk Committee Performance Reporting;
- Terms of reference or Charters for Advisory Committees;
- Registers of gifts, benefits and hospitality offered to Councillors or Council Staff;
- Registers of travel undertaken by Councillors or Council Staff;
- Registers of Conflicts of Interest disclosed by Councillors or Council Staff;
- Submissions made by Council;

- Registers of donations and grants made by Council;
- Registers of leases entered into by Council, as lessor and lessee;
- Register of Delegations;
- Register of Authorised officers (subject to privacy considerations);
- Register of Election campaign donations;
- Summary of Personal Interests;
- Any other Registers or Records required by legislation or which Council determines should be made available in the public interest.

Information Management Systems used by Council

The City of Kingston uses HP CE, OneDrive and Microsoft Windows explorer for document management and records management.

These platforms are used to store a wide range of document categories and information types and operates as a de-centralised records management system.

Many branches also use additional software solutions for the storing of certain types of documents and information. This includes but is not limited to:

- InfoCouncil (corporate and council reporting)
- Intramaps (geographical data and maps)
- Technology One (for finance reporting and records)
- Civica Carelink (for Client data, case management information)
- Infor Pathway (property and customer data)
- XAP (for kindergarten enrollments and childcare services)

Statement Three – Freedom of Information Arrangements

You and Freedom of Information

The *Freedom of Information Act 1982* (FOI Act) sets out the public's right to request access to documents held by Victorian public sector agencies such as, local councils, most semi-government agencies and statutory authorities, public hospitals and community health centres, universities, TAFE colleges and schools. This right extends to all documents held by an agency not just documents relating to their own personal affairs. The purpose is to promote government transparency and accountability. It is always preferable to contact the Freedom of Information Officer prior to completing an application as information may be available to the public already or maybe able to be provided to you in an informal manner.

The FOI Act also gives an individual the right to request that incorrect or misleading information held by an agency about themselves be amended or removed. You can make a request yourself, or you can authorise another person, such as a solicitor, to submit the request on your behalf.

People wanting to make a freedom of information request must:

- Make the request in writing
- Describe the specific documents to be accessed (providing sufficient detail to allow Council to identify and locate relevant documents)
- Pay the prescribed FOI application fee

Please see the Kingston City Council website for the online application form.

Time and the Freedom of information

The Freedom of Information Officer will respond to the request as quickly as possible. (The act specifies that Council has 30 days in which to notify you of an access decision. This starts when your request is sufficiently clear, and your application fee has been paid.).

Upon receipt of a clear request and the application fee, we will:

- Write to you to acknowledge your request and the due date.
- Search for and retrieve all documents.
- Consult with external entities and individuals, where necessary.
- Review the documents and remove irrelevant and exempt material, where applicable.
- Send a letter which outlines the assessment of documents and decision on release and how to access the documents

Depending on the nature of your request, additional time may be needed to process your application where Council is required to seek the views of other entities or individuals (known as third party consultation). In such cases, Council may extend the period for deciding a request by up to 15 calendar days. You will be notified in writing if mandatory third party consultation is necessary and advised of the revised statutory due date.

Cost and the Freedom of information

The cost to applicants associated with Freedom of information requests includes the application fee, and access charges for certain services undertaken by agencies in relation to providing access to documents. This fee is fixed by the State Government which reviews all fees annually and the FOI application fee usually increases slightly on 1 July each year. Please note, all fees and charges are exempt from GST. The only exception is for people suffering hardship, who can provide evidence they qualify to have the application fee waived or reduced. For current details relating to FOI application fee and access charges the Kingston Website.

Where you are required to pay a deposit, the 30 day timeframe permitted for processing your request commences upon payment of the deposit. For details relating to current FOI application fee and access charges, please refer to the City of Kingston Website.

Documents and freedom of information

More documents than you think are available outside the Freedom of information act. Documents and information can be obtained outside of the Act, generally this includes:

- Information or documents that are considered publicly available documents (already on the website); or
- Planning documents
- Personal affairs information
- Information or documents that can be accessed through other legislative processes

The Act allows Council to refuse access to certain documents or information. These documents are often called 'exempt' documents or information. In some cases you may be refused access to an entire document. Alternatively, you may be given access to a document with exempt information obscured. An explanation of why the information is exempt will be given in the decision letter.

Some documents which might be exempt include personal information about other people, internal working documents, law enforcement documents, legal advice, confidential documents or documents which are covered by secrecy provisions in other legislation.

City of Kingston Officers and Freedom of Information

Principal Officer:

Mr Peter Bean
Chief Executive Officer
Email info:Kingston.vic.gov.au

Freedom of Information Officer:

Mrs Catherine McGarry
Freedom of Information and Privacy Officer
PO Box 100 Mentone 3194
Telephone 9581 4902 | 1300 656 653
Email: FOI@Kingston.vic.gov.au

Independent advice about the Freedom of Information legislation and on submitting a Freedom of Information request can also be found on the [OVIC website](https://ovic.vic.gov.au/freedom-of-information/for-the-public) (<https://ovic.vic.gov.au/freedom-of-information/for-the-public>).

Right of Appeal

If an applicant is dissatisfied with the Freedom of Information Officer's decision to refuse access to a document; defer access to a document; not waive or reduce the application fee (whether or not the fee has already been paid by the applicant) or not amend a document (in accordance with section 39) the applicant may appeal the decision to the Information Commissioner for review:

Information Commissioner – Reviews
Office of the Victorian Information Commissioner
PO Box 24274
Melbourne Victoria 3001

Email: enquiries@foicommissioner.vic.gov.au

Web: <https://foicommissioner.vic.gov.au/>

Statement Four - Publications

Council publishes a range of newsletters, reports and handbooks for residents, businesses, and visitors. The City of Kingston operates an up-to-date website to ensure that members of our community have easy access to information about Council and the municipality. You can download them from the website, in some cases subscribe for an online version, pick them up at a library, or call Council for a copy.

Key Council Publications

- [Community Vision](#)
- [Council plan](#)
- [Annual Action plan](#)
- [Annual Budget](#)
- [Financial plan](#)
- [Public Health and Wellbeing Plan](#)
- [Revenue & Rating plan](#)
- [Strategic Resource plan](#)
- [Asset Plan.](#)
- [Gambling Action Plan 2021-2025](#)

Environment

- [Gardens for Wildlife booklet](#)
- [Biodiversity Strategy Technical Report](#)
- [Indigenous plants](#)
- [Map of Kingston Vegetation Community Groups](#)
- [Indigenous Plant Species and Vegetation Community Groups](#)
- [Significant Tree Register.](#)
- [Street Tree Pruning Program](#)

Seniors

- [Probus clubs network list](#)
- [Senior clubs network list](#)
- [Seniors transport guide](#)
- [Positive Ageing Plan](#)

Business

- [Guide for food businesses](#)
- [Food safety guide for food businesses](#)
- [opening a new health, beauty or body art business guide.](#)

Youth

- [Terms of Reference – Youth Advisory Committee](#)

Health and Safety Publications

- [Prevention of Family Violence Action Plan](#)
- [Social & Affordable Housing Strategy](#)

Community

- [Community Grants Help Booklet 2023-2024](#)
- [Moorabbin Transport Study](#)
- [Integrated Transport Strategy Background Report](#)
-

Newsletters

- **Kingston your city magazine** is published Quarterly for residents, ratepayers and businesses. It provides information on a wide range of topics and issues affecting the municipality.
- **Your Voice** – Seniors newsletter: publication which provides the latest news and information on upcoming programs and events.
- **Kingston Libraries “What’s ON”** - a newsletter which provides upcoming workshops, events and information.
- **Universal Magazine** – quarterly magazine created by young people for young people
- **Kingston Arts newsletter** – Artscape

e-Newsletters

The City of Kingston also has a number of e-Newsletters which you can subscribe to. As key topics occur and opportunities for consultation arise specific newsletters are created and can be subscribed to. Some ongoing e-Newletters would include but are not limited to:

- **Kingston monthly e-news**, where each edition features current public consultations
- **OurPlace** - An environmental e-newsletter
- **Sport & Rec e-update** featuring upcoming projects and strategies.
- **Kingston Business**
- **Moorabbin Junction**, area specific newsletters
- **Cheltenham Central**, area specific newsletters
- **Mentone Renaissance**, area specific newsletters
- **Your Kingston Your Say**
- **Kingston Libraries “What’s ON”**
- **Kingston Arts - Artscape**
- **Sustainability in school**

Statement Five: Rules, Policies and Procedures - Section 8 of the Freedom of Information Act 1982.

The Council develops policies, strategies, guidelines and plans with the aim of providing guidance for decision-making processes and achieving desired outcomes.

Many Council documents are available on Council's website pages and can be found as a convenient list under [Plans, policies and reports](#).
(<https://www.kingston.vic.gov.au/council/council-documents/plans-policies-and-reports>)

This alphabetical list is not exhaustive; it is an example of the types of documents which are frequently referred to by staff to assist decision making. Where policy or procedure documents are not published on Council's website, they may be available for inspection. For further information or to request access or if you require one of the below documents in an alternative format please contact us on 1300 653 356 or info@kingston.vic.gov.au.

Active Leisure Plan:

[Active Leisure Plan Implementation Plan](#)

[Active Youth Spaces Strategy](#)

[Activity Centre Streetscape Suite](#)

[Kingston Annual Report](#)

[Application for a Planning Permit Meeting Policy](#)

[Arts and Cultural Strategy](#)

[Asset Management Policy and Strategy](#)

[Asset plan](#)

[Audit and Risk Committee Charter](#)

[Basements and Deep Building Constructions Guidelines](#)

[Basements and Deep Building Constructions Policy](#)

[Building over Easement Guidelines](#)

[Biodiversity Strategy](#)

[Boatshed and bathing box](#)

[Bonbeach Sports Reserve Plan](#)

[Busking Guidelines](#)

[Carrum Roy Dore Reserve Plan](#)

[Chelsea Recreation Reserve Plan](#)

[Cheltenham Suburban Rail Loop Design Advocacy](#)

[Chief Executive Officer Employment and Remuneration Policy](#)

[Child Safe Standards Policy](#)

[Child Safe Standards Strategy](#)

[Child Safe Standards Action Plan](#)

[Citizenship Policy](#)

[Climate and Ecological Emergency Response Plan](#)

[Coastal and Marine Management Plan](#)

[Commercial Use of Council Land Policy](#)

[Community Engagement Policy](#)

[Community Garden Policy](#)

[Community Grants Guidelines](#)

[Community Grants Policy 2021- 2025](#)
[Community Local Law No 5 Consolidated](#)
[Community Satisfaction Survey- 2022 Key Findings and Recommendations](#)
[Complaints Policy](#)
[Compliance Policy](#)
[Conflict of Interest Policy](#)
[Council Plan](#)
[Council Plan- Quarterly Financial Statements Report December 2022](#)
[Council Plan- Quarterly Performance Report October – December 2022](#)
[Council Plan- Quarterly Financial Statements Report September 2022](#)
[Council Plan- Quarterly Performance Report July – September 2022](#)
[Council Plan- Quarterly Performance Report April – June 2022](#)
[Council Plan- Quarterly Financial Statements Report March 2022](#)
[Council Plan- Quarterly Performance Report January – March 2022](#)
[Council Plan- Quarterly Financial Statements Report December 2021](#)
[Council Plan- Quarterly Performance Report October – December 2021](#)
[Council Plan- Quarterly Financial Statements Report September 2021](#)
[Council Plan- Quarterly Financial Statements Report March 2021](#)
[Councillor Code of Conduct](#)
[Councillor Support and Reimbursement of Expenses Policy](#)
[Customer Service Charter](#)
[Cycling and Walking Plan](#)
[Debt Collection Policy](#)
[Deputy Mayor Position Policy](#)
[Discontinuance and Sale of Roads Rights of Way and Drainage Reserve](#)
[Domestic Animal Management Plan](#)
[Edithvale Recreation Reserve Plan](#)
[Election Period Policy](#)
[Event sponsorship Policy Recipient](#)
[Event sponsorship Policy Sponsor](#)
[Family and Children's Strategy 2020 – 2024](#)
[Family and Children's Strategy Action Plan Year 1 2020](#)
[Family and Children's Strategy Summary 2020 – 2024](#)
[Fencing Policy](#)
[Festivals and Events Policy](#)
[Fraud and Corruption Policy](#)
[Gambling Policy](#)
[Gambling Action Plan 2021-2025](#)
[Gender Equality Action Plan](#)
[Golf Course Policy](#)
[Good Governance Framework](#)
[Governance rules](#)
[GR Bricker Reserve \(West\) Master Plan](#)
[GR Bricker Reserve \(West\) Bulletin Masterplan Update](#)
[Graffiti Action Plan](#)
[Guideline on Asset Protection Permits](#)

[Guideline on domestic waste](#)
[Heatherton Recreation Reserve Plan](#)
[Highett Structure Plan](#)
[Homelessness and Social Housing- Social and Affordable Housing Strategy](#)
[Homelessness and Social Housing- Housing First for People Sleeping Rough Practice Guide](#)
[Housing Strategy & Neighbourhood Character Study](#)
[Industrial Development Strategy](#)
[Information Privacy Policy](#)
[Innovate Reconciliation Action Plan \(RAP\)](#)
[Instrument of Delegation by CEO for VicSmart Applications](#)
[Instrument of Delegation to Members of Council Staff](#)
[Instrument of Delegation to Planning Committee Delegation](#)
[Instrument of Delegation to the Chief Executive Officer](#)
[Instrument of Sub Delegation by the CEO to Staff](#)
[Instrument of Sub Delegation to Members of Council Staff](#)
[Integrated Transport Strategy](#)
[Kindergarten Infrastructure Service Plan](#)
[Kingston Green Wedge Plan](#)
[Kingston Library Strategy](#)
[Kingston Neighbourhood Character Guidelines](#)
[Kingston Planning Scheme Review](#)
[Kingston's Integrated Water Strategy](#)
[Kingston's Integrated Water Story- The Full Picture](#)
[Leasing Policy](#)
[Library Strategy](#)
[Long Term Financial Strategy](#)
[Maintenance of Private Roads Policy](#)
[Managing Council Owned or Controlled Contaminated Land Policy](#)
[Media and external communications policy](#)
[Mentone Station and Gardens Urban Design Plan](#)
[Mentone Structure Plan](#)
[Moorabbin Eastern Edge Final Report](#)
[Moorabbin Junction Urban Renewal Strategy](#)
[Moorabbin Station Precinct Implementation Plan](#)
[Moorabbin Activity Centre Structure Plan](#)
[Moorabbin West Urban Design Framework](#)
[Mordialloc Creek Masterplan](#)
[Mordialloc Structure Plan](#)
[Multicultural Action Plan 2022 - 2026](#)
[Municipal emergency management planning](#)
[Mural Art Guidelines](#)
[Naming of Places Policy](#)
[Nature strip guidelines](#)
[Nomination in a State or Federal Election Policy](#)
[Notice of Application for a Planning Permit \(Advertising\) Policy](#)

[Open Space Strategy Update - Part 1](#)
[Open Space Strategy Update – Part 2](#)
[Parkdale Mentone LXP Urban Design Framework](#)
[Parking Management Policy](#)
[Planning Delegation Policy](#)
[Planning Interaction Policy](#)
[Playground strategy](#)
[Positive Ageing Plan](#)
[Prevention of Family Violence Action Plan](#)
[Procurement Policy](#)
[Prosperous Kingston](#)
[Public and Corporate CCTV Systems Code of Practice](#)
[Public and Corporate CCTV Systems- Emergency beach markers](#)
[Public Art Policy](#)
[Public Health and Wellbeing Plan](#)
[Public Health and Wellbeing Plan- Year 2 Action Plan](#)
[Public lease register](#)
[Public Lighting Policy](#)
[Public Toilet Strategy](#)
[Public Transparency Policy](#)
[Quick Response Grants Guidelines](#)
[Reconciliation Action Plan](#)
[Recordings of Public Council Meetings Policy](#)
[Regents Park Master Plan](#)
[Register of Authorised Officers](#)
[Register of Delegations](#)
[Register of Public Roads](#)
[Retail and Commercial Development Strategy](#)
[Road management plan](#)
[Road Safety Strategy](#)
[Safe and Secure Action Plan](#)
[Social and Affordable Housing Strategy](#)
[Special Rate and Charge Scheme Policy](#)
[Sport and Recreation Strategy](#)
[Street and park tree management strategy](#)
[Suburban Rail Loop Stabling Facility Design Advocacy](#)
[Summary of Personal Interests of Councillors](#)
[Summary of Personal Interests of Nominated Officers](#)
[Supplier Code of Conduct](#)
[Urban Cooling Strategy](#)
[Urban Cooling Strategy- Technical Background Report](#)
[Vehicle Crossing Policy](#)
[Walking and Cycling Strategy](#)
[Walter Galt Reserve Plan](#)
[Ward Meetings Policy](#)
[Waterways Tree Assessment Report](#)



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